

**NC Interpreter and Transliterater Licensing Board  
Friday, February 10, 2023 – Western Wake Tech, Cary, NC – 10 am**

1 Board Members Present: Mark Lineberger, Pam White, Beverly Woodel, Alicia Griffin, Dianne Shearer  
2 David Litman, Lauren Pruett, Nicole Alleman

3 Board Members Absent: Cheryl White-Smith

4 Staff Present: Juliane Bradshaw, Caitlin Schwab-Falzone

5 Interpreters: Lee Williamson, David Payne, Karen Magoon, Nicole Fox, Monica McGee, Petria (CART)

6 Members of the public present: Allissa Brittain, Marsha Lineberger, Heather Foster, Jaclyn Muckey, Joni  
7 Hedrick, Josee Hupp-Croteau, Kathleen Speckhardt, Kelle Owens, Keri Teshima, Kyle Kiser, Lora Nielsen,  
8 Matt Baccari, Megan Dean, Pam King, Sarah Bartmess, Shanae Witherspoon, Shinea Koon, Tauni Judd,  
9 Brittany Burnett, Alisha Crump, Lizzie Odom, Kenzie, Jessica Bridges, Bethany Hamm-Whitfield, Allie  
10 Clapood, Brian Paille

11 Called to order 10:10 am

12 *With 8 Board members present a quorum was established.*

13 Conflict statement read, and no conflicts heard.

14 **Welcome and Introductions**

15 The Board and staff did introductions. Communication rules were discussed to make sure that everyone  
16 would have good access to communication.

17 **Approval of Minutes**

**Motion Feb 2023-01 (Lineberger/Griffin) I move we approve the minutes from December 2, 2022  
and the December 2022 Forum as written Mark, second Alicia. No discussion. All in favor. Motion  
carries.**

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19 **Legislative Liaison Report**

20 Mark gave a legislative update. The report was just an update on amendments to the licensure law. The  
21 Board did vote on the approval of the proposed language to statute. There have been several calls with  
22 the Board staff and the legislative bill writers. Mark shared his screen on Zoom and showed the draft of  
23 the proposed statute changes. Discussion of allowing multiple pathways to licensure. The goal is to  
24 work on a rule so that the moment the law is passed, we have the language of the rule additions ready  
25 to go and to be submitted. These rules would allow the Board to list which assessments, tests,  
26 credentials to be approved.

27 Discussion of the specific proposed language in the statute. Making minimal changes to the statute and  
28 adding language and not rewriting the entire statute is better from the legislative standpoint as it makes  
29 the statute changes look cleaner and easier to review.

1 The different section of the proposed statute changes were reviewed including requirements for  
2 licensure for full licenses, provisional licenses, and language about when this statute, if approved, would  
3 take effect.

4 Discussion of the potential requirements for provisional licensees and what new possible requirements  
5 would be needed for licensees. Detailed discussion about some other tests that are available currently.  
6 Discussion of past exams and assessments that were used, such as the NCICS assessment.

7 Discussion about people obtaining a provisional license with just a two year degree and no other  
8 assessment. That is why the proposed language to be added to the statute would be attached to people  
9 who are applying with a two year degree to also have an assessment.

10 Discussion of Interpreter Training Programs (ITPs) and what are required in those programs. Mark  
11 reiterated the Board’s purpose is to protect the safety and welfare of the general public.

12 Lauren brought up Cued Language Transliterators and that there is not a two-year program for them.  
13 Caitlin and Mark clarified that the Cued Language Transliterators are addressed in a different section of  
14 the statute and would not need a two-year degree. Further discussion of Cued Language Transliterators  
15 about the possibility of additional testing or assessments that might be available to transliterators in the  
16 future.

17 Questions about CART services and if that needs to be in the statute. This does not need to be added to  
18 the statute.

19 Section 3 of the statute talks about the effective date the statute would become effective, October 1,  
20 2023. The Board has to come up with the rules of the assessments that they will accept once the statute  
21 does become effective. Further discussion of the effective date.

22 Alicia had questions about the cap on renewals versus the statute. Mark clarified the difference  
23 between the rules and statute, and that cap in the rules that effects provisional licensees. Mark  
24 commented that if this law does pass it will not effect this renewal year (2023), but will affect the  
25 renewal year of 2024 for currently licensed provisional licensees. The goal of this proposed statute is to  
26 raise the minimum standard for provisional licensees.

27 Mark talked about the groups he has visited (NCAD, NCRID, and other groups) and they are all writing  
28 letters of support for these proposals.

29 *The Board took questions from the public that were in the chat box on Zoom.*

30 *Questions involved the proposed changes to the statute and when they could go into effect. Questions*  
31 *about the VQAS testing, ITP programs, and other items that could affect provisional licensees moving*  
32 *forward.*

33 Mark also addressed that if anyone has any personal questions, he is happy to talk with people off line  
34 and will share his contact information in the chat box so people can reach out.

35 *Break – 11:32 am*

36 *Reconvened – 11:50 am*

1 Mark addressed the questions in the chat that addressed provisional licensure and consequences of it  
2 lapsing, and questions about if the new possible options that are proposed in the statute. This is the  
3 rational for wanting to add alternative pathways to licensure.

4 Mark commented that Rep. Blackwell requested that feedback from the proposed statute be shared  
5 with him so that the proposed language can be edited or changed if needed. Mark gave more  
6 background of the legislative process for proposed changes to the statute and what could happen and  
7 when it could potentially become effective.

8 Mark asked that people attending via Zoom, reserve the chat function for questions directed to the  
9 Board and to refrain from conversations.

10 **Financial Reports**

11 Dave gave everyone a few minutes to review all of the information in the financial reports provided to  
12 the Board. Dave asked about the audit and Caitlin commented that the Board is currently in the middle  
13 of that audit.

14 **DPI Update**

15 *Antwan was unable to attend this meeting. This item was tabled until the May 2023 Board meeting.*

16 **Legal Update**

17 Juliane talked about the contract with Capitol Hill Management Services (CHMS) being extended once  
18 more, and then the Board would need to go through the request for proposal (RFP) which is necessary  
19 for the renewal of the contract that is up in 2023. If this extension can be discussed and vote on then  
20 we can move forward with the current contract. *Mark read the letter that would need to be signed by*  
21 *the Board chair to approve the contract.* Mark gave more information about the requirement for having  
22 an RFP put out every three years as required by NC law.

**Motion Feb 2023-02 (Shearer/Lineberger) I move we approve this one year extension on the contract for management services with CHMS Dianne, Mark seconds. No discussion. All in favor. Motion carries.**

23 *Break for lunch 12:08 pm*

24 *Reconvened 12:48 pm*

25 **Central Office Report**

26 **NCITLB Central Office Report (February 8, 2023, as of 1:00 pm)**

Type of License	Number of Licensees (February 2023)	Percentage (February 2023)	Number of Licensees (February 2022)	Percentage (February 2022)
Full	339	67%	342	64.5%
Grandfathered	33	6.5%	37	7%

<b>Provisional</b>	135	26.5%	151	28.5%
<b>Total Number</b>	<b>507</b>	<b>100%</b>	<b>530</b>	<b>100%</b>

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<b>Licenses issued since last Board meeting (December 2, 2022)</b>			<b>10</b>
<b>Qualified for <u>full</u> license by</b>			
<b>RID Certification</b>	2	100%	
<b>Full Licenses Issued</b>	<b>2</b>	<b>100%</b>	
<b>Qualified for <u>provisional</u> licensure by</b>			
<b>2-year degree</b>	3	37.5%	
<b>EIPA score of 3 or above</b> EIPA Scores for the issued licenses: 4.0, 3.9, 3.1, 4.4, 3.7	5	62.5%	
<b>Accumulated Hours</b>	-	0	
<b>DSDHH DI Program</b>	-	0	
<b>Recognized credential from another state</b>	-	0	
<b>Provisional Licenses Issued</b>	<b>8</b>	<b>100%</b>	
<b>Licenses pending to be issued</b>	<b>1 (1 provisional)</b>		

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<b>School</b>	<b>Number of Licensees</b>
UNCG	21
Wilson Community College	13
Blue Ridge Community College	9
Western Piedmont Community College	9
Central Piedmont Community College	5
Cape Fear Community College	4
Carolina University	2
Gallaudet University	2
Gardner Webb	2
Bloomberg University	1
Columbus State CC	1

John Logan College	1
NorthEastern University	1
Northwestern Connecticut CC	1
Piedmont International University	1
Rochester Institute of Technology	1
Siena Heights University	1
St Louis Community College	1
Troy University	1
University of Northern Colorado	1
William Woods University	1
<b>Total</b>	<b>79</b>

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2 **Comments:**

3 Business as usual.

4 Rule 21 NCAC 0205 – went into effect Feb 1, 2023. An email was sent to all licensees on Feb 1,  
5 2023, notifying them of this new rule.

6 The Board requested that Caitlin start including information about provisional licensees who move up to  
7 full license, and Caitlin will add to her central office report when it is applicable.

8

**Review of Action Items**

#	Owner(s)	Description	Report/Due date	Status
1	Dave and Lauren with assistance from Juliane	Ad hoc committee to assist with the DIT procurement process, once the RFP has been approved, for securing website software for renewal submission.	May 12, 2023	
2	Mark, Pam White, Lauren, Dianne	Committee to determine revisions to be made to the law (GS 90D)	February 10, 2023	
3	Dianne, Dave (chair), Bev, and Lauren	Ad hoc committee to look at the current rule related to how licensees can obtain CEUs and possible changes to the current rule.	February 10, 2023	
<b>Ongoing action items</b>				
Mark and Beverly		Subcommittee to have open communication with DSDHH for community outreach.		
Pam and Lauren		Ad hoc committee set up to work with DPI to work toward changes for educational interpreters.		
Caitlin		Compile information about how many renewals each current provisional license has had, the schools' provisional licensees are obtaining degrees from, and current licensee EIPA scores.		
Caitlin and Dave		Work on updates to the website.		

9

1 #1 The new development: there is the possibility of purchasing software and not having to go through  
2 procurement. Mark commented that the Board was in support of Caitlin securing software and has  
3 found some that would work for the Board's needs. This software would allow for licensees be able to  
4 see what they have submitted and what is still needed for renewals. This would streamline the process  
5 and Caitlin will reach out to the company to get a new bid, and then set up a yearly contract for that  
6 software. Caitlin could get this information and send to everyone to vote to move forward or not.

7 Caitlin commented that it does take some time for it to get set up. Mark requested Caitlin to get the  
8 quote from the company and send it out to the Board to review and potentially to schedule an off-cycle  
9 meeting to vote on approving the software.

10 *Caitlin to get quotes for one year, two years, and three years.*

11 #2 Mark commented that this action item is ongoing and the committee is still looking into options, and  
12 the Board needs to start working on the rule to go along with the possible statute changes.

13 #3 Dave commented about the last meeting and the request to remove the requirement for in-person  
14 CEUs each year for renewals. The committee has been researching what other states do regarding this.  
15 The only statement that had something about CEUs in their rules mentioned that the conference could  
16 be "teleconference or live streaming". All the other states have not touched on in-person versus virtual.  
17 The next step is to meet as a group and review what the states have been doing and come back with  
18 some suggestions next meeting.

19 Pam commented that she has gotten feedback from interpreters across the state, and that the Board  
20 should not dictate how people learn. Pam commented that interpreters should be able to take  
21 workshops that help them learn more about their specialty.

22 Discussion about the current rules (21 NCAC 25 .0501) and how CEUs can be obtained by licensees.

23 The committee talked about needing to do more research about potential rule changes.

24 The Board discussed multiple options and what states were researched. Additional Board members  
25 expressed their opinions on the matter.

26 The committee asked to have more time to determine what changes need to be made and bring it back  
27 to the next meetings.

**Motion February 2023-03 (Lineberger/White) I move the ad hoc committee be dissolved and be moved to the statute review committee (Mark, Pam, Lauren, and Dianne) to review the in-person CEU requirements for licensees Mark, second Pam. No discussion. All in favor.**

28 *Break 1:45 pm*

29 *Reconvened 1:56 pm*

30 All ongoing action items are ongoing.

31 Pam gave a brief update for educational interpreters. DPI supports licensure, but at the next meeting  
32 Antwan will be here to share more information.

33 Caitlin's action item to remove the number of renewals provisional licensees have had due to the  
34 updated rule.

1 The Board asked Caitlin to add the central office report to the website after each meeting.  
2 Dave commented that if the Board wants to see any other updates to the website keep the ideas  
3 coming.  
4 Caitlin commented about Board appointments and she will be reaching out to the people who need to  
5 be reappointed.  
6 Mark had a request for new business. He and Alicia have requested to attend the NCAD conference the  
7 end of April. They have been asked to give a presentation about the Board to the Deaf community.  
8 They are requesting to be reimbursed for travel expenses, for hotel and mileage. We request the Board  
9 to approve \$700 each, maximum, to help reimburse for these expenses.

**Motion February 2023-04 (Lineberger/Pruett) I move we approve for reimbursement of travel/lodging to the NCAD conference for Alicia and Mark up to \$700 each Mark, second Lauren. All in favor. Motion carries.**

10  
11 Comments about promoting the videos that are on the Board’s website about how to file a complaint.

**Motion February 2023-05 (Alleman/Lineberger) I move the Board authorize Caitlin to purchase supplies for a booth sign and supplies up to \$1,000 Nicole, second Mark. All in favor. Motion carries.**

12  
13 Discussion of the NCAD conference.

14 Discussion about the NCRID conference, June 15-17, 2023, and asked if the Board could possibly come  
15 to the meeting and do a short presentation on June 16, 2023 and then have a meet and greet with the  
16 attendees. Several Board members have indicated that they will be planning to attend. Caitlin let the  
17 Board know she will not be able to attend due to a previous commitment. Some members of the Board  
18 will be there to attend this meeting.

19 Discussion about the meeting and sharing the documents with people on Zoom. Mark asked the Board  
20 attorney what other Boards do. Juliane commented that other Boards she has worked with only  
21 respond to public record requests, and do not share all documents for Board meetings.

22 Board requested the link to the meetings and the agenda should be shared with people who request it.

23 *Comments about the handouts from the meeting and the meeting minutes and having access to this*  
24 *information. The Board answered and responded to questions that people had.*

25 **Add talking about the forum from last night (February 9, 2023) to the May 12, 2023 agenda.**

26 Discussion of framing the forum with more information at the beginning and giving information and it  
27 was discussed that a forum is just meant for the public to come and ask questions of the Board. It has  
28 always been told to the Board the forum is a place where we receive comments and questions from the  
29 public.

30 **I move we adjourn Nicole, second Alicia.**

31 Adjourned – 3:06 pm