

**NC Interpreter and Transliterater Licensing Board
Friday, August 9, 2024 – Zoom – 10 am**

1 Board Members Present: Mark Lineberger, Pam White, Alicia Griffin, Dianne Shearer, Herbie Aguilar,
2 Nicole Alleman, Ashley Gordon

3 Board Members Absent: Lynn Cooper, Beverly Woodel

4 Interpreters: Nicole Fox, Lee Williamson, Karen Magoon, Stephen Holland, Brian Tipton

5 Board staff present: Caitlin Schwab and Ben Busch

6 General Public Present (Zoom): Caroline Bolin, Kathleen Speckhardt, Tanya Miller, Richard Watkins, Jr,
7 Jenese Portee, Amanda Dunn, Anita Baker, Kelle Owens, Jennifer Falls, Ms. Perry, Jeff Greer, Valerie
8 McMillan, Paige Sprinkle, Michelle Teague, Jalen Ward, Melanie Woodward, Somer Stanley, Krystel
9 Streeter, Matt Dunn, David Payne

10 With 7 Board members present a quorum was established.

11 Called or order 10:07

Introductions and Welcome

12 Communication access rules were gone over for the meeting.

13 *Conflict of interest statement ready and no conflicts heard.*

14 Herbie Aguilar did a brief introduction, he replaced Dave Litman on the Board.

Approval of Minutes

15

Motion August 2024-01 (Griffin/Alleman) I move we approve the meeting minutes from the April 12, 2024 Board Meeting with edits Alicia, second Nicole. No discussion. All in favor. Motion Carries.

16

Motion August 2024-02 (Griffin/Gordon) I move we approve the meeting minutes from the April 12, 2024 forum with edits Alicia, second Ashley. No discussion. All in favor. Motion Carries.

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Motion August 2024-03 (Griffin/Gordon) I move we approve the meeting minutes from the special called meeting on May 28, 2024 be approved as written Alicia, second Ashley. No discussion. All in favor. Motion Carries.

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Legislative Liaison Report

19 Nothing to report at this time specific to the Board, but it is short session and the budget and Medicaid
20 expansion are the top priorities with the legislature at this time.

Possible Board Member Removal

21 The Board member at large has not attend any meetings since August of 2023. No communication has
22 been made with this person, even after several attempts to communicate via email and USPS.

1 Ben talked about some options the Board has about removing an absent Board member. One option is
2 removal due to neglect of duty. Ben recommends a notice of opportunity to be heard, and allow Caitlin
3 and Ben one more quarter to try to make contact with Lynn, and if no response then the Board can
4 move forward with removal.

5 Discussion about the removal process. Caitlin and Ben to communicate with the appointing authority
6 about the recommended process for replacing the at large Board member. Ben recommend also that
7 the Board give Caitlin and Ben 45 days and if no communication has been made, than they will send out
8 a hearing notice, and the Board can act on it at the December 6, 2024 Board meeting.

Request from the Council for the Deaf and Hard of Hearing

9 Mark talked about the request that was received from the Council. There was a request sent to the
10 Board chair to ask the Board what the Board is planning to do in regard to Video Relay Interpreting (VRI).
11 Bev and Mark wrote a letter in response and sent it to the Council. The Board has no authority with VRI
12 in NC, if the person is physically (feet on the ground) in NC then they would need to hold a license, but if
13 they are not physically in NC then the Board has no authority. The letter also outlined the letter about
14 what the Board is currently working on.

15 *Caitlin to send the letter to the Board for them to review.*

LRC Report

16 There are two new complaints that were received this week, the committee is working to schedule a
17 meeting in the next few weeks to discuss these complaints.

18 Pam commented that she needed to recuse herself from one of the complaints, due to a conflict, and
19 asked if Mark could replace her on that complaint review.

20 Mark gave Herbie some background on the Licensure Review Committee (LRC).

21 *Break 10:53 am*

22 *Reconvened at 11:01 pm*

Symposium Discussion

23 Mark gave a brief overview of the symposium that was held in April of 2024. The Board discussed their
24 thoughts about the 2024 symposium and what they would like to see at future symposiums.

25 Suggestions:

- 26 • Moving the symposium around the state.
- 27 • Feedback received was about timing, location, and lunch.

28 If the Board wants to discuss this event taking place at another venue and come back with dates at the
29 December meeting.

30 This past year for the Symposium, the Board spent \$16,000. Most of that cost was interpreters for
31 communication access that cost was \$10,000.

32 Mark shared his screen with a budgeted breakdown of the potential costs for 2025 if the Board holds
33 the symposium. Mark also discussed the addendum that would be needed to the current management

- 1 contract to allow Caitlin to assist the Board with the planning and logistics for the Symposium in 2025.
- 2 The Board would have to decide if they want to move forward with the addendum. We would also need
- 3 to add the projected symposium costs to the budget for 2024-2025 to allocate that money.
- 4 Discussion about how often the Symposium could happen, annually or every other year. Suggested to
- 5 pursue this annually to continue the momentum. The Board does have the funds to spend on the
- 6 Symposium moving forward.
- 7 The motion will be discussed later during the new business portion of the meeting.

Financial Report

8 *Financials through June 30, 2024*

9 Ashley stated she is the new treasurer since Dave rolled of the Board. She gave everyone a few minutes
10 to review the balance sheet, financials through June 30, 2024, and asked if anyone had any questions.

11 Caitlin commented that the Symposium was allotted with in Board expenses and the line items that
12 effects. There were other expenses, research done by Dr. Jordan Wright, that was a one-time payment,
13 and they will not be a repeated cost each year.

14 Question about the Board’s current bank account and potentially switching it to a hirer yielding interest
15 bearing account.

16 *Proposed Budget 2024-2025*

17 Caitlin shared the budget for 2024-2025 and discussed specific line items.

18 Break for lunch – 12:25 pm

19 Reconvened – 1:03 pm

Central Office Report

20 **NCITLB Central Office Report (August 5, 2024, as of 10:46 am)**

Type of License	Number of Licensees (August 2024)	Percentage (August 2024)	Number of Licensees (August 2023)	Percentage (August 2023)
Full	357	74%	351	65.5%
Grandfathered	28	6%	33	6%
Provisional	99	20%	153	28.5%
Total Number	484	100%	537	100%

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Licenses issued since last Board meeting (April 12, 2024)	8
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Qualified for <u>full</u> license by		
RID Certification	4	100%
Cued Language Certificate	0	0%
Total Full Licenses Issued	4	100%
Qualified for <u>provisional</u> licensure by		
2-year degree & EIPA score of 3.5 or above EIPA Scores for the issued licenses: 4.0, 4.5	2	50%
Accumulated Hours	2	50%
DSDHH DI Program	-	0
Recognized credential from another state	-	0
Total Provisional Licenses Issued	4	100%
Licenses pending to be issued	6 (2 full and 4 provisional)	

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3 **Comments:**

4 • Schools applicants are coming from is still being tracked, but due to applicants needed
 5 an assessment in additional to a two year degree, if qualifying for a license this way,
 6 including the list here was removed. This list can be added back if the Board would like
 7 to continue seeing this list.

8 • Recent temporary rule regarding additional pathways to license (BEI) was approved and
 9 made effective as of July 5, 2024. Information has been added to the website.

10 • 24 people have successfully renewed at this time, this is around 5% of licensees.

11 • Caitlin out of office August 22-23, 2024.

12 Dianne asked a question about the drop inf provisional licensees from 2023 to 2024, and Caitlin
 13 commented that the rule regarding the maximum number of renewals a provisional licensee can have.

14 Board asked that the list of the schools that provisional licensees have a degree from be added back to
 15 report.

1 Caitlin communicated that Antwan was going to attend, but then was pulled into another meeting and
2 was unable to attend, and that there was no update at this time.

3 Dianne commented that the Board has requested data from DPI and that data has not been received
4 yet, but hope to have that information soon.

Permanent Rulemaking

5
6 Ben talked about the temporary rule that the Board just put through the rulemaking process and that it
7 was approved. The Board will have to put the same rule through the rulemaking process to make it
8 permanent. Temporary rules are in place for 270 days, so the Board would need to initiate permanent
9 rulemaking to make them part of the Board’s rules. I would recommend move to adopt the temporary
10 rule as a permanent rule and move through the rulemaking process.

11 Mark gave some background on the temporary rule and the Board reviewed the temporary rule.

Motion August 2024-04 (Shearer/Griffin) I move the Board begin the permanent rulemaking process to get the temporary rule (21 NCAC 25 .0202) made into a permanent rule Dianne, second Alicia. No discussion. 6 in favor 1 opposed. Motion carries.

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13 *Budget discussion continued*

14 Mark asked if anyone had any concerns or last minute items to be reviewed from the budget discussion
15 that was had before the lunch break. By approving the proposed budget it means that the Board is
16 determining to have the symposium next year. This vote would approve the budget for the entire 2024-
17 2025 year.

Motion August 2024-05 (White/Shearer) I move we approve the proposed budget for the 2024-2025 fiscal year as presented Pam, second Dianne. No discussion. All in favor. Motion carries.

Meeting Dates 2025

- 19
20 February 28, 2025
21
22 May 30, 2025 – Board Meeting & Forum
23 May 30-31, 2025 - Symposium
24
25 August 8, 2025
26
27 December 5, 2025
28
29 *Break – 2:07 pm*
30 *Reconvened – 2:15 pm*

Action Items

#	Owner(s)	Description	Report/Due date	Status
1	Mark, Pam White, Ashley, Dianne	Committee to determine revisions to be made to the law (GS 90D).	August 9, 2024	
2	Mark and Dianne	Board members appointed to the DPI committee to be part of the discussion to help determine licensure for educational interpreters.	August 9, 2024	
Ongoing action items				
	Mark and Alicia	Subcommittee to have open communication with DSDHH for community outreach.		
	Caitlin	Continue to compile: <ul style="list-style-type: none"> • schools provisional licensees are obtaining degrees from • current licensee EIPA scores. • When provisional licensees move up to full 		
	Caitlin	Work on updates to the website.		

1
2 All action items are currently in process.

New Business (if any)

3
4 *Discussion about the new LRC member*

5 Dianne brought this up and Mark commented that the only person who is eligible to be on the LRC is
6 him. Mark can be part of the LRC if someone recuses themselves but is not able to participate on the
7 LRC at this time.

8 *Revisiting the Board’s policy about the EIPA*

9 Mark gave some background on the revisions to the statute and the new minimum standards that were
10 set and went into effect on December 1, 2023. Mark gave the summary of the EIPA and the status of
11 the delay with grading, currently graded through November 3, 2023.

12 Discussion of the delay about the grading of the EIPA and the timeline for the statute and when it went
13 into effect. The policy was similar to the NIC policy from the year before, allowing for a time limiting
14 grace period. Some interpreters are concerned about not being able to work if they don’t get their
15 results in time. Board counsel has communicated that the policy “no teeth”, and that the rules and
16 statute take precedence over a policy.

Motion August 2024-06 (Shearer/White) I move we add some more time to the EIPA grace period by three additional months to April 1, 2025 to allow more time to get their EIPA results Dianne, second Pam. Discussion of the current policy. All in favor. Motion carries.

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18 I move we adjourn, Herbie second Alicia.
19 Adjourned – 3:03 pm