

**MINUTES OF
THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS
AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL
DEAF**

FEBRUARY 3, 2017, QUARTERLY MEETING

MEMBERS PRESENT

Ray James
Jami Hollingsworth
Debbie Pearce
Holly Ketchum
Karin Binko
J. R. Courtright
Jerri Finch

ADH STAFF PRESENT

Vickie Pickering (Interim since Elizabeth Harris is no longer with ADH)
Bethany McLaughlin

GUEST PRESENT

Will Gorum, Interpreter
John West, Interpreter

WELCOM AND CALL TO ORDER

Ray James called the meeting to order at 2:00 p.m.

ELECTION OF CHAIRPERSON AND SECRETARY

Ray started the meeting with the election of a new Chairperson and Secretary. Debbie Pearce wanted to know if we have the names of the new Advisory Board Members. Bethany reported that Holly, Ray, and Jami were reappointed. This is the last time these three can serve without a break. Bethany will send a letter to those people who were recommended for the Advisory Board but were not appointed. Ray stated that was a good idea so they can pursue other appointments or duties elsewhere. Nominations for chairperson were entertained and Holly nominated Ray if he was willing to continue serving. (seconded by Jerri Finch) No other names were suggested and Ray is reappointed as Chairperson.

Ray entertained nominations for secretary. Jami nominated Karin; she asked what the duties were and was told to sign her name. However, Bethany stated that for just this one time the secretary would have to type up these minutes as they are short staffed currently. Karin accepted. (JR seconded the nomination) Karin was approved as secretary. Bethany stated she would send the recording to Karin's email.

APPROVAL OF TRAVEL REIMBURSEMENT

Next on the agenda was approval of travel reimbursements. Ray stated he has not submitted any request for travel reimbursement and no one else stated they had either. Jami stated that it needs to be voted on annually so that if someone submits travel reimbursement it will automatically be approved. Jami made the motion for approval of travel reimbursement and Holly seconded. Motion passed. Ray stated there are guidelines on how to receive reimbursement and what is required to submit.

APPROVAL OF MINUTES

Jerri Finch has a request for an addition in the Technology Subcommittee Update, page 4, where it states, "Mr. Courtright stated the CDI would be Micheal." She suggested adding his last name, McMahon. Ray asked about spelling his first name and it should be Michael. Jerri stated it would be easier for people to know who that person is. Motion for acceptance of the minutes with corrections was made Holly seconded by J.R. Minutes were approved.

A question was raised if the Technology Subcommittee Minutes should be approved. Ray stated he thinks that they are just filed.

OLD BUSINESS

No Old Business was discussed.

NEW BUSINESS

Update on Applications Processed

Next on agenda under New Business is Applications that were processed. Bethany stated that 143 applications were processed. Of those, she is waiting on 12 of them to submit more information. Jerri asked Bethany if this number is similar to last year or the year before. Bethany stated it's about the same. At the end of last year there were 153. Ray asked Bethany if the other 12 are completed there should be 135. Questions arose as to why the numbers were down and no one had a definitive answer. Ray asked Bethany how to find out and send out an email or letter again for renewal. The deadline for renewing without penalty is January 31, 2017. After that, a person has to reapply. Ray and Jami suggested sending out a letter and indicating when a late fee applies and the cost for that. Some reasons for not renewing Holly stated they just let their license lapse and Ray stated they may not have obtained enough CEUs. Debbie stated in the past some people thought that their renewal was one year from the date they applied/renewed and not a calendar year. Ray said that is clarified now it's understood to be a calendar year.

Ray said he continues to receive emails about the process for licensure renewal. A signature paragraph be added to the renewal letter. Instead of having to go back to their computer, print off the application just so they can sign the renewal signature block. Basically that is all that is needed. So, when the renewal is sent it includes the signature block of the ethical behavior. Also, to add a box to check to see if their credentials have changed and needs to be identified differently than what the previous card showed. Ray was told by someone that they included documentation of a new credential and it was not changed on the new card. Somehow it needs to be "flagged" so it can be noted and changed. Ray asked how we can modify the form; if there was a legality issue involved. Vickie stated it's not a legality issue but just needs to be noted. Just want to make sure it's highlighted and brought to our attention. So that when it's processed it's changed. Currently, there is no way to note that on the application. Vickie stated a box on the renewal application to show there is a new credential; even change of address, etc. Vickie stated even on renewing a law license there is a place on the back to indicate any changes. Also, on the renewal to add a place to sign indicating the person will adhere to the code of ethics. Bethany stated that on the renewal form just indicate everything needed there, sign and send in. The Licensing Office takes care of all the renewals and Vickie stated she will talk with them about all of this. Bethany stated for clarification just those two items to be added to the renewal.

OTHER MATTERS & PUBLIC COMMENTS

Re-Appointments of Subcommittees

There currently are three subcommittees:

Licensure Renewal: Jami Hollingsworth, Debbie Pearce, Holly Ketchum, Jerri Sue Finch

Investigation: Karin Binko, Holly Ketchum, J. R. Courtright, Ray James.

Technology: Jami Hollingsworth, J.R. Courtright, Brad Sims (the tech guy)

Budget Ad Hoc: J.R. Courtright, Holly Ketchum, Jami Hollingsworth

Ray stated all the other committees had a sunset clause. Such as the background check item. As well as the item of the QA levels.

The Technology Committee needs to be added to the website and it is also an ad hoc committee. In the minutes update it is referred to as a subcommittee. None of the three committees have a sunset clause. Ray stated he didn't think that the Technology Subcommittee will have a sunset as it will be ongoing. Jerri asked if after this project will this committee be ended or continue. Jami responded that will be for us to decide.

Ray stated as long as we have a website we need to make sure updates are maintained.

Ray asked about members for the Licensure committee for this calendar year: change or keep it the same? Holly motioned to keep it the same and J.R. seconded. Passed.

For the Investigation committee: Debbie motioned to keep it the same and Holly seconded. Passed.

Budget Ad Hoc: Jami motioned to keep it the same and Debbie seconded. Passed

Technology Committee: Jerri motioned to keep it the same and Jami seconded. Passed.

Jami stated that the Licensure Renewal Committee met this afternoon and wanted to setup the rotation for 2017. However, we weren't sure who was going to be on the board. She requested to take the time now to decide the member and their corresponding rotation.

Debbie: January, June, September,
Holly: February, May, October
Jami: March, July, November, January 2018
Jerri Sue: April, August, December

Discussion centered on the ending dates for board members. Debbie stated that this is her last year as well as J.R.'s. She will not be able to serve again and neither will J.R. as both will have served two consecutive

Ray stated that the term expiration will need to be updated indicating the three board members who have been reappointed. A Board Member can only serve two consecutive terms. Vickie stated she knows who is responsible for doing the updates. Jerri Sue stated that her term ends 2018 not 2019. Elizabeth sent her a letter at the end of the year correcting her end date. Holly also received a similar letter. Holly stated that on the form that she had notarized the ending date was wrong. Ray stated he thinks the corrected letter would take care of that. The form that Holly signed and was notarized has the wrong expiration date. Jerri Sue stated the same happened to her. After the form is notarized it is filed with the Secretary of State's Office.

Ray stated the letter from the Secretary of State's Office confirmed the appointment and that the form needs to be notarized. Discussion continued on who got a letter and what to do about it. Ray stated it said 2020 and should be 2019.

There were no public comments.

Motion to adjourn at 2:33 p.m.

Karin Binko

Karin Binko, Secretary

Approved on 5-5-17