

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

NOVEMBER 4, 2016 QUARTERLY MEETING

MEMBERS PRESENT

Ray James, Chairperson
Jami Hollingsworth, Secretary
Debbie Pearce
Holly Ketchum
Karin Binko
J.R. Courtright
Jerrie Finch

ADH STAFF PRESENT

Elizabeth Harris, ADH Attorney
Bethany McLaughlin, ADH Legal

GUESTS PRESENT

William Gorum, Transcriptionist
John West, Interpreter
Linda Stauffer, Interpreter

WELCOME AND CALL TO ORDER

Ray James, Chairperson, called the Quarterly Meeting of the Advisory Board for Interpreters between Hearing Individuals and Individuals who are Deaf, Deafblind, Hard of Hearing, or Oral Deaf (the "Advisory Board") to order at approximately 2:03 p.m., on Friday, November 4, 2016. Roll was called and a quorum was established.

APPROVAL OF MINUTES

Minutes from the August 5, 2016 Licensure Subcommittee and Quarterly Meetings of the Advisory Board were presented. J.R. Courtright moved to accept the minutes as presented. Karin Binko seconded the motion. The motion carried.

The minutes of the August 8, 2016; August 26, 2016; and October 24, 2016, Ad hoc subcommittee meetings were also presented. Mr. Courtright made a motion to accept those minutes. Ms. Ketchum seconded the motion. The motion carried.

OLD BUSINESS

Update on Rules and Regulations Promulgation Process

Mr. James stated that the Rules notice went out and that some feedback had been received. Ms. Harris reported that the Rules were filed with an effective date of November 15, 2016.

Mr. James reported that there was a notice sent out with that effective date. Mr. James stated there were some new developments that would need to be considered when the Rules go back through the process.

Update from the Ad Hoc Subcommittee on Criminal Background Checks

Ms. Pearce reported that the Subcommittee met on October 24, 2016, to discuss specific wording. Ms. Pearce reported that the ad hoc committee voted to recommend placing the following two questions on the application:

- 1) Have you ever had any interpreting credential and/or license revoked? If yes, specify.
- 2) Have you ever been convicted of a felony? If yes, specify.

The Committee also voted to adopt rule language that says it is a violation of the rules to have a felony conviction but to include a process by which the applicant can ask for a waiver from the Full Board.

Ms. Ketchum added that the Subcommittee used the EMS statute to adopt these Rules. She also said that the Subcommittee could look at each of the Code Sections.

A discussion took place about the Board's liability and why this language was being added. Ms. Pearce stated that in all of her research she did not find this would be a liability issue. Ms. Pearce also reminded the Board that the purpose of granting a license was simply to say that the individual has met the minimum qualifications for licensure.

Ms. Hollingsworth asked what the purpose of the criminal background check and how does it affect their qualifications to interpret? A discussion ensued on this issue and what language the Rules should use.

Ms. Ketchum made a motion to add the recommended language to the Rule. Ms. Finch clarified that there were actually two issues. Mr. James stated yes, there was the issue of adding the questions to the applications and adding language to the Rule to revoke a license based on the answers. Ms. Hollingsworth further clarified that there were three issues, the two questions and then the rule language. Mr. James then said that they would take this in three separate motions. Mr. James called for the vote on the first question, "have you had an interpreting credential or license revoked? If yes, specify." Five members voted to approve the language, one abstained from voting. The question will be added to the application.

Mr. James next called for the vote on the second question, "have you ever been convicted of a felony? If yes, specify." Five members voted against the language and one abstained. The question will not be added to the application.

Last, Mr. James called for a vote on adding the recommended rule language. Six members voted to add the language to the Rule, none voted against it.

Mr. James confirmed that the ad hoc committee is dissolved having completed the task set before it.

Update from the Technology Subcommittee

Ms. Hollingsworth reported that the Technology Subcommittee has decided to work with Brad Sims at UALR to tape the video segments. There will be open captioning and an audio overlay. Ms. Hollingsworth reported that the Subcommittee was still working out the financial aspects of the project.

She reported that the Subcommittee would like to have three individuals signing the clips. She asked the Board to assist in deciding which individuals to use and which parts of the website need videos. She also asked for guidance in determining a budget for paying the individuals who will be signing.

First, Mr. Courtright asked the Advisory Board to choose the representative from the Deaf Community. The Subcommittee recommended Nathan Burleson, Ernest Northup and Linda Glenn, in that order. Mr. Courtright stated the CDI would be Micheal. Ms. Hollingsworth stated that the Subcommittee recommended Cheryl Thomas for the representative for the interpreting community. She also stated that Karen Owens was recommended to do the voice over. The Board discussed using Will Gorum to voice over the male signers.

The Board next discussed what segments of the website should be explained by video. Ms. Hollingsworth stated she felt the complaint process, the application process, and the interpreting law needed to be explained in a video. Mr. James also wanted a video explaining how the law worked in the education system. Ms. Binko suggested a video about the different levels of licensure and what each level can do. Ms. Harris reminded the Board that the scripts would need to be approved by ADH communications. Ms. Hollingsworth asked the Board to approve contacting Nathan, Cheryl, Karen and Will to do the videos. Ms. Hollingsworth stated that they had already contact Michael. Ms. Pearce suggested allowing Cheryl Thomas to voice over her own signing. Ms. Hollingsworth stated that would work and the Subcommittee would not need to contact Karen.

Next, the Board discussed how much each individual should be paid. Ms. Hollingsworth explained that each video should take no more than 20 minutes to record. So, this should not include more than an hour of recording time for any one individual, plus their prep time. The Board recommended capping the amount each individual should be paid \$250.00 per person.

NEW BUSINESS

Update on Applications Processed

Ms. Harris stated that as of this morning, ADH had received 11 renewal applications for 2017 have been completed. Three applications were still pending. She stated this should pick up towards the end of the year.

2017 Meeting Dates

Ms. Harris asked the Board to vote on meeting dates for 2017. She proposed the following dates:

February 3
May 5
August 4
November 3

Mr. Courtright moved to approve these dates. Mr. James specified that the time of the meeting is 2:00 p.m. Ms. Binko seconded the motion. The motion passed.

OTHER BUSINESS

Reappointments to the Board

Mr. James reminded everyone that three Board members' terms expire on December 31, 2016. Those three members were Mr. James, Ms. Hollingsworth, and Ms. Ketchum. Mr. James stated that each person was eligible for reappointment.

Ms. Harris stated that she mailed letters to the two bodies that nominate members in October. Mr. James asked that Ms. Harris provide those bodies with a timeline for getting those nominations to ADH. Ms. Harris stated that she would. Ms. Harris stated that she was hoping to have the individuals appointed by the end of the calendar year. However, she did remind the Board members that they would holdover in their positions until it was reappointed.

Mr. James reminded the Board that the BEI Court Interpreter requirements needed to be added to the Rule.

Information on Application for Interpreters

Ms. Harris advised the Board that the ADH had started collecting Social Security Numbers on the application. She stated that this was pursuant to a law that requires all licensing bodies to collect that information.

PUBLIC COMMENTS

There being no public comments, Mr. James adjourned the meeting at approximately 3:04 p.m.

Jami Hollingsworth, Secretary

Approved on _____