

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

FEBRUARY 5, 2016 QUARTERLY MEETING

MEMBERS PRESENT

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

MEMBERS ABSENT (EXCUSED)

Jerry Sue Finch

ADH STAFF PRESENT

Elizabeth Harris, ADH Attorney
Leslie Lovett, ADH Legal

GUESTS PRESENT

William Gorum, Interpreter
Linda Stauffer, Interpreter
Ann Marie Lott, Transcriber

WELCOME AND CALL TO ORDER

Chairperson James 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 2:00 p.m., on Friday, February 5, 2016. A quorum was present.

APPROVAL OF MINUTES

Minutes from the October 9, 2015 Licensure Subcommittee and Quarterly Meetings of the Advisory Board were presented. Ms. Pearce and Ms. Hollingsworth noted some typographical errors that should be corrected. Ms. Hollingsworth moved to approve the minutes as corrected. Ms. Binko seconded the motion. The motion passed without opposition.

APPROVAL OF RESOLUTION FOR EXPENSE REIMBURSEMENT UNDER A.C.A. § 25-16-902

Mr. James explained that the Advisory Board had to vote to approve expense reimbursement for Advisory Board members every year. Ms. Pearce moved to approve expense reimbursement pursuant to A.C.A. § 25-16-902. Ms. Hollingsworth seconded the motion. It passed without opposition.

APPOINTMENT OF 2016 OFFICERS

Mr. James opened the floor for nominations for the position of Chairperson of the Advisory Board. Ms. Pearce nominated Mr. James to continue as Chairperson. Ms. Hollingsworth seconded. No other nominations were received. Mr. James called for a vote and abstained from voting. The motion passed without opposition and Mr. James was named Chairperson for 2016.

Mr. James then opened the floor for nominations for the position of Secretary of the Advisory Board. The Secretary is responsible for signing letters and minutes on behalf of the Board. Ms. Binko nominated Ms. Hollingsworth to continue as Secretary. No other nominations were received. No Advisory Board Members were opposed to Ms. Hollingsworth being appointed Secretary for 2016. Ms. Hollingsworth was named Secretary of the Advisory Board.

APPOINTMENT TO SUBCOMMITTEES

Mr. James stated that the Licensure Subcommittee has three members total with one vacancy. Mr. James asked for nominations to fill the vacancy. Ms. Hollingsworth

nominated Ms. Holly Ketchum. Ms. Ketchum stated she was willing to serve. Both Ms. Hollingsworth and Ms. Pearce were willing to serve another year on the Licensure Subcommittee. Mr. James asked for a vote to appoint Ms. Hollingsworth, Ms. Pearce and Ms. Ketchum to the Licensure Subcommittee for 2016. The vote was unanimous in favor of appointing them.

Mr. James then moved on to the Investigation Committee, which is made up of Ms. Binko, Ms. Ketchum, Mr. Courtright, and Mr. James. The existing committee members agreed to continue serving. Mr. James asked for a vote on leaving that committee as it stands. The vote was unanimous.

Last, Mr. James asked the three members of the Budget Committee: Mr. Courtright, Ms. Hollingsworth, and Ms. Ketchum, if they would be willing to serve again. All three were. Mr. James called for a vote on the Budget Committee membership and the Advisory Board voted to reappoint the existing committee for 2016.

Ms. Harris stated that she would prefer not to put personal home addresses and phone numbers of Advisory Board Members on ADH's website and asked each member to update their contact information accordingly.

Mr. James also stated, if Ms. Finch was agreeable, he would like to appoint her to serve on the Licensure Subcommittee. The full Advisory Board agreed that was a good idea and Mr. James stated he would discuss that with Ms. Finch.

OLD BUSINESS

Proposed Amendments to the Rules and Regulations

Mr. James turned the floor over to Ms. Ketchum to report on the Licensure Level Subcommittee's recommendations for the Rules and Regulations. Ms. Ketchum reported that there were five members on the Committee and that they met three to four times. During those meetings, they decided on the recommendations presented to the Advisory Board. Based on their discussions, the Committee decided that the basic QAST 1/1 level could not handle very many communication situations without a mentor. They limited the communications a newly graduated QAST 1/1 could handle and then adjusted accordingly.

Mr. James asked for recommendations on the proposed amendments regarding the levels of licensure. Ms. Harris advised that the Advisory Board cannot specify what level was required in the public school setting. Mr. James stated that must be set by the Arkansas Department of Education (ADE). After some discussion, it was determined that any public school employee requirements would be removed. Ms. Harris then asked about courtroom interpreting. Mr. James clarified that all *in court* interpreting was governed by the Arkansas Administrative Office of the Courts (AOC), and could not be addressed by the Rules. Ms. Ketchum then made a motion to approve the proposed

recommendations regarding levels of licensure with the recommended changes. Ms. Hollingsworth seconded the motion. The motion passed without opposition.

Ms. Pearce made recommendations regarding the renewal requirements. She stated that there was still some confusion over what to send in for a renewal. The current Rules (Section 6-D, pg. 7-8) require an application to be sent in, but many applicants did not send one. Ms. Pearce felt that purpose of the requirement was to ensure the Code of Professional Conduct statement was signed and acknowledged every year. Mr. James recommended adding the Code of Conduct to the document that was sent out with renewal information every year. The applicant could then sign and return a statement that it was received and reviewed. Mr. James suggested adding the language "a signed request" for renewal to Rule 6-D (on page 7.) Ms. Pearce moved to adopt the language "a signed request for renewal with the appropriate fees," on both page 7 (for qualified licensed interpreters) and page 8 (for provisional interpreters). Ms. Ketchum seconded the motion. The motion passed without opposition.

Ms. Pearce then stated that the Subcommittee had some concern over how the Advisory Board was tracking CEUs. Specifically, with regards to those with a QAST credential. She stated that the QAST card had to be renewed annually based on proof of completion of 10 CEUs. However, many licensure applicants were sending in outdated cards without proof of current CEUs. Ms. Pearce made a motion to require all applicants to send in proof of CEUs. After some discussion, Ms. Pearce amended the motion to only requiring QAST and EIPA credential holders to submit proof of current CEUs. Ms. Hollingsworth asked to add language stating that "out of state credentials will be assessed individually to determine equivalency with these requirements." Ms. Pearce amended her motion to include that language. Ms. Hollingsworth seconded the amendment. The amendment passed. Ms. Pearce's motion as amended, which was seconded by Ms. Hollingsworth, was then voted on and passed.

The last concern raised by Ms. Pearce was regarding a recent application for renewal that was denied by the Subcommittee based on lack of CEUs. The applicant then reapplied for initial licensure, where you don't have to submit CEUs, and will be licensed again. In summary, she was able to skirt the CEU requirement by using the initial application process. Ms. Pearce proposed creating an inactive status of licensure to be used when someone doesn't renew by March 1. Then to regain active status, the applicant will have to submit proof of CEUs. Discussion ensued. Ms. Pearce made a motion to make the following changes to the Rules and Regulations:

Strike the paragraphs in Section VII and VIII that say "Applications submitted after March 1 of the next calendar year shall be treated as applications for initial licensure and subject to all applicable fees." And add the following language:

Section VII F. Inactive Status. Any license not renewed by March 1 of the following calendar year will be placed on inactive status. To regain active status, you must submit (1) documentation of credentials held; (2)

documentation of CEUs accrued for previous calendar year (for QAST and EIPA only); (3) the required fee; and (4) out of state documentation and credentials will be assessed individually to determine compliance with these requirements.

Ms. Hollingsworth seconded the motion. The motion passed unopposed.

Ms. Harris updated the Advisory Board on information that will have to be collected on the Application form. Also on how the office handles name change requests.

Update on Placing Videos on the Advisory Board Website

Ms. Harris reported that the IT division director stated that placing the videos on the website should be a simple process. Ms. Harris asked the Advisory Board to appoint one person to come and speak with IT to get the process started. Mr. James clarified that the purpose of this was to place a signed version of everything on the website. Ms. Harris stated that was correct, and to allow Deaf and Hard of Hearing individuals to submit complaints via video. Mr. James asked Ms. Hollingsworth if she was willing to take on the task. Ms. Hollingsworth volunteered.

NEW BUSINESS

Acceptance of Oklahoma Licensure for Qualified Licensed Interpreter Applicants

Ms. Hollingsworth explained that we have done something similar with applicants from Missouri. In this case, the applicant has provided documents from Oklahoma, including the limitations of levels of licensure. Their levels are the opposite, instead of saying what you can do with the level of licensure, Oklahoma states what should not be done with that level of licensure. Ms. Hollingsworth stated that she believes it is more restrictive than what Arkansas currently has. She recommends treating Oklahoma licensees the same way that we treat Missouri licensees and accepting the Oklahoma credential level at face value. After some discussion, Ms. Hollingsworth moved to accept Oklahoma QA levels as equivalent to Arkansas QAST levels. Mr. Courtright seconded the motion. The motion passed without opposition.

Discussion of Video Remote Interpreting

Mr. James presented a new law from Nebraska regarding video remote interpreting. According to Mr. James, the Deaf community requested that the Advisory Board consider the new Nebraska legislation addressing video remote service. Mr. James reminded the Advisory Board that when the legislation was written an attempt was made to address this issue, but the Legislative Committee was unable to do so. The

Advisory Board discussed the Nebraska legislation and decided to wait and see what happens in Nebraska.

Financial Update

Ms. Harris presented the financial report for the Advisory Board. She advised the Advisory Board that the balance in their account as of January 31, 2016, is approximately \$37,000. Ms. Harris then informed the Advisory Board that the majority of their outlay has been spent on interpreters for meetings. Overall, Ms. Harris reported that the Advisory Board's finances were doing well. She did report that there would be more expenditures for next year, as there were plans to spend for transcription services at the meetings and for additional mailing expenses with licensure. Mr. James reported that the Advisory Board would like to readdress licensing fees after several years of expenditures and finances could be analyzed.

Licensure Subcommittee Update

Ms. Hollingsworth stated that the Subcommittee members were assigned months for 2015, so that they could take turns reviewing applications. Ms. Hollingsworth asked when would be a good time for the new subcommittee members to meet to review applications and divide the 2016 applications. The Subcommittee tentatively set March 4, 2016, as their next meeting date, from 1:00 p.m. to 2:00 p.m.

Mr. James asked about placing Advisory Board meeting dates on the Advisory Board webpage. Ms. Harris said she would see about doing that.

Ms. Harris stated that the website's list of licensed interpreters was out of date because of the volume of applications received over the past few months and that it should be updated after the March 1 deadline for renewals.

Freedom of Information Act and Administrative Law Update

Ms. Harris gave an update on the Administrative Procedures Act and the Arkansas Freedom of Information Act.

PUBLIC COMMENTS

There being no public comments, Mr. James adjourned the meeting at approximately 4:15 p.m.

Jami Hollingsworth
Jami Hollingsworth, Secretary

Approved on May 6, 2016