



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

OCTOBER 9, 2015 QUARTERLY MEETING

MEMBERS PRESENT

Raphael James, Chairperson
Debbie Pearce
Jami Hollingsworth
Holly Ketchum
Melanie Thornton
Karin Binko

MEMBERS ABSENT

J.R. Courtright (Excused)

ADH STAFF PRESENT

Elizabeth Pitman, ADH Attorney
Holly Patton, ADH
Leslie Lovett, ADH Legal

GUESTS PRESENT

William Gorum, Interpreter
Linda Stauffer, Interpreter
Timothy Lowe

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, October 9, 2015. Roll was called; and a quorum was established.

APPROVAL OF MINUTES

Minutes from the July 10, 2015 Quarterly Meeting were presented. No corrections were made to the minutes. Ms. Binko moved to approve the minutes as presented. Ms. Pearce seconded the motion. The motion passed without opposition.

OLD BUSINESS

Update on the Promulgation of the Rules and Regulations

Ms. Pitman confirmed that the Rules had started the process of becoming final. The public hearing was held on September 3, 2015. No one commented at the hearing; however several written comments were received. Many of the comments were on the levels for licensure, which will be passed onto the Subcommittee that was formed to review those. There was also a comment on the teaming rule. Ms. Pitman stated that there was not mechanism for oversight outside of the complaint drive process. Regarding the RID credential being used for Court, the Rules defer to the Statute. We did change the Rule to clarify that we will take complaints in any form that we get them, regardless of how specific the complaint is. However, we would like as many specifics as we can get. That change is not considered substantive.

The Rule was presented to the Legislative Committee for Public Health, Labor and Welfare. The Rules will be presented to the Legislative Committee for Rules and Regulations. They will be presented to the Board of Health for final approval later in October and will be filed.

Update on Ad Hoc Subcommittee on Licensure Levels

Ms. Ketchum reported that the Subcommittee met in August of 2015 to continue discussing the licensure levels. The levels have been edited by one of the members since that time. This is the final draft. Mr. James asked to hold a vote until the next meeting so that everyone could review before holding a vote.

Ms. Pitman stated that other Board members had expressed a concern about not being able to submit verbal complaints. Ms. Binko stated that when Deaf individuals want to make a complaint; they have to put it into writing, which is not always easy for people who speak American Sign Language. Ms. Binko would like to see a video complaint process put in place for Deaf individuals. Ms. Pitman pointed out that the complaints themselves had to be written by someone other than the complainant; it was not the complainant's original words.

Ms. Hollingsworth pointed out that the Complaint form states that you may upload a video or submit a video, attached a complaint. Ms. Pitman stated IT will have provided a way to upload the video, or provide an email address where complaints can be filed.

Ms. Ketchum asked if a specific person would be required to send the video, can you upload a video via YouTube?

Ms. Pitman stated that Holly Patton would be stepping in to take over the Administrative functions of the Advisory Board. Ms. Patton did want to discuss changing the renewal date from December of each year to the birthday month of each individual licensee.

Ms. Binko said she felt the transition would be a nightmare. It would create confusion with the interpreter community. Changing it would require a lot of education and training to let everyone know what would be expected. Mr. James stated that if the Advisory Board were to move to such a process, he would be in strong support of giving a yearlong grace period for all licensees.

Mr. James did ask for a financial report at the next meeting.

NEW BUSINESS

Updated on the Applications Process

Ms. Pitman stated that she took over administration of licensing in August of 2015. Since that time, we have had one upgrade, three initial licenses, three renewals for 2015, and one renewal for 2016. Ms. Hollingsworth asked for the total number of licensed interpreters. Ms. Pitman stated that it was around 150.

Licensure Subcommittee Meeting Update

Ms. Thornton stated that Mr. Lowe was here to ask a follow up question from the Subcommittee meeting that took place earlier that day. Mr. Lowe stated that he initially applied for his license in 2014, and received it in October. In December, when he got his renewal, it stated that he needed 10 CEUs. The Licensure Subcommittee gave Mr. Lowe more time to find additional hours. Mr. Lowe stated that he got seven more hours, then three more. Finally, he got 21 hours for a legal workshop he attended in the Summer of 2015. His question was whether ten of the hours he earned in 2015 could be applied to his 2015 renewal and the remaining hours could be applied to his 2016 application?

Mr. James asked if the 2015 renewal application was lacking 2014 CEUs? Mr. James stated that the other hours he earned in 2015 could be applied to his 2016 renewal. Mr. James explained that any CEU work done in a calendar year should be applied to the renewal for the next year.

Mr. James stated that Mr. Lowe has enough hours to renew his 2015 license and have enough to carry over for his 2016 renewal. Ms. Thornton made a motion to accept the remaining CEUs earned by Mr. Lowe to apply to his 2016 renewal. Ms. Ketchum seconded the motion. The motion passed.

Ms. Hollingsworth reported that the Licensure Subcommittee discussed the calendar rotation for 2016 renewals. Ms. Hollingsworth stated that she has decided to take January 2016 and that they would divvy up the rest of the months after the Subcommittee member has been appointed.

2016 Meeting Dates

Ms. Pitman proposed moving the Advisory Board meetings back by one month for two reasons. One, it is difficult for the Legal Office to prepare for both the Advisory Board and the Board of Health meetings in the same month. Two, moving it back will allow more time to get their business items onto the Board of Health agenda.

Mr. James thinks allowing the month of January to get appointee's paperwork in prior to the February meeting. Ms. Binko moved to accept the following meeting dates for 2016:

February 5, 2016
May 6, 2016
August 5, 2016
November 4, 2016

Ms. Pearce seconded. The motion passed. Mr. James stated that the meetings would be on the first Friday of each month at 2:00 p.m.

Changes to Application Form

Ms. Pitman presented proposed changes to the application form based on information used during the application process. The first is the Common Customer Number, this is assigned to any person having any business with the Department. The second is phone number and email, to have more contact information for each individual. The third is county, which is a required field on the computer system. Ms. Pearce moved to accept the changes. Ms. Binko seconded. The motion passed.

Update on Investigation

Ms. Binko stated that a compliant was received in May or June of 2015. Ms. Binko was assigned to investigate it. There were two issues; the first was the skill level. That issue was referred to the Department of Education. The second issue was that only one of the interpreters named held a license. However, the complaint was not specific enough to determine if the interpreting occurred after licensure was in place.

Ms. Pitman asked that the Advisory Board not discuss details of the investigation until it had been closed or came before the Board for a hearing. Ms. Binko reiterated that she was not able to gather specifics from the complainants.

Ms. Hollingsworth asked about a comment that was received on an application reviewed by the Subcommittee. Ms. Pitman stated that the comment received was part of the current investigation.

There was further discussion over who had jurisdiction of what issues, licensure versus credential levels of educational interpreters.

Mr. James asked how much of the complaint was disclosable under the FOIA. Ms. Pitman responded that most of it would be, personal information would be marked out.

Nominations for 2016 Advisory Board Members

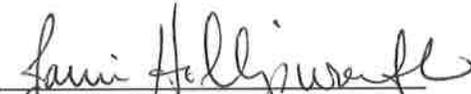
Ms. Pitman stated that she received the nominations for the At-Large Member appointment and the nominations for one of the Interpreter Positions on the Board.

Mr. James clarified that the selection would be made by the Director of ADH. Ms. Pitman asked for any concerns. Mr. James stated that there could be a conflict of interest for one of the interpreters, who coordinates services for the Arkansas School for the Deaf.

Ms. Thornton stated that she enjoyed serving on the committee and had learned a lot. She also recommended that for accessibility purposes, the Advisory Board could consider hiring a transcriber. This would allow the Deaf members to have an immediate record of the meeting, since they are not able to jot things down as they think of them. Ms. Hollingsworth suggested something like "Typewell." It was agreed that a transcription type service would be valuable for the Quarterly Meetings.

PUBLIC COMMENTS

Mr. James adjourned the meeting at approximately 3:11 p.m.



Jami Hollingsworth, Secretary
Approved on 2/5/16