



# Arkansas Department of Health

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Governor Asa Hutchinson  
José R. Romero, MD, Secretary of Health

Advisory Board for Interpreters Between Individuals and Individuals Who Are Deaf, Deafblind,  
Hard of Hearing, or Oral Deaf

Minutes

November 5, 2021

2:00 – 3:30 p.m. Quarterly Meeting

Called to order at 2:11p.m.

In the Conference Room:

Board Members: Carel Dunaway, Debbie Pearce, Daisy Dippel, Arthur Babin, Katie Becker,  
Nancy Quinn

ADH staff: Beverly Wade, Craig Smith, Brian Nichols

Meeting Interpreters: Jaime Harrell, Karen Owens

Meeting Tactile Intepreters: Meagan Beaty, Sydney Morriss

Other Attendees: Will Gorum

Zoom Attendees: Janice Black, Linda Staufer, Danna Crook, Jonathan Smith, Tim Lowe, Ashley  
Williams

Phone: Jaime Jensen

Transcriber: Amy Hazel

Review of August 2021 Minutes: Karen requested a change; It was stated that her name was listed under Zoom but, she was working as an interpreter in the room. Katie Questioned regarding the chairperson position, as to how it works, if it is a rotation, etc. Katie requested clarification on her term on the board. Requesting that the end of her term end in February, the first meeting of 2023, to make a smoother transition. Katie Becker moved to accept with correction; Daisy Dippel seconded the motion. Minutes accepted through voice vote without further discussion. Motion passed

Carel Dunaway stated that he is reading through the Meeting minutes. According to Act13-14, at the first meeting, the board shall elect a chair and secretary to serve for one year. The elected members were supposed to begin in 90 days. Ray James was in that position in 2019. Then Carel began his term in 2020. The February meeting in 2020 did not have a quorum. There was no May meeting due to COVID-19. Then in August there were three new members Stephanie Ott, Art Babin, And Debbie Pearce. The chair position was not considered, and we moved forward. In February 2021 Daisy Dippel took over as acting chair. This will be considered in the February 2022 meeting. A new chair and secretary will be elected at the February 2022 meeting as well. If Daisy wants to continue in the secretary position, she will state that then, however if someone would like they can run against her.

## Subcommittee Updates

- o Licensure Report: The Licensure Ad hoc meeting had to be postponed due to not having enough interpreters available for the meeting.
  - o We have created a spreadsheet to keep track of applicants. This is to be in compliance with our rules and regulations.
  - o We have also began asking all new applicants from all other states to provide three letters of recommendation.
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- o Budget Report: Total expenses are \$1,789.47. It was voted to fund an ADH staff member that is not on the budget report. It is possible that that would be on a different fund.

1) Election of Chairperson and Secretary will be held at the February meeting. Anyone wishing to run for either of the positions needs to contact Beverly Wade by the January 15, 2022. This so that the docket can be prepared ahead of the meeting. This will let us know if anyone will be running opposed or not. The secretary position is considered the vice chair. The question could we vote by email. Brian stated that if you are going to vote. It has to be in person.

2) An email from Janice Black regarding renewals and licensure which was read out loud so those online could hear the questioning. The current system is charging those who did not apply last year the fee for last year as well as a renewal fee. It was asked if we are waiving those other fees. Brian Nichols stated that fees do not accrue. We can't charge people for a license they didn't ask for. We won't make that a condition of them getting a license next year. If they skip a year, they will be like a new applicant for the first time. It is timely and expensive to process the license that way. It was asked can the list be changed to only include those who applied for a license in the current year. Janice Black stated that is what we are proposing. Brian Nichols stated he wanted to board to be aware of the situation before approving the change on the system. The question was raised about how quickly are the inactive interpreters are removed from the list?

3) This is Nancy Quinn's last meeting.

## Old Business:

- 1) The Sign Video
  - 2) Letterhead
  - 3) 'Did You Know?' Card
  - 4) Ad Hoc committee did not meet.
  - 5) Facebook
  - 6) The list of Licensed Interpreters is being worked on
  - 7) Website updates will be handled by Beverly Wade once approved by the Advisory Board.
- Updates to the website are to be made on the fifth of each month. This is to include posting of minutes after the quarterly meetings and new interpreters. Daisy made a motion for Beverly to update the website. Debbie seconded the motion. Motion carried.

## New Business:- None

- o Per Act 1314, the chair's term is for one-year.
- o Reappointment for the position is possible.

## Public Comments

Linda Stauffer

- o I checked the webpage. The last minutes posted are from February 2021. It is hard to stay up to date with the board if the minutes are so far behind.

o I have asked twice now and though that the board discussed setting up a community to revisit the standards of what levels 1, 2, 3, 4, etc. can do. I didn't hear that today. I wonder if that's been lost, or if I'm misremembering board action. Again if minutes were posted that would be helpful

o I was thinking, and I know you all work hard, but with Stephanie sick and there are no reports on many things, and getting minutes approved, etc., I wonder if you would consider meeting every 2 months instead of every 3 months. Maybe for a shorter time. I don't know if it's possible, following the rules. But it's hard to wait 3 months. There's so much time lost. I'm throwing that out there for consideration.

o I would actually like a response to the second one, about the committee to revisit the standards.

o Can they post the May minutes?

Daisy

o I know I got those signed. Cheryl Thomas -- no, not Cheryl Thomas. Sorry. Cheryl that was in the position last. I signed those minutes. It should have been on the website. With her leaving the position it did not get posted. That's something to be mindful of. Bev has tried to take care of that. She couldn't find my signed minutes. We worked via email to get those back up.

o I also think Stephanie's worked hard to be willing to do so much, but that's why it has to be a shared responsibility. There's no way one person can update the video, letterhead, the Facebook, etc. We need to share responsibility and we wouldn't have that issue when one person is out.

Art

Nancy is leaving, so is there anybody who will be taking her position?

Carel

o That has been submitted to ARID and AAD for nomination. But I have not heard back from them.

o Is there a preference for bi-monthly or quarterly? Let's take this into consideration. Maybe in our next meeting we could have a discussion about that. Is that OK with the board?

Daisy

o I think that's a great idea and a great thing to consider. Especially when we have so much going on and we want all the changes. I appreciate the idea, Linda. I think we should consider that as a board for sure.

Carel

o I would like to thank Nancy for her service on the board for the last 3 years. We truly appreciate you, Nancy. Thank you for all you have done.

Meeting adjourned at 3:19 pm.

The next meeting is scheduled for Friday, February 4, at 2:00 pm.

Signature  Date 3/16/2022