

**Open Minutes**  
**Missouri State Committee of Interpreters**  
**April 24, 1999 – 9:00 a.m.**  
**Airport Marriott – Salon A**  
**I-70 and Lambert Field – St. Louis, Missouri**

The Missouri State Committee of Interpreters was called to order by Lori Knabe, Chairperson at 9:10 a.m. on April 24, 1999 in Salon A of the Airport Marriott located at I-70 and Lambert Field, St. Louis, Missouri. Sandy Drummond, Secretary facilitated role call.

**Committee Members Present**

Lori Knabe, Chairperson (via telephone conference call)  
Sandy Drummond, Secretary  
Betty Kramer, Public Member (joined meeting 10:50 a.m. via telephone conference call)  
Debbie Ulinski, Deaf Public Member  
Kim McEnulty  
Loretto Durham  
William Ross, III

**Staff Present**

Loree Kessler, Executive Director  
Mark Schoon, Assistant Attorney General  
Tammy Mouden, Division of Professional Registration  
Amanda Hanks, Division of Professional Registration

**Interpreters Present**

Wayne Elrod  
Angeline Blaylock

**Meeting Visitors**

Ben Karlin

To better track the order in which items were taken up on the agenda, each item in the minutes will be listed in the order in which it was discussed in the meeting.

A motion was made by Ms. Drummond and seconded by Mr. Ross to approve the open session agenda. Motion carried unanimously.

A motion was made by Ms. Drummond and seconded by Ms. Ulinski to approve the December 12, 1998 minutes with corrections. Motion carried unanimously.

### **Financial Overview**

The State committee reviewed the information provided by the Division of Professional Registration regarding operational costs for each fiscal year and to date. It was noted that the amount spent by the state committee since inception slightly exceeded estimates. The state committee noted that these increased costs were likely due to additional meetings for input on administrative rules and increased need for level five team interpreters for meetings, public hearings and presentations.

### **Status of Proposed Rules**

The executive director provided an overview of the proposed rules that included publishing the Order of Rulemaking in the *Missouri Register* in late May or early June with the rules published in the Code of State Regulations in June as well. The rules would become effective July 1 and the state committee would send application packets at that time.

The State committee discussed the review of applications for licensure. At least one group of applications would be reviewed by the state committee at a face-to-face meeting. Any interpreter with a complaint filed or an investigation pending would also receive full committee review. Thereafter, the staff could submit a roster of applicants to the state committee members for review and approval by mail ballot.

### **Update of Division Legislation and Board Orientation**

The executive director reported that members should continue to watch for any updates regarding the proposed move of the division to the Department of Labor and Industrial Relations and any other pertinent legislative updates through the newsletter or correspondence from Division Director Randy Singer.

It was also noted that the board orientation would take place July 16 and 17, not July 23 and 24 as previously scheduled. Several state committee members indicated they had gone through previous board orientation. Ms. Ulinski expressed an interest in attending the orientation and will coordinate interpreter services with the division staff. Additionally, the state committee understood the division would invite members of the commission and certification board.

### **Obtaining Interpreters for Meetings**

Chairperson, Knabe explained recent difficulties encountered arranging level five interpreters for state committee meetings. Contact with interpreter placement agencies resulted in several considerations. First, the agency expressed concern in scheduling interpreters a month to six weeks in advance of the assignment. A second concern involved insuring that interpreters that provide services to the state committee do not have a conflict of interest regarding a complaint or investigation. Third, the agency has expressed that some interpreters may not want to provide services for the state committee.

The state committee discussed options to informing agencies of the problems that have been experienced in obtaining level five interpreters. It was suggested that the executive director draft a letter to be reviewed by the chairperson and sent to all individuals and agencies on the statewide contract, outlining the problems recently experienced. The letter is to be an educational tool for agencies and request input from those agencies on possible remedies to this problem.

### **Outreach and Information**

The state committee was informed that the Missouri Commission for the Deaf recently hired Roy Miller as the new executive director. The state committee requested that the executive director arrange a meeting with the new MCD executive director at some point in time.

Chairperson Knabe stated that commission would convene May 11-12 in Jefferson City and a letter had been sent to the commission requesting time on the open session agenda to discuss state committee issues to include status of proposed rules, out reach and information efforts, certification and licensure. Ms. Drummond and Ms. Ulinski indicated that they would attend this meeting with the executive director, as the chairperson would be out of town. Ms. McEnulty was to check her schedule to determine if she could also attend.

It was suggested that the commission be invited to the division for this meeting or to have lunch with commission members to serve as an introduction of state committee members to new commission members. The executive director stated that she would make contact with the Commission for the Deaf to obtain information relating to the meeting in May.

The state committee received a copy of the minutes of the Registry of Interpreters for the Deaf (RID) St. Louis Chapter concerning the proposed rules. It was requested that the executive director contact the RID Chapter of St. Louis and request a meeting with chapter members or officers concerning complaint and the proposed rules.

Mr. Ross suggested that the commission be asked if in-service presentations provided by the state committee to groups such as RID, school districts and professional associations could be used for continuing education. The executive director was asked to pursue the development of a list of groups that would be interested in such a presentation and contact the commission regarding the possibility of continuing education being granted.

Ms. McEnulty provided a copy of the agenda for the national meeting of the RID that will convene in August in Boston, Massachusetts. The state committee requested the executive director submit the appropriate request to the division concerning attending this meeting. If possible, the state committee would like to send Ms. McEnulty and Ms. Ulinski and share the expenses of Ms. Durham and Ms. Drummond. The state committee understood that the policy is for two members to attend out of state conferences.

### **Videotaping Complaints and Complaint Procedures**

A motion was made by Ms. Drummond to table the discussion regarding this matter and allow the subcommittee additional time to draft recommendations for the full State Committee's consideration. The state committee approved the motion to table.

### **Reappointment and Resignation**

The state committee congratulated Debbie Ulinski on her reappointment to the state committee for a four-year term. A plaque was presented to Mr. Ross commemorating his service to the state committee. Mr. Ross resigned from the state committee and has accepted a position in with the Massachusetts Commission for the Deaf.

At 11:03 a.m., a motion was made by Ms. Durham and seconded by Mr. Ross to convene in closed session pursuant to section 610.021 subsection (14) and 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsections of 610.021 which authorizes this agency to go into closed session during those meetings and section 610.021 subsection (13) RSMo for the purpose of making performance ratings pertaining to individual employees. Motion carried unanimously.

At 12:32 p.m. a motion was made by Ms. Kramer and seconded by Mr. Ross to convene in open session. Motion carried unanimously.

The state committee scheduled the next face to face meeting for August 27 and 28 in St. Louis.

At 12:45 p.m. a motion was made by Ms. Kramer and seconded by Ms. Drummond to adjourn the meeting. Motion carried unanimously. Meeting adjourned.

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Executive Director

Approved by Committee on August 27-28, 1999