

**STATE COMMITTEE OF INTERPRETERS  
DIVISION OF PROFESSIONAL REGISTRATION  
3605 MISSOURI BOULEVARD  
Jefferson City, MO**

**March 13, 2002  
Open Minutes**

The meeting began at 1:00pm at the Division of Professional Registration, 3605 Missouri Blvd, Jefferson City, Missouri, due to a lack of quorum they were unable to make any decisions.

**Members Present:**

Loretto Durham, Chair  
Sandy Drummond  
Lisa Guillory

**Members Not Present:**

Carrie McCray, Secretary  
Kim McEnulty

**Staff:**

Pamela Groose, Executive Director  
Roxy Brockman, Clerk IV  
Karen Hess, Assistant Attorney General  
Trisha Chapin, Contract Interpreter  
Mirinda Turner, Contract Interpreter

**Visitors Present:**

Kathleen Alexander, MCD, Commissioner  
Amy Fowler, MCD, staff  
Diana Dickrader, Advent Interpreter Referral Services  
Roy Miller, MCD, Executive Director  
Roger Brown, MCD, staff  
Kim Davis, MCD, staff

**Reports from MCD/BCI**

This item was placed on the agenda at the last meeting of the State Committee of Interpreters and is for the purpose of receiving and reviewing reports presented by the BCI and/or MCD. Ms. Drummond reported that the BCI had a meeting on Monday, March 11, 2002 but MCD has not had a meeting yet.

Ms. Groose indicated that she had recently sent a letter to the BCI and MCD requesting that the State Committee of Interpreters be placed on both of the meeting agendas as a standing item.

Amy Fowler, MCD staff, was present but not prepared to present any information at that time. She said Dr. Miller had planned to attend this meeting but had another meeting and may be in attendance later to share information with the State Committee of Interpreters.

Kathleen Alexander, MCD Commissioner, reported that the commission has not met and talked officially but that the legislation did leave the core budget of the MCD open. She confirmed that the MCD core budget consisted of \$30,000 and 1 staff member. Amy Fowler concurred with what Ms. Alexander reported and said that it was her understanding that there is only enough money for one person's salary. She said there was no additional money for office space,

electricity, travel reimbursement etc. Ms. Fowler said that Senate Bill 882 has not gotten off the calendar.

### **Report from Executive Director:**

*Renewals* – Ms. Groose reported that 62 interpreters have not renewed their license at this time.

*Legislative* – Ms. Groose indicated that the proposed legislative/statutory change was not moved forward. She said MCD has offered to possibly submit that language however, because we do not have a quorum for this meeting then a decision cannot be made at this time. She said if the State Committee of Interpreters wants to file the proposed language then we will have to wait and submit it for next year.

*Budget* – Ms. Groose said there has been an attempt to take funds from fee funded agencies. She said all of the SCI's statutes govern how much money they can have and hold. She said we are now going to be cost allocated for services provided by agencies such as Office of Administration, Secretary of State, etc. She said that PR funds are large and currently the state collects the interest. She said if they are going to charge back to us for services that OA etc provides then we want to collect our own interest to offset some costs and not have to increase fees to all the licensees. She said the bottom line is that if nothing changes, the SCI's fund will be affected \$735.00. Ms. Durham asked if the committee was still broke and if we had paid back the start up money we had borrowed. Ms. Groose said that the committee had a good renewal and that they do have some funds. She said boards and committees are allowed two renewals before the start up money begins to be paid back.

Sandy asked if the approximately 60 licensees who have not renewed would be sent a letter after the 60 day grace period is over. Ms. Groose said that she hoped a second notice would go out next week. She said that a letter would be sent to the approximately 60 licensees that did not renew telling them their license is not current and that they cannot practice interpreting in the state of Missouri.

### **MCD report:**

Dr. Miller provided historical information in regard to the Missouri Commission for the Deaf, its income and spending. He said in regard to HB1102 it appeared that the legislative budget committee was cutting budgets administratively 10% across the board. He said he expected to see their budget cut by 10% but instead they cut the staff down to one. He said it looks on paper like the legislature left the Commission with one FTE and \$137,000. He indicated a large portion of those funds are committed to the BCI though. He said he would keep the committee informed as to the outcome of their budget as he has information to share.

Ms. Drummond said that she and Carrie McCray attended the BCI meeting on Monday, March 11, 2002. She said that Ms. McCray stayed later than she did for the meeting and Ms. McCray may have additional information to share at a later date. Ms. Drummond shared the agenda and agenda materials with the members of the State Committee of Interpreters. She said she had a copy of the new MICS rules that were filed and would go into effect March 30, 2002. She reported that the BCI considered conversion tables for other certification systems i.e., NAD, RID, EIPA and QAST which they are working on and have completed some. They also discussed HB1102 that Dr. Miller reported on earlier. They also talked about the renewal process and the CEU requirement through the State Committee of Interpreters. She said she took copies of the January 18, 2002 State Committee of Interpreter minutes marked draft with her and shared the minutes with the BCI members. She said she told them the purpose of sharing the minutes as a draft prior to the State Committee of Interpreters approving them was to let them know what has been talked about and where the State Committee of Interpreters is

going etc. She said that she also provided the BCI members with copies of the proposed legislation the SCI has already voted on, which is the Certification and CE requirement for license renewal (209.323.2) and explained to the BCI that the SCI had voted on the proposed language and presented it to the legislative liaison here at the Division but it was decided to not go forward because it was not submitted before the deadline. She said she also shared with the BCI members the statute that is currently being worked on (209.321.6) which is related to exemptions to practice for interpreters who are visiting the state of Missouri who already have certification from some other nationally recognized organization. She explained the components of what the SCI has been working on since July, that it was still in rough draft form and had not been voted on. She said she told the BCI members that the SCI wanted BCI to know what was being worked on and what the SCI's thoughts were in this regard. She said she also told BCI members that the SCI would be voting on this proposed statute change today, March 13, 2002. The BCI looked at the components and they were in support of the 7-day cumulative total but there was some concern expressed that it would be consecutive 7-day total. She said she told the BCI members that it would be a total of 7 days in a one-year. She said the proposed statute change does not define the year as being February 1 through January 31, which is reflected in the minutes from the January 18, 2002 meeting and recommended to the SCI Full Committee to make this change sometime in the near future.

Dr. Miller asked Ms. Goose why the Division's perspective was that the exempted statute could not be filed this year. Ms. Goose responded that the Division of Professional Registration (PR) has guidelines which have been set up by the Department of Economic Development (DED) and our legislation must be presented and accepted. She said proposed legislation goes through PR and then DED. She said all proposed legislation is sent to Representative Treadway's committee. Dr. Miller asked if the members of the State Committee would be irritated with him if he took the initiative and introduced this language in the legislature this week. Ms. Durham said she would have a problem with that because the full committee is not in full support of the exempted statute yet. She said not everyone on the committee thinks this is a good idea. She said there are committee members that feel \$25.00 to get a temporary license is very reasonable, that the process is easy and that any convention that is coming to town ought to go through that process. Ms. Goose reminded the committee members that they are not the controller of the statute and all they can say is that if some other group takes and makes any proposed changes to their statute the committee will implement the statute. She said if another group takes your statute and presents a change that you support you cannot go to a hearing and support that because you would not have the blessing of the department or division. Ms. Drummond said that the full committee has not voted on this exempted statute and could not give their blessing to MCD to pursue the proposed exempted statute language. She reminded MCD staff that the members of the State Committee of Interpreters that are present today cannot make any decisions due to not having a quorum. Dr. Miller said that he could respect that and wanted to make sure that if there was a 100% support of the proposed statute language that MCD would have considered going forth with presenting the legislation.

Ms. Drummond said that when she first came to the BCI meeting she first opened by explaining that in a previous meeting of the SCI an idea had been discussed about needing more direct communication with the MCD and BCI. She told the BCI that SCI members thought it best accomplished by generating a report at the end of each of the SCI meetings and submitting it directly to the MCD and BCI immediately following a meeting instead of having to wait for minutes that can take 2-4 months to approve. She said she told the BCI that the SCI would try to send representatives to each of their meetings and invited them to attend SCI meetings also. She said she also asked the BCI to generate a meeting report for the SCI following each of their meetings. She said she did not see a decision made in regard to this request while she was in attendance at this meeting and also told the BCI members that she would be attending the MCD meeting in April and would be requesting the same type of report from them also. Mr. Brown said that he did not believe it was discussed again or that a decision was made. Dr. Miller said that staff do not take the minutes, that a BCI member takes the minutes and generally the

official minutes are not ready for review until right before the next meeting, which could be six months.

*Upcoming BCI Meetings* -- Kathleen Alexander provided the following tentative dates for the upcoming BCI meetings:

- April 29, 2002 -- 10am
- May 30, 2002 -- 10am
- August 30, 2002 -- 10am
- October 11, 2002 -- 10am
- January 30, 2003 -- 10am

#### *MCD meeting*

The next MCD meeting will be April 23-24, 2002. If the meeting will only be for one day then the meeting will occur on April 24, 2002.

Ms. Goose asked the committee members if they wanted to have an exhibit table at the upcoming Interpreters Conference. The committee members present recommended that an exhibit table be obtained to at least disseminate pertinent information even if they are unable to be at the table. Ms. Fowler indicated that given the budget constraints state agencies would not be charged an exhibitor fee.

#### **MCD/BCI Rules**

Ms. Goose said this item is on the agenda to remind everyone that the new MCD/BCI rules will become effective on March 30, 2002. She also reported that the SCI law and rule books will be reprinted and the books will also include MCD/BCI statute and rules.

Ms. Goose said the other item for discussion is the new BCI rule 5 CSR 100-200.085 and it was her understanding that the BCI was requesting to know how the SCI was going to handle the student intern practicum permits. Ms. Drummond said she was not present at this portion of the meeting but Ms. McCray was present. She said based upon Ms. McCray's e-mail the BCI wanted to know where the SCI was in regard to licensing and what the SCI's decision was in regard to student interpreters. Ms. Goose related that procedurally we can have a profession named student interpreter, intern/practicum student or whatever the committee wants to call it. She said the students would complete an application and she assumed that the SCI would want to obtain the signature of the program director to verify students participation in the practicum and obtain a copy of their certification card issued by MCD. Ms. Goose said they would have a license number with an expiration date based upon the certification expiration date indicated on the certification card issued by MCD. In response to a question posed by Ms. Drummond, Ms. Goose confirmed that this would be a non-renewable license. Ms. Drummond said that she believed the SCI should license student interpreters. Ms. Drummond said that she had concerns that we only had the authority to issue the two licenses, the permanent license we give every one and a temporary license. She said unless we change the statute we are going to be giving one of these permanent licenses to the students. Ms. Goose said she thought the issue was if someone has a certification from MCD we can license them but how we license them would be determined by the certification they hold with MCD. She said they will either be licensed as a student based on that certification or as an interpreter based on that certification. Ms. Durham pointed out that the only way to get the license away from someone is to legally revoke it. Ms. Drummond said that student interpreters do not have to take the certification test. Ms. Goose said that it was a different license with a begin date and end date. Ms. Drummond said that there was not time to discuss this issue during the last meeting and she did not see a record of any decision in the minutes from the last meeting in regard to this issue. Ms. Goose confirmed that procedurally she could implement the issuance of a student practicum license but the committee members indicated that they felt should obtain the advice of their legal

counsel. The committee members requested that this item be placed on the next meeting agenda. Dr. Miller suggested that maybe this could be added to the exemptions statute.

#### **4 CSR 232-3.010**

Ms. Goose said this item was placed on the agenda at Ms. Drummond's request following the BCI meeting to talk about adding into the SCI rules in regard to the enforcement of the skill levels. Ms. Drummond said this item had been discussed and proposed language had been agreed upon previously. Ms. Goose said she was unable to locate any documentation in regard to the proposed rule and had spoken to the previous Executive Director, who was unable to provide any assistance either. Ms. Drummond said that we have been asked to go ahead and file the rule so that we can enforce requisite skill levels. Ms. Drummond said she confirmed to the BCI that the SCI is currently able to enforce requisite skill levels using a different rule that says you can't accept or continue an assignment unless you have the appropriate certification, training, experience, education, background etc. She said that a previous attorney for the SCI recommended that a specific rule be created to address the requisite skill levels as this would make it easier when processing complaints as the committee members would only have to consider the requisite skill levels to the certification level held by licensee in order to determine a violation.

The committee members made a recommendation to the full committee that the committee go forth with creating and filing a rule that specifically allows the SCI to enforce the requisite skill levels.

Dr. Guillory asked for clarification in regard to the report that needs to be created and shared with the MCD and BCI following the SCI meetings. Ms. Goose told Dr. Guillory the public member is to produce a report to be shared with media informing them of the SCI meeting. Ms. Drummond said she would be willing to create the report and/or assist Dr. Guillory in regard to the report to be shared with MCD and BCI following a SCI meeting until the committee can make a decision as to whose responsibility it will be to prepare this report.

The committee members discussed possible conference call meeting dates to discuss the student intern practicum licensure.

March 25, 2002

March 27, 2002

March 28, 2002 (after 2:30pm)

Ms. Goose said that she would share these dates with the other committee members and attempt to plan the call for late afternoon or early evening.

Ms. Goose confirmed the next meeting for the SCI as being May 14, 2002 but indicated that the PR building does not have an available conference room for that day. Dr. Miller offered the use of the conference room at the MCD office if it was available on that day.

The meeting ended at: 3:45pm

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Executive Director

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Date approved by committee