

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

May 13, 2002 --- Open Minutes

The open session of the State Committee of Interpreters was called to order by Carrie McCray, Secretary, at 10:20am on May 13, 2002 at the Division of Professional Registration, 3605 Missouri Blvd, Jefferson City, Missouri.

Members Present:

Carrie McCray
Loretto Durham, by telephone
Lisa Guillory
John Adams
Kim McEnulty
Sandy Drummond

Staff Present:

Pam Groose, Executive Director
Roxey Brockman, Clerk IV
Karen Hess, Assistant AG
Diana Dickrader, Contract Interpreter
Becky Morris, Contract Interpreter

Visitors Present:

Carolyn Ball, William Woods University
Roy Miller, MCD
Roger Brown, MCD
Kathleen Alexander

It was discussed and decided that Ms. McCray would preside over the meeting since Ms. Durham was participating by conference call.

A motion was made by Ms. Drummond and seconded by Ms. McEnulty to close at 10:20am for #1, #2, #3, and #9. Ms. Durham, Dr. Guillory, Mr. Adams, Ms. McEnulty and Ms. Drummond all approved.

Ms. Drummond took over the meeting from Ms. McCray since she would need to leave the meeting early and began the open session at 1:10pm.

Welcome new member:

Ms. Drummond welcomed John Adams as the Committee's new Interpreter Board Member from St Louis, Missouri.

Review and Approval of Open Agenda:

A motion was made by Ms. Durham and seconded by Mr. Adams to approve the open agenda. All approved. Ms. McCray was absent from the room.

Review and Approval of Open Minutes:

A motion was made by Ms. Durham and seconded by Dr. Guillory to approve the open minutes from the January 18, 2002, March 13, 2002 and March 27, 2002 meetings as amended. All approved. Ms. McCray was absent from the room.

Reports from MCD and BCI Representative/s:

Dr. Miller reported the Missouri Commission for the Deaf met on April 24, 2002. He said the MCD did talk about the automatic renewal procedures without requiring CEUs. Dr. Miller said he told the MCD members that the SCI planned to change its law next year but at this point in time nothing could really be done about this issue.

Dr. Miller indicated that the BCI met on March 11, 2002. He said they talked about some transition plans for the new MICS rules. He said the rules are now in place, the transition has occurred and everything has gone well. He said CEUs and self instruction materials were also discussed at that meeting. He said originally the issue about CEUs was developed with the idea that participants would attend a face to face workshop in a training environment for a specific length of time. He said the idea that someone could buy a CD ROM or video and go through a self-paced self-instructed procedure made this unclear as to how that would interface with their idea of acquiring CEUs. He said the issue of how it could be verified that the person actually performed the training exercise was discussed and how to assess performance based on self instruction products materials and awarding of CEUs. He said the BCI was approached about supporting the idea of a study group on self instruction materials and CEUs and they responded they would completely endorse the idea. He said it was his plan that sometime over the summer to invite a group of people (10-20) that represents a variety of stakeholders to see if they can come up with some suggestions about how to deal with self instruction materials and CEUs. Dr. Miller said that the SCI's rule in regard to the to MICS skill level standards rule was also discussed. He said since the BCI meeting he has contacted a couple of individuals here to encourage the SCI to go forth with filing the rule about enforcing skill levels to ensure the rule is in place prior to 2003.

Dr. Miller reported that the MCD will be issuing a new certification card sometime after July 1, 2002 and that it would look more like a plastic credit card.

Report from Executive Director:

Renewal Update -- Ms. Goose reported that 412 renewals were mailed and as of May 6, 2002, there were 446 licenses that would expire on January 31, 2003. She said 33 licensees did not renew. She indicated there were 12 individuals who submitted a license renewal indicating they had met the continuing education requirement of the MCD but MCD cannot verify these individuals as having current certification.

Ms. Goose said that she would be coming up with complaint handling procedures for review at the next meeting.

Meetings

-Attended

- MCD meeting, April 24, 2002 was attended by Dr. Guillory, Ms. Drummond and Ms. Goose. Ms. Drummond said Dr. Miller had shared basic information earlier about this meeting. She said an additional item discussed at the MCD meeting which caused a great deal of concern was the licensing and supervision of student interpreters and how this would adversely effect Deaf Awareness Days hosted by the MCD. She said this topic would be discussed in further detail later in the meeting. Ms. Drummond also said she provided a written report to the MCD

and did request the BCI and MCD to provide the SCI with written reports of their meetings in the future.

- BCI 4/29/02 – Ms. Drummond said this meeting was cancelled.

-Upcoming -- Ms. Drummond said she planning to attend both of the upcoming BCI and MCD meetings.

- BCI, May 30, 2002 -- Dr. Miller said the meeting has been tentatively rescheduled for May 29, 2002, due to a couple of MCD members who are unable to attend the meeting on May 30, 2002. Ms. Drummond asked what time the meeting would begin and Dr. Miller said the meetings typically begin at 10:00am. Dr. Miller said he would let everyone know as soon as the date was scheduled.
- MCD, August 20-21, 2002. Dr. Miller said that due to budget cuts he was going to encourage the MCD members to have a one day meeting instead of a two day meeting. He again said he would let everyone know as soon as the date was scheduled.
- SCI meeting, July 19, 2002 – Ms. Drummond said she would not be able to attend in person but could conference in if she needed to. Ms. Durham indicated she could attend but would need to leave at 3:00pm.

Statutes

Discussion of student license (209.325) -- The committee members discussed the proposed draft language written by Ms. Hess and this item was tabled until July 19, 2002. The ITP programs will be invited again to attend the next meeting on July 19, 2002 in order to participate in the discussion regarding the proposed draft language for 209.325 and 4 CSR 232-3.010. Mr. Brown asked if it was possible for SCI staff to gather information together in regard to how other professions handle student licensing. Ms. Ball recommended that ITP programs outside the state of Missouri be contacted and obtain information in regard to the process for how they handle mentoring. Ms. Drummond said she would be responsible for gathering models from other states ITP programs and provide the information to Ms. Goose by July 1, 2002. Ms. Drummond requested that Ms. Ball send in a short description of how the mentoring program works at William Woods, indicate problems that she sees, problems with getting supervising interpreters, how they pay/ reimburse or not pay supervisors. Ms. Drummond recommended that everyone send in written suggestions to Ms. Goose indicating alternatives in dealing with student interpreters in regard to supervising, licensing or controlling student interpreters by July 1, 2002. Ms. Drummond said the information could then be sent to MCD staff, ITP programs and SCI members and staff the week prior to the July 19, 2002 meeting in order to allow them time to review the material. A motion was made by Ms. Drummond and seconded by Mr. Adams to table this discussion until the next meeting on July 19, 2002. All approved. Ms. McCray was not present.

Discussion of 209.323 -- Ms. Drummond said this statute was reviewed and voted on in a previous meeting. Ms. Drummond said as indicated in the minutes from the January 18, 2002 and March 13, 2002 meetings there was a minor correction to the proposed statute language but it missed the deadline date for submission with the Division's legislative package. A motion was made by Dr. Guillory and seconded by Mr. Adams to submit the proposed statute language with next year's legislative package with the change as discussed. All approved.

Discussion of 209.321.6 (Exemption statute) -- The committee discussed and reviewed the proposed language and proposed the following: "A person holding a current certification or license from another state or a recognized national certification system which is deemed acceptable by the Committee is not considered to be interpreting, as defined in this chapter, when temporarily present in the state for the purpose of providing interpreting services for a convention, conference,

meeting, professional group, or educational field trip. The exemption for such temporary practice shall not exceed a total of seven days per year. A year is defined as February 1 to January 31. The Committee will define by rule what qualifies as a convention, conference, meeting, professional group, or educational field trip, for purposes of this statute. The Committee will define by rule which certifications and licenses are deemed acceptable by the Committee". A motion was made by Dr. Guillory and seconded by Mr. Adams to accept the language. Dr. Guillory, Mr. Adams, Ms. Durham all approved. Ms. McEnulty abstained. Ms. McCray was not present.

Rules

Discussion of 4 CSR 232-3.010 – skill level language. The committee reviewed and discussed the proposed skill level language. A motion was made by Ms. Drummond and seconded by Mr. Adams to submit the language for 4 CSR 232-3.010(3) as follows: "An interpreter shall not interpret in a setting beyond his or her certification level, as provided for in 5 CSR 100-200.170". All approved.

A motion was made by Mr. Adams and seconded by Ms. Durham to adjourn at 4:10pm.

Executive Director

Date approved by committee

MOTIONS

1. INVESTIGATIONS / COMPLAINTS / AUDITS

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 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 a licensee or applicant.

2. LEGAL ACTIONS / LITIGATIONS / PRIVILEGED COMMUNICATIONS

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under 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.

3. DISCIPLINE

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (1) RSMo for the purpose of deliberation on discipline.

4. PROMOTING / HIRING / DISCIPLINING / FIRING EMPLOYEES

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (3) RSMo for the purpose of discussing hiring, firing, disciplining, or promoting an employee of this agency.

5. APPLICATIONS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing applicants for licensure.

6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (13) RSMo for the purpose of making performance ratings pertaining to individual employees.

7. EXAMINATION MATERIALS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (7) RSMo for the purpose of discussing and/or reviewing testing and examination materials.

8. DIAGNOSIS / TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (5) RSMo for the proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees.

9. CLOSED MINUTES

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed, for the purpose of reviewing and approving the closed minutes of one or more previous meetings under the subsections of 610.021 which authorized this agency to go into closed session during those meetings.