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Governor  
State of Missouri

Jane A. Rackers, Division Director  
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

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**MISSOURI STATE COMMITTEE OF INTERPRETERS**

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Pamela Groose  
Executive Director

## **Meeting Notice**

**State Committee of Interpreters  
January 21, 2011  
10:00am  
Professional Registration  
3605 Missouri Blvd  
Jefferson City, MO 65109**

Notification of special needs as addressed by the Americans with Disabilities Act should forward to the Missouri State Committee of Interpreters, P O Box 1335, 3605 Missouri Boulevard, Jefferson City MO 65102 or by calling 573-526-7787 to ensure available accommodations. The text telephone for the Deaf or Hard of Hearing is 800-735-2966 or 800-735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Committee of Interpreters is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14) and sections 324.001.8 and 324.001.9 RSMo.

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

The agenda follows.

**Tentative Agenda**  
**State Committee of Interpreters**  
**JANUARY 21, 2011 9:30 A.M.**  
**DIVISION OF PROFESSIONAL REGISTRATION**  
**3605 Missouri Blvd., Jefferson City, MO**

**CLOSED MEETING**

<b>9:30 am Call to Order</b>
<b>Roll Call</b>
<b>Review and Approval of Closed Agenda</b>
<b>Review and Approval of Closed Minutes</b>
<b>Complaints</b>
<b>Complaint Update</b>
<b>Executive Director</b>
<b>Miscellaneous</b>

**Tentative Agenda**  
**STATE COMMITTEE OF INTERPRETERS**  
**JANUARY 21, 2011 1:30 P.M.**  
**DIVISION OF PROFESSIONAL REGISTRATION**  
**3605 Missouri Blvd., Jefferson City, MO**

**OPEN MEETING**

<b>1:30 PM Call to Order</b>	<b>Carrie McCray</b>
<b>Roll Call</b>	<b>Andrea Segura</b>
<b>Review and Approval of Open Agenda</b>	<b>Tab 6</b>
<b>Review and Approval of Open Minutes</b> -December 3, 2010	<b>Tab 7</b>
<b>Report from MCDHH and/or BCI</b>	<b>Tab 8</b>
<b>Rules Update and Proposed Changes</b> -No rules in process.	<b>Tab 9</b>
<b>Meetings</b> -Attended <ul style="list-style-type: none"> <li>• Nothing attended</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• KAI (March 18-20, 2011 Wichita, KS)</li> </ul>	<b>Tab 10</b>
<b>Complaint Procedures Update</b>	
<b>Report from Executive Director</b> Financial Report Renewal Report Legislative Update 2011 Meeting Dates and Locations Clarification question regarding SLS, Mental Health Setting	<b>Tab 11</b>
<b>Election of Officers</b> - Chair - Secretary	

**State Committee of Interpreters**  
**Division of Professional Registration**  
**3605 Missouri Blvd**  
**Jefferson City, MO 65109**

**January 21, 2011 – Open Minutes**

The meeting of the State Committee of Interpreters was called to order on January 21, 2011 at 9:39am by Carrie McCray, Chairperson, at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri 65109

**A motion was made by Mr. Eck and seconded by Mr. Adams to go into closed at 9:39am for #1, #2, #3, and #9. Mr. Adams, Ms. Alexander, Ms. Betzler, Ms. McCray, and Ms. Segura all approved.**

**Members Present:**

Carrie McCray, Chairperson  
Andrea Segura, Secretary (via conference call)  
Tim Eck, Member  
John Adams, Member  
Kathleen Alexander, Member  
Lisa Betzler, Public Member

**Staff Present:**

Pamela Goose, Executive Director  
Hollie Sheller, Licensing Technician II  
Earl Kraus, Division Legal Counsel  
Alesha Clingman, Contract Interpreter  
Peggy Withrow, Contract Interpreter

**Staff Absent:**

Roxy Brockman, Administrative Assistant

**Visitors:**

Angela Graves, MCDHH  
Jerimiah Ziehr, MCDHH

**Review and Approval of Open Agenda**

A motion was made by Mr. Eck and seconded by Ms. Segura to approve the amended open agenda. All approved.

**Review and Approval of Open Minutes**

December 3, 2010 open minutes were tabled until the next meeting.

**Report from MCDHH and/or BCI**

Ms. Graves reported Roy Miller has returned as the Interim Executive Director. Ms. Graves also confirmed the annual conference will be held October 14-16, 2011 at Tan-Tar-A. Ms. Graves said the only meeting held since the last SCI meeting was a closed MCDHH meeting. In response to a question by Ms. McCray, Ms. Graves indicated the Texas test is currently on hold until a permanent Executive Director is in place.

**Rules Update and Proposed Changes**

-No rules in process. No action required

## **Meetings**

### **-Attended**

- No meetings attended

### **-Upcoming**

- KAI Conference (Mar 18-20, 2010) Wichita, KS – Ms. Goose has submitted a request for Ms. Segura to attend this conference and for the SCI to have an exhibit table but has not received approval yet.

## **Complaint Procedures Update**

Ms. McCray indicated that she and Pat Adams are to be at the Truman Building at 1:30pm on January 28, 2011 to record this project. Ms. McCray asked the committee to reconfirm that they are going to complete the following projects:

1. Diagram that shows the difference between licensure and certification (in sign language for the deaf community)
2. The process of filing a complaint from beginning to end.

Ms. McCray confirmed she will be adding captions to the recordings and will work closely with Travis Ford with the Department of Insurance.

## **Report from Executive Director**

- Financial Report – The financial report as of November 30, 2010 was included for the members' review. No action was required.
- Renewal Report – Renewal notices were mailed to licensee's on November 24<sup>th</sup> or 26<sup>th</sup>, 2010. Ms. Goose reported that as of January 14, 2011, 337 renewals had been received and renewed and 372 renewals are still showing in the licensure system as Renewal Sent /No Payment.
- Legislative Update – Nothing to report.
- 2011 Meeting Dates and Locations  
January 21, 2011 – Jefferson City, Professional Registration  
April 29, 2011 – Jefferson City, Professional Registration  
July 22, 2011 – Jefferson City, Professional Registration -- Ms. Alexander and Mr. Adams will be attending the RID conference and July 22<sup>nd</sup> is the last day/travel back day and they would not be able to attend an SCI meeting. After discussion the meeting date was changed to Thursday, July 7, 2011.  
October 13-14, 2011 – Jefferson City, Professional Registration. After discussion it was decided to schedule the SCI meeting for Friday, October 14, 2011 either at Professional Registration or at Tan-Tar-A.
- Clarification regarding Skill Level Standards and the Mental Health Setting – Ms. Goose said she had received a clarification request regarding Skill Level Standards and Mental Health Setting and Ms. Graves indicated that same request had been received by MCDHH as well. A motion was made by Mr. Adams and seconded by Ms. Alexander to have staff send a letter to the BCI suggesting a look at re-doing the skill level standards and offer the committee's help in re-doing the rule as well as offering our willingness to have the meetings at PR (offer the same level of help that we have previously offered). All approved.
- Blue Book photos – Ms. Goose asked the committee members to look at their photos that appeared in the last blue book and that we have been using in our newsletters. She said if they want to change that picture to please let her know and she will send the photo requirements as well as the price range for obtaining the new photo. Ms. Goose said the committee members can be reimbursed for their pictures.

In response to a question posed by Mr. Eck there was discussion regarding new board/committee appointments. Ms. Goose said it was her understanding that at the time there is a need to appoint members for the BCI, MCDHH and the SCI that it would all be worked on at the same time.

## **Election of Officers**

*Chair* – A motion was made by Mr. Eck and seconded by Mr. Adams to nominate Ms. McCray as chair. Another motion was made by Ms. Alexander and seconded by Ms. Betzler to nominate Mr. Adams as chair.

Mr. Eck, Ms. Segura and Ms. McCray voted for Ms. McCray as chair. Mr. Adams and Ms. Alexander voted for Mr. Adams as chair. Ms. Betzler abstained from voting.

*Secretary* – A motion was made by Ms. Alexander and seconded by Mr. Eck to nominate Ms. Segura as secretary. All approved.

A motion was made by Mr. Eck and seconded by Ms. Segura to go into closed session at 3:00pm for #1, #2, and #3. Ms. Alexander, Mr. Adams, Ms. Betzler, Mr. Eck and Ms. Segura all approved.

A motion was made by Mr. Adams and seconded by Mr. Eck to adjourn at 3:25pm. All approved.



Executive Director Signature

April 29, 2011  
Committee Approval Date

# 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.