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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  
October 14, 2011 – 11:30am  
Tan-Tar-A Hotel  
494 TanTarA Dr, Mtg Room 76/77  
Osage Beach MO 65065**

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.

**PUBLIC AGENDA**  
**State Committee of Interpreters**  
**OCTOBER 14, 2011    11:30 A.M.**  
**TAN-TAR-A Hotel – Meeting Room 76/77**  
**494 Tantara Drive, Osage Beach, MO**

**CLOSED MEETING**

|  |
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| <b>11:30 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>Applicants for Licensure</b>              |
| <b>Complaints</b>                            |
| <b>Complaint Update</b>                      |
| <b>Executive Director</b>                    |
| <b>Miscellaneous/Legal</b>                   |

**PUBLIC AGENDA**  
**STATE COMMITTEE OF INTERPRETERS**  
**October 14, 2011 1:00 P.M.**  
**TAN TAR A Hotel – Meeting Room 76/77**  
**494 Tantara Drive, Osage Beach, MO**

**OPEN MEETING**

|  |                      |
|--|----------------------|
| <b>1:00 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 7</b>         |
| <b>Review and Approval of Open Minutes</b><br>-July 7, 2011  | <b>Tab 8</b>         |
| <b>Rules Update and Proposed Changes</b><br>-No rules in process.  | <b>Tab 9</b>         |
| <b>Report from MCDHH and/or BCI</b><br>-07/08/2011 BCI<br>-08/18/2011 MCDHH  | <b>Tab 10</b>        |
| <b>Meetings</b><br>-Attended <ul style="list-style-type: none"> <li>• 2011 MO-CASE Fall Conference (September 25-27, 2011)</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• MCDHH Interpreter Conference (October 14-16, 2011)</li> </ul> | <b>Tab 11</b>        |
| <b>Report from Executive Director</b><br>Financial Report<br>2012 Meeting Dates and Locations  | <b>Tab 12</b>        |

**State Committee of Interpreters  
TAN-TAR-A Hotel  
Meeting Room 76/77  
494 Tantara Drive  
Osage Beach, MO**

**October 14, 2011 -- Open Minutes**

The meeting of the State Committee of Interpreters was called to order on October 14, 2011 at 1:23pm 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 1:24pm for #1, #2, #3, and #9. Mr. Eck, Ms. Alexander, Ms. Betzler, Ms. McCray, and Ms. Segura all approved.

**Members Present:**

Carrie McCray, Chairperson  
Andrea Segura, Secretary  
Tim Eck, Member  
Kathleen Alexander, Member  
Lisa Betzler, Public Member

**Members Absent:**

John Adams, Member

**Staff Present:**

Pamela Goose, Executive Director  
Roxy Brockman, Administrative Assistant  
Hollie Sheller, Licensing Technician II  
Earl Kraus, Division Legal Counsel  
Jeffrey Dunlap, Contract Interpreter  
Sandra Whitesell, Contract Interpreter

**Visitors:**

Ernest Garrett III, Exec Dir  
Genevieve Shellburn  
Thomas Green, Paraquad  
Nina Wilson, MCDHH Chair  
Michael Boyd, MCDHH Commissioner  
Paul Blicharz, MCDHH Commissioner

**Review and Approval of Open Agenda**

A motion was made by Mr. Eck and seconded by Ms. Alexander to accept the open agenda. All approved

A motion was made by Mr. Eck and seconded by Ms. Alexander to go into closed for #1, #2, #3, #5, and #9. Mr. Eck, Ms. Alexander, Ms. Betzler, Ms. McCray, and Ms. Segura all approved.

### **Review and Approval of Open Minutes**

A motion was made by Mr. Eck and seconded by Ms. Segura to approve the open minutes from the July 7, 2011 meeting. Mr. Eck, Ms. Alexander, Ms. Betzler, Ms. McCray, and Ms. Segura all approved.

### **Rules Update and Proposed Changes**

-No rules in process.

### **Report from MCDHH and/or BCI**

-07/08/2011 BCI

-08/18/2011 MCDHH

Mr. Garret said the BCI and MCDHH were looking forward to working with the SCI in regard to reviewing the skill level standards. Ms. Groose reminded everyone that anytime a rule goes through the promulgation process it gives anyone the opportunity to respond.

### **Meetings**

-Attended

- 2011 MO-CASE Fall Conference (September 25-27, 2011) -- Mr. Eck provided assisted with an exhibit table which was shared with Angela Graves at MCDHH. Mr. Eck indicated this worked very well and would recommend it any time the committee exhibits at this conference.

-Upcoming

- MCDHH Interpreter Conference (October 14-16, 2011) -- All members will attend with the exception of Mr. Adams. This conference will be talked about at the next meeting.

### **Report from Executive Director**

- Financial Report – The report as of August 31, 2011 was provided for the members' review. No action required.
- 2012 Meeting Dates and Locations
  - January 27, 2012, Professional Registration, Jefferson City, MO
  - April 20, 2012, Professional Registration, Jefferson City, MO
  - July 27, 2012, Professional Registration, Jefferson City, MO

Ms. Groose said that if the committee decides to have their meeting coincide with the MCDHH conference then that date will have to be set a later time, once more information is obtained in regard to the conference.

A motion was made by Ms. Alexander and seconded by Mr. Eck to go into closed session for #1 and #2 at 1:52pm. Mr. Eck, Ms. Alexander, Ms. Betzler, Ms. McCray, and Ms. Segura all approved.

No cases at AG office

The Committee members reviewed a memo written by Sarah Ledgerwood in regard to a question the committee members had posed at their July meeting in regard to if the SCI could promulgate their own skill level standards. Mr. Kraus said that it would be difficult to go forward.

A motion was made by Ms. Segura and seconded by Ms. Alexander to return to open session at 2:05pm. Ms. Alexander, Ms. Betzler, Mr. Eck and Ms. Segura all approved.

A motion was made by Mr. Eck and seconded by Ms. Segura to adjourn at 2:06pm. Ms. Alexander, Ms. Betzler, Mr. Eck and Ms. Segura all approved.

Handwritten signature of Pamela Grosse in cursive script, written over a horizontal line.

Executive Director Signature

January 27, 2012

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.