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State of Missouri

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**MISSOURI STATE COMMITTEE OF INTERPRETERS**

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Pamela Groose  
Executive Director

## **Meeting Notice**

**State Committee of Interpreters  
January 27, 2012 – 10:00am**

**Division of 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.

Public Agenda  
State Committee of Interpreters  
JANUARY 27, 2012 10:00 A.M.  
DIVISION OF PROFESSIONAL REGISTRATION  
3605 Missouri Blvd, Jefferson City MO

**CLOSED MEETING**

10:00 am Call to Order
Roll Call
Review and Approval of Closed Agenda
Review and Approval of Closed Minutes
Applicants for Licensure
Complaints
Complaint Update
Executive Director
Miscellaneous/Legal

**Tentative Agenda**  
**STATE COMMITTEE OF INTERPRETERS**  
**January 27, 2012**  
**DIVISION OF PROFESSIONAL REGISTRATION**  
**3605 Missouri Blvd, Jefferson City MO**

**OPEN MEETING**

<b>10:00 AM Call to Order</b>	Carrie McCray
Roll Call	Andrea Segura
<b>Move to Closed Session</b>	
<b>1:00 PM Open Session – Call to Order</b>	Carrie McCray
Roll Call and Introduction of meeting attendees	Andrea Segura
Review and Approval of Open Agenda	Tab 7
Review and Approval of Open Minutes -October 14, 2011	Tab 8
Rules Update and Proposed Changes -No rules in process.	Tab 9
Report from MCDHH and/or BCI -11.29.2011 Town Hall Meeting	Tab 10
Meetings -Attended <ul style="list-style-type: none"> <li>• MCDHH Interpreter Conference (October 14-16, 2011)</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• No upcoming meetings</li> </ul>	Tab 11
Report from Executive Director Financial Report Renewals Newsletter Paperless agenda 2012 Meeting Dates and Locations	Tab 12
Request from MCDHH Workshop/Training Specialist regarding approval of a training option.	Tab 13
FYI	Tab 14

**STATE COMMITTEE OF INTERPRETERS  
DIVISION OF PROFESSIONAL REGISTRATION  
3605 Missouri Blvd, Jefferson City MO**

**January 27, 2012 – Open Minutes**

The meeting of the State Committee of Interpreters was called to order on January 27, 2012 at 10:02am by Carrie McCray, Chairperson, at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri 65109.

**A motion was made by Mr. Adams and seconded by Mr. Eck to go into closed at 10:04am for #1, #2, #3, and #9. Ms. McCray, Mr. Eck, Mr. Adams. Ms. Betzler, and Ms. Segura all approved.**

**Members Present:**

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

**Staff Present:**

Pamela Groose, Executive Director  
Roxy Brockman, Administrative Assistant  
Terrie Miller, Licensing Technician II  
Sarah Ledgerwood, Division Legal Counsel  
Alesha Clingman, Contract Interpreter  
Peggy Withrow, Contract Interpreter

**Visitors:**

Angela Graves, MCDHH  
Kim Davis, MCDHH

The committee returned to open session at 1:18pm.

**Review and Approval of Open Agenda**

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

**Review and Approval of Open Minutes**

A motion was made by Mr. Eck and seconded by Ms. Betzler to approve the open minutes from the October 14, 2011 meeting as amended. All approved.

**Rules Update and Proposed Changes**

-No rules in process. No action required.

**Report from MCDHH and/or BCI**

Ms. Graves reported she had processed 727 certifications and MCDHH staff is in the process of contacting the remaining interpreters that have not submitted all of the required documents or fee. Ms. Graves also indicated the Skill Level Standards Task Force held a meeting on January 5, 2012 and she was currently waiting on the final document with all of the changes listed. Ms. Groose said she thought it would be a good idea if the group met one more time and went over the suggested changes prior to recommendations being presented to the Commission on February 28, 2012. Mr Garrett sent his thanks via Ms. Graves for the SCIs' involvement in the skill level standards review.

Ms. Graves also said Mr. Garrett wanted to know if the committee would support MCDHH developing a testing instrument for certifying deaf interpreters. In addition, Ms. Graves indicated at currently an individual has to be 18 years old and have a high school diploma or equivalent. She said the commission would like to require a minimum of an Associate's degree in order to become certified. Ms. Goose related to the committee she had met with Mr. Garrett and they both felt the Associate's degree was necessary but not necessarily a degree in interpreting. Ms. Goose said this would require a statute change if the commission decided to pursue this.

Ms. Graves said the commission is having a town hall meeting in Kansas City on January 28, 2012 and they had a town hall meeting on November 29, 2011 in St Louis, which Ms. Davis attended.

She said other news in regard to the BCI is they do not have a quorum as they have recently had two resignations. She said Mr. Garrett was working tirelessly with the Governor's office.

Ms. Goose asked if a town hall meeting was scheduled for Springfield and Ms. Graves replied town hall meetings were being arranged for March, April, and May. She said the March town hall meeting would be in Springfield, the April town hall meeting in Cape Girardeau and the May town hall meeting may be in Fulton. She said they were still firming up places, dates and times.

Ms. Davis reported on the St Louis Town Hall meeting and said it was well attended. She said Mr. Eck did an excellent job explaining the difference between the SCI and MCDHH. She said they wanted to introduce the MCDHH staff, explain what they do and what their goals are.

A motion was made by Mr. Eck and seconded by Mr. Adams to go into closed for #2 at 1:43pm. Mr. Eck, Mr. Adams, Ms. Alexander, Ms. Betzler, and Ms. Segura all approved. The committee returned to open session at 2:04pm.

Mr. Eck and Ms. Ledgerwood relayed the following to MCDHH staff; that the SCI is supportive of the concept for the entry level educational requirements for certification but that any legislative proposals would have to be approved at the Department and Division level. Mr. Eck said in regard to the Missouri CDI certification the SCI is supportive of investigating this idea but again, any legislative proposals would have to be approved at the Department and Division level.

### **Meetings**

#### **-Attended**

- MCDHH Interpreter Conference (October 14-16, 2011)-- All attended except for Mr. Adams. Ms. Graves said next year's Interpreter conference is tentatively set for October 12-14, 2012 at Lake Ozarks.

#### **-Upcoming**

- No upcoming meetings

### **Report from Executive Director**

- Financial Report – The financial report as of November 30, 2011 was provided for the members' review. No action required.
- Renewals – Ms. Goose indicated 714 interpreter renewals were mailed and as of January 25, 2012, 238 interpreters had not submitted renewals
- Newsletter – Ms. Goose reported the newsletter is in process.
- Paperless agenda – Mr. Eck, Mr. Adams, Ms. Segura, Ms. Alexander and Ms. McCray all in favor. Ms. Betzler will continue to receive a paper copy.
- Fingerprint requirement – Ms. Goose said she places this on the agenda on a yearly basis. She said if the committee wants to begin they would need to expect it to take two years for the rule to go into effect. A motion was made by Mr. Adams and seconded by Ms. Segura to move forward with promulgating a rule to require fingerprint background checks. All approved.
- 2012 Meeting Dates and Locations
  - April 20, 2012 – Division of Professional Registration
  - July 27, 2012 meeting changed to July 13, 2012 – Division of Professional Registration
  - October 2012 – is still to be determined

**Request from MCDHH Workshop/Training Specialist regarding approval of a training option**

Ms. Davis requested approval by the committee to incorporate the topic of state statutes and regulations into a more focused workshop in regard to certifications and licensing, interpreter's rules, available resources and referrals, filing grievances, the Code of Ethics and the ASL video for filing a complaint. Ms. Groose cautioned about her getting into a situation where she is interpreting the statute and rules. Ms. Ledgerwood said their generic legal advice for any board, committee, or commission within the division is not interpret their statutes and their rules. The committee members expressed their appreciation for the work Ms. Davis is doing. Mr. Adams' request to Ms. Davis was to reinforce the difference between the SCI and MCDHH, that there still is confusion out there about what the two agencies are responsible for. Mr Eck suggested collaboration between the SCI and MCDHH if such a workshop is developed.

**FYI**

Nothing for this meeting.

A motion was made by Mr. Eck and seconded by Mr. Adams to adjourn at 3:05pm. All approved.



Executive Director Signature

April 20, 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 324.001.8 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.