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MISSOURI STATE COMMITTEE OF INTERPRETERS

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Pamela Groose
Executive Director

Meeting Notice

**State Committee of Interpreters
April 20, 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.

Tentative Agenda
State Committee of Interpreters
APRIL 20, 2012 10:00 A.M.
DIVISION OF PROFESSIONAL REGISTRATION
3605 Missouri Blvd, Jefferson City MO
CLOSED MEETING

10:00 am Call to Order in OPEN
Roll Call in OPEN
Motion to go into CLOSED SESSION
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
APRIL 20, 2012
DIVISION OF PROFESSIONAL REGISTRATION
3605 Missouri Blvd, Jefferson City MO

OPEN MEETING

1:00 PM Call to Order	Carrie McCray
Review and Approval of Open Agenda	Tab 7
Review and Approval of Open Minutes -January 27, 2012	Tab 8
Rules Update and Proposed Changes -No rules in process.	Tab 9
Report from MCDHH and/or BCI -02.28.2012 Commission Meeting	Tab 10
Meetings -Attended <ul style="list-style-type: none"> • No upcoming meetings -Upcoming <ul style="list-style-type: none"> • MCDHH Interpreter Conference (October 12-14, 2012) 	Tab 11
Report from Executive Director Financial Report Reimbursements Renewals Newsletter 2012 Meeting Dates and Locations	Tab 12
FYI	Tab 13
Election of Officers -Chair -Secretary	
ADJOURN	

**STATE COMMITTEE OF INTERPRETERS
DIVISION OF PROFESSIONAL REGISTRATION
3605 Missouri Blvd, Jefferson City MO 65109**

April 20, 2012 – Open Minutes

The meeting of the State Committee of Interpreters was called to order on April 20, 2012 at 10:12am 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 Ms. Alexander to go into closed at 10:12am for #1, #2, #3, and #9. Ms. Alexander, 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
Sharon Euler, Legal Counsel
Alesha Clingman, Contract Interpreter
Peggy Withrow, Contract Interpreter

Visitors:

Kim Davis, MCDHH

The committee returned to open session at 1:00pm.

Review and Approval of Open Agenda

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

Review and Approval of Open Minutes

A motion was made by Ms. Alexander and seconded by Mr. Adams to approve the open minutes from the January 27, 2012 meeting. All approved.

Rules Update and Proposed Changes

-No rules in process. No action required.

Report from MCDHH and/or BCI

-02.28.2012 Commission Meeting

Ms. Groose attended this meeting and indicated that MCDHH has contracted with Dr. Miller to work on strengthening the MICS test. Ms. Davis also reported that Geneva Shearburn and Jeffrey Dunlap have been appointed to the BCI.

Meetings

-Attended

- No upcoming meetings

-Upcoming

- MoCASE (September 23-25, 2012) per previous discussions the committee decided to only attend this conference every other year and the SCI had a booth with MCDHH in 2011.
- MCDHH Interpreter Conference (October 12-14, 2012) – All the committee members were interested in attending and indicated an interest in presenting at the conference. Mr. Eck offered to complete the proposal form for the presentation. Ms. McCray and Ms Segura will co-present. May 7, 2012 is the deadline for proposal submissions.

Report from Executive Director

- Financial Report – Financial Report as of February 29, 2012 was included for the Committee's review. No action was required.
- Reimbursements -- Ms. Groose indicated this information is in reference to expense reimbursement. She encouraged the committee members to sign and return the expense and per diem forms as soon as they receive them from the office.
- Renewals – Ms. Groose reported 697 licenses were renewed which was down from previous years. She said 59 licenses lapsed as of January 31, 2012.
- Newsletter – Ms. Groose said the newsletter is currently being worked on. The committee members suggested adding information about Pat Adams videos that are available on our website, a list of licensees who have lapsed, complaint statistics, as well as an article outlining the causes for discipline.
- 2012 Meeting Dates and Locations
 - July 13, 2012 – Professional Registration, Jefferson City, MO
 - October 12, 2012 – TanTarA following the MCDHH meeting.

FYI

Informational documents were provided to the committee members as a part of their agenda materials. No action was required.

Election of Officers

-Chair

A motion was made by Mr. Eck and seconded by Ms. Alexander to nominate Mr. Adams for Chair. All approved. No other nominations were made. Mr. Adams became chair by acclamation.

-Secretary

A motion was made by Mr. Eck and seconded by Ms. Segura to nominate Ms. Alexander as Secretary. All approved. No other nominations were made. Ms. Alexander becomes Secretary by acclamation.

A motion was made by Mr. Adams and seconded by Ms. Segura to adjourn the meeting at 1:53pm. All approved.



Executive Director Signature

July 13, 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.