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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  
April 5, 2013  
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  
**APRIL 05, 2013 10:00 A.M. CLOSED 1:00P.M. OPEN**  
DIVISION OF PROFESSIONAL REGISTRATION  
3605 Missouri Blvd, Jefferson City MO

**CLOSED AGENDA**

<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>

**Public Agenda**  
**STATE COMMITTEE OF INTERPRETERS**  
**APRIL 05, 2013 10:00A.M. CLOSED 1:00P.M. OPEN**  
**DIVISION OF PROFESSIONAL REGISTRATION**  
**3605 Missouri Blvd, Jefferson City MO**

**OPEN AGENDA**

<b>10:00 AM Call to Order</b>	<b>John Adams</b>
<b>Roll Call</b>	<b>Andrea Segura</b>
<b>Review and Approval of Open Agenda</b>	<b>Tab 1</b>
<b>Motion to go into Closed Session</b>	
<b>OPEN SESSION WILL BEGIN AT 1:00PM</b>	
<b>Review and Approval of Open Minutes</b> -January 18, 2013	<b>Tab 7</b>
<b>Rules Update and Proposed Changes</b> -20 CSR 2232-1.040 Fees -20 CSR 2232-2.010 Application for Licensure -20 CSR 2232-2.020 Application for Temporary License -20 CSR 2232-2.030 Name and Address Change and License Renewal	<b>Tab 8</b>
<b>Report from MCDHH and/or BCI</b> -1/28/2013 BCI Meeting	<b>Tab 9</b>
<b>Meetings</b> -Attended <ul style="list-style-type: none"> <li>• FARB Conference (January 24-27, 2013)</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• MCDHH Interpreter Conference (October 2013)</li> </ul>	<b>Tab 10</b>
<b>Report from Executive Director</b> Financial Report 2013 Meeting Dates and Locations Per Diem Reimbursement Policy	<b>Tab 11</b>
<b>FYI</b>	<b>Tab 12</b>
<b>Annual Election of Officers</b>	
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**State Committee of Interpreters  
Division of Professional Registration  
3605 Missouri Blvd  
Jefferson City MO 65102**

**April 5, 2013 – Open Minutes**

The meeting of the State Committee of Interpreters was called to order on April 5, 2013 at 10:14am by John Adams, Chairperson, at the Division of Professional Registration, 3605 Missouri Blvd, Jefferson City, MO 65109.

**Members Present:**

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

**Staff Present:**

Pamela Gross, Executive Director  
Roxy Brockman, Administrative Assistant  
Terrie Miller, Licensing Technician II  
Sarah Ledgerwood, Division Legal Counsel  
Heidi Spencer, Contract Interpreter  
Karen Hodges, Contract Interpreter

**Visitors:**

Peggy Withrow, MCDHH  
Chris Ludvigsen, MCDHH  
Malissa Brooks, MCDHH

**Open Agenda:**

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

A motion was made by Mr. Eck and seconded by Ms. Betzler to go into closed session at 10:17am for #1, #2, #3, #5 and #9. Ms. Betzler, Dr. McCray, Ms. Segura, Mr. Eck and Ms. Alexander all approved. The committee returned to open session at 12:06pm and recessed for lunch. The meeting resumed at 1:00pm.

**Review and Approval of Open Minutes**

A motion was made by Dr. McCray and seconded by Mr. Eck to approve the open minutes from the January 18, 2013 meeting. All approved.

**Rules Update and Proposed Changes**

-20 CSR 2232-1.040 Fees  
-20 CSR 2232-2.010 Application for Licensure  
-20 CSR 2232-2.020 Application or Temporary License  
-20 CSR 2232-2.030 Name and Address Change and License Renewal

Ms. Groose reported the process is moving along and meetings have been scheduled with the appropriate division personnel.

**Report from MCDHH and/or BCI**

Peggy Withrow from MCDHH provided the following information regarding upcoming meetings:

- BCI – Nothing scheduled
- MCDHH meeting scheduled for May 26, 2013

- MCDHH Meeting and Annual Conference scheduled for October 18-20, 2013 at Tan Tar A, Osage Beach, Missouri.

Chris Ludvigsen provided dates of Deaf Awareness days

- Six Flags – June 8, 2013
- Worlds of Fun – July 13, 2013
- Silver Dollar City – September 09, 2013

MCDHH Legislative update – Ms. Withrow indicated MCDHH had requested a one-time appropriation of \$30,000 to purchase the BEI exam and did not think it would be in the budget this year but has learned that it has passed in the House. They are hopeful it will pass on the Senate side as well.

### **Meetings**

-Attended

- Andrea Segura attended the FARB Conference January 24-27, 2013, San Diego, CA. Ms. Segura reported it was a good meeting and the main themes of the conference were saving money, policy making, successful boards, ethics in light of Facebook and Twitter etc., and setting boundaries between professional clients.

-Upcoming

- MCDHH Conference October 18-20, 2013, Tan Tar A

### **Report from Executive Director**

- Financial Report – The financial report as of January 18, 2013 was included for the committee's review. No action required.
- 2013 Meeting Dates and Locations
  - July 26, 2013 - Professional Registration
  - October 18, 2013 – Tan Tar A, Osage Beach, Missouri. Ms. Groose will not be able to attend due to a scheduling conflict but the committee members indicated they would still prefer to have their meeting in conjunction with the annual conference.
- Per Diem Reimbursement Policy- A motion was made by Mr. Eck and seconded by Ms. Segura to accept the policy as submitted with the exception of conference call which will be appropriate time.
- Mr. Eck asked about the previous meetings' agenda and that it was noted renewal fees may need to be raised. Ms. Groose said that information was based on 5 year projections and that the money is being watched very carefully.
- Letter to Interpreters – Letter from Elijah Buccholz was discussed. Ms. Segura stated she was approached by several individuals that were upset by the letter. Ms. Groose indicated this had nothing to do with the SCI and advised members to share their thoughts and comments with Mr. Buccholz directly.

### **FYI**

No action required

### **Annual Election of Officers**

- Chairperson -- Mr. Adams was nominated as Chairperson by Ms. Alexander and seconded by Mr. Eck. All approved.
- Secretary -- Ms. Alexander was nominated as Secretary by Mr. Adams and seconded by Mr. Eck. All approved.

Due to no further nominations being received Mr. Adams will remain as Chairperson and Ms. Alexander will remain as Secretary by acclimation.

A motion was made by Mr. Eck and seconded by Ms. Betzler to adjourn at 1:46pm. All approved.



Executive Director Signature

July 26, 2013

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.