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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  
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**MISSOURI STATE COMMITTEE OF INTERPRETERS**

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Pamela Groose  
Executive Director

## **Meeting Notice**

**State Committee of Interpreters  
July 26, 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**  
**JULY 26, 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**  
**JULY 26, 2013 10:00A.M. CLOSED 1:00P.M. OPEN**  
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**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>Kathleen Alexander</b>
<b>Review and Approval of Open Agenda</b>	<b>Tab 6</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> -April 5, 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> -6/19/2013 MCDHH Meeting -7/15/2013 BCI Meeting	<b>Tab 9</b>
<b>Meetings</b> -Attended <ul style="list-style-type: none"> <li>• No Meetings Attended</li> </ul> -Upscoming <ul style="list-style-type: none"> <li>• MoCASE Conference (September 2013)</li> <li>• CLEAR Conference (October 2013)</li> <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 Set 2014 Meeting Dates	<b>Tab 11</b>
<b>FYI</b>	<b>Tab 12</b>
<b>ADJOURN</b>	

**State Committee of Interpreters  
Division of Professional Registration  
3605 Missouri Blvd  
Jefferson City MO 65102**

**July 26, 2013 – Open Minutes**

The meeting of the State Committee of Interpreters was called to order on July 26, 2013 at 10:13am 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 (Arrived at 11:06am)  
Lisa Betzler, Public Member (Arrived at 11:06am)

**Staff Present:**

Pamela Gross, Executive Director  
Roxy Brockman, Administrative Assistant  
Terrie Miller, Licensing Technician II  
Earl Kraus, Division Legal Counsel  
Heidi Spencer, Contract Interpreter  
Alesha Clingman, Contract Interpreter

**Visitors:**

Peggy Withrow, MCDHH  
Chris Ludvigsen, MCDHH

**Open Agenda:**

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

A motion was made by Ms. Alexander and seconded by Ms. Segura to go into closed session at 10:15am for #1, #2, #3 and #9. Dr. McCray voted yes. Ms. Segura voted yes. Ms. Alexander voted yes. Mr. Adams voted yes. The committee returned to open session at 1:03pm.

**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 April 5, 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. Goose reported the process is moving along. The proposed rules are to appear in the Missouri Register on September 3, 2013 and any comments received will be reviewed at the next meeting. The comment period ends October 3, 2013.

**Report from MCDHH and/or BCI**

Peggy Withrow from MCDHH provided the following information:

- BCI – She said there has been one new appointment, Mishely Tisius, member and 1 vacancy is still open. Jeffrey Dunlap has been voted in as Chair and Cathee Wolford as Secretary.
- MCDHH – She said 8 of 9 positions have been filled. She also said a one-time appropriation funding has been approved to purchase the BEI exam from Texas has been approved in the House and the Senate.

They are working with their legal counsel on any rule changes necessary to adopt the new written and performance test.

- Meetings: The next BCI is August 15, 2013 and the next MCDHH meeting will be on August 27, 2013.
- MCDHH has their new website up and running, they now have e-news, a Facebook account and are experimenting with twitter.

Ms. Withrow indicated she had received a call earlier in the day regarding an Oral Transliteration Certificate. She was told by the Committee that since it is not listed in the skill level standards and not addressed in rule or statute to refer the caller to the statutes since the Committee does not give legal advice.

### Meetings

#### -Attended

- John Adams presented a workshop "One World, Many Voices: Interpreting Accents & Dialects" at the NAJIT annual conference May 17, 2013.

#### -Upcoming

- MoCASE Conference – Committee members will not be attending. MCDHH members do not know yet if they will be attending. MCDHH will let the committee know if they will attend, and if so, they will hand out licensure information for the committee. If MCDHH does not attend, the committee will see if they can put something together to put in the handout bags at the conference.
- CLEAR Conference, October 3-5, 2013 in St Louis, Missouri – Tim Eck indicated he would like to attend.
- MCDHH Conference October 18-20, 2013, Tan Tar A – Committee members who get rooms for Thursday evening will be required to attend the MCDHH meeting from 9-12 on October 18, 2013.

### Report from Executive Director

- Financial Report – The financial report as of May 31, 2013 was included for the committee's review. No action required.
- 2013 Meeting Dates and Locations
  - October 18, 2013 – Tan Tar A, Osage Beach, Missouri. Ms. Groose will not be able to attend due to a scheduling conflict.
- Per Diem Reimbursement Policy- A motion was made by Dr. McCray and seconded by Mr. Eck to accept the policy as submitted. All approved.
- Set 2014 Meeting Dates –
  - January 24, 2014
  - April 4, 2014
  - July 25, 2014
  - Possibly October 17 or October 24, 2014; will set once MCDHH sets the date for their annual conference.

### FYI

No action required

Ms. Groose is beginning to work on the next newsletter, she asked for suggestions. It was suggested to mention the workshop John Adams presented at NAJIT, do a step by step complaint process explanation and list the states which presently licenses interpreters.

A motion was made by Ms. Segura and seconded by Ms. Betzler to adjourn at 1:57pm. All approved.



Executive Director Signature

October 18, 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.