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Pamela Groose  
Executive Director

## **Meeting Notice**

### **State Committee of Interpreters**

**January 23, 2014**

**7:00pm**

**Open Forum**

**January 24, 2014**

**9:00am – Open Session**

**11:00am -- Open Forum**

**Hampton Inn & Suites Country Club Plaza**

**4600 Summit St**

**Kansas City MO 64112**

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 23-24, 2014**  
**HAMPTON INN & SUITES**  
**4600 Summit St., Kansas City, MO**

**OPEN SESSION**

<b>THURSDAY JANUARY 23, 2014 7:00PM</b>	
<b>OPEN FORUM – Come meet the board members and staff, learn of recently implements rule changes, complaint process, discipline process, as well as anything else you have questions about. Great opportunity for you to ask your questions in order to learn more about the Committee’s authority and responsibilities. There will also be a representative from the Missouri Commission for the Deaf and Hard of Hearing present to answer any of those types of questions.</b>	
<b>FRIDAY JANUARY 24, 2014 9:00AM 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 1</b>
<b>Review and Approval of Open Minutes</b> -October 18, 2013	<b>Tab 2</b>
<b>Rules Update</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 3</b>
<b>Report from MCDHH and/or BCI</b> - 11/7/2013 BCI Meeting	<b>Tab 4</b>
<b>Meetings</b> -Attended <ul style="list-style-type: none"> <li>• MCDHH Interpreter Conference (October 2013)</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• MCDHH Interpreter Conference (October 2014)</li> </ul>	<b>Tab 5</b>
<b>Report from Executive Director</b> Financial Report Letter from Show-Me Accessible Health Care, Inc. and Language Access Metro Project. 2014 Meeting Dates and Locations	<b>Tab 6</b>
<b>FYI</b>	<b>Tab 7</b>
<b>FRIDAY, JANUARY 24, 2014 11:00AM</b>	
<b>OPEN FORUM – Come meet the board members and staff, learn of recently implements rule changes, complaint process, discipline process, as well as anything else you have questions about. Great opportunity for you to ask your questions in order to learn more about the Committee’s authority and responsibilities. There will also be a representative from the Missouri Commission for the Deaf and Hard of Hearing present to answer any of those types of questions.</b>	
<b>CLOSED SESSION</b>	
<b>ADJOURN</b>	

**Public Agenda**  
**State Committee of Interpreters**  
**JANUARY 23-24, 2014**  
**HAMPTON INN & SUITES**  
**4600 Summit St., Kansas City, MO**

**CLOSED SESSION**

<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>

**State Committee of Interpreters  
Hampton Inn & Suites  
Country Club Plaza  
4600 Summit  
Kansas City MO 64112**

**January 24, 2014 – Open Minutes**

The meeting of the State Committee of Interpreters was called to order on January 24, 2014 at 9:03am by John Adams, Chairperson, at Hampton Inn & Suites, Country Club Plaza, 4600 Summit, Kansas City MO 64112

**Members Present:**

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

**Members Absent:**

Lisa Betzler, Public Member

**Staff Present:**

Roxy Brockman, Administrative Assistant  
Terrie Miller, Licensing Technician II  
Sharon Euler, Division Legal Counsel  
Amanda Hempfling, Contract Interpreter  
Danielle Johnson, Contract Interpreter

**Staff Absent:**

Pam Goose, Executive Director

**Visitors:**

Peggy Withrow, MCDHH  
Elijah Buchholz  
Lisa Bolding

**Open Agenda:**

A motion was made by Mr. Eck and seconded by Ms. Alexander to approve the open agenda. 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 October 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  
These rules will go into effect January 30, 2014.

Ms. Withrow added that interpreters who place their license on inactive status will still need to keep their CEUs current with the Commission. She said they can let their certification lapse for one year but if they can't have it lapse for more than a one year period. In response to a question posed by Mr. Eck, Ms. Withrow indicated that if an interpreter lets the certification lapse for more than one year they have to start the whole process over which would mean taking the BEI at this point.

**WELCOME TO THE STATE COMMITTEE OF INTERPRETERS**

**Town Hall**

January 23, 2014

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
April Dunlap	Freelance Interpreter
Lisa Bothwell	
Ryan Schwarzenberger	

# WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

## Meeting and Town Hall

January 24, 2014

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Peggy Withrow	MCDHH
Elijah Buchholz	DMH
Lisa Bolding	Sign Language Specialists

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

- BCI November 7, 2013 Agenda and meeting minutes from the August 15, 2013 meeting were included in the committee members' meeting materials. No action was required. Mr. Adams noted that there was a motion to change the skill level standard for Medical Health Care, medical serious requirement to Master level and wanted to know if it was passed by MCDHH. Ms. Withrow indicated this did not get changed within the proposed rules.

## **Meetings**

### **-Attended**

- MCDHH Interpreter Conference (October 18-20, 2013) was attended by all of the members. Ms. Alexander indicated it was a good conference. Mr. Eck said he attended a variety of workshops and agreed it was a good conference. Mr. Adams reported he had interesting discussion while he was providing coverage of the SCI booth. Dr. McCray mentioned the need to update the "Frequently Asked Questions" in regard to the changes being implemented by MCDHH. She also indicated she felt there was a better selection of workshops to attend.

### **-Upcoming**

- MCDHH Interpreter Conference (October 10-12, 2014). Following discussion, the SCI in collaboration with MCDHH, will prepare a proposal to offer a workshop presentation in regard to certification and licensure. Mr. Adams and Ms. Alexander will begin preparing the proposal to be looked over by the members at their next board meeting. This will take the place of having a Town Hall meeting the night before.

## **Report from Executive Director**

- Financial Report – The financial report as of November 20, 2014 was included for the committee's review. No action required.
- Letter Show-Me Accessible Health Care, Inc. and Language Access (James Frost) was reviewed by the committee. A motion was made by Ms. Alexander and seconded by Ms. Segura to acknowledge Mr. Frost's letter, that the Committee has reviewed the letter, but tell him his request is outside of the Committee's statutory authority to accommodate and thank him for bringing this to their attention. All approved.
- 2014 Meeting Dates and Locations
  - April 4, 2014 – Springfield, MO
  - July 25, 2014 – St. Louis, MO
  - October 10-12, 2014 – MCDHH Conference. Ms. Brockman indicated there was a conflict with the office and staff in regard to the October 2014 meeting. She said normally she and Ms. Groose proctor the national geology examination and it is to be given on Friday, October 10, 2014, the same day as the October SCI meeting. She said if the SCI decided to move forward with their meeting date as October 10, 2014, then Ms. Groose and Ms. Miller will cover the SCI meeting at TanTarA and she and Ms. Sheller will administer the examination. It was the consensus of the committee members to keep their meeting date as Friday, October 10, 2014.

## **FYI**

The committee members briefly discussed the FYI items but no action required

## **Report from Executive Director (continued)**

- Request regarding possible Town Hall meeting in Southeast Missouri – Ms. Brockman indicated that Ms. Groose had received a request to see if there was a chance the SCI would be having a Town Hall and board meeting in Southeast Missouri. The committee members agreed to look into the possibility of having a Town Hall and board meeting in April or July of 2015. A motion was made by Mr. Eck and seconded by Ms. Alexander to direct Ms. Groose to respond indicating meetings have already been set for this year and that the Committee would take this into consideration when setting their meetings for 2015. All approved. Ms. Withrow indicated MCDHH had a town hall meeting in Cape Girardeau, Missouri, in September, 2013 and had approximately twenty deaf and hearing attending. Ms. Alexander said Missouri RID went to Cape Girardeau, Missouri, for a meeting and free workshop. She said it was the most attended workshop by deaf people and what few interpreters are in the area with a total attendance of fifty-five people. Mr. Adams asked how many interpreters were in Northeast and Southeast Missouri and requested that information be gathered and provided at the next meeting.

A motion was made by Ms. Segura and seconded by Mr. Eck to go into closed session at 9:48pm for #1, #2, #3, and #9. Dr. McCray voted yes. Ms. Segura voted yes. Mr. Eck voted yes. Ms. Alexander voted yes. The committee returned to open session at 10:32am and recessed until 11:03am.

**Open Forum / Town Hall Session**

The Open Forum / Town Hall session began at approximately 11:03am and one visitor was in attendance, Lisa Bolding. Ms. Bolding offered her apologies and indicated she would only be able to attend for 15 minutes. Mr. Adams pointed out the Committee would be happy to answer any questions she may have in regard to certification and licensure, new rules filed by the State Committee of Interpreters, filing a complaint, the Committee's review of a complaint and the discipline process as well as the board member appointment process. Peggy Withrow, MCDHH, was present to answer any questions in regard to certification.

A motion was made by Mr. Eck and seconded by Ms. Alexander to adjourn at 11:13am. All approved.

  
\_\_\_\_\_  
Executive Director Signature

May 30, 2014  
\_\_\_\_\_  
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.