

Jeremiah W. (Jay) Nixon
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

MISSOURI STATE COMMITTEE OF INTERPRETERS
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573-526-7787
573-526-0661 FAX
800-735-2966 TTY Relay Missouri
800-735-2466 Voice Relay Missouri
interpreters@pr.mo.gov
<http://pr.mo.gov/interpreters.asp>

Pamela Groose
Executive Director

Meeting Notice State Committee of Interpreters

May 29, 2014

7:00pm

Open Forum Session

Fiji Ballroom

May 30, 2014

9:00am Open Forum Session

Kalahari Room

**Ramada Plaza Hotel
Oasis Convention Center
2546 N Glenstone Ave
Springfield MO 65803**

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
 May 29-30, 2014
 Ramada Plaza Hotel
 Oasis Convention Center
 2546 N Glenstone, Springfield, MO**

OPEN SESSION

THURSDAY MAY 29, 2014 7:00PM – Fiji Ballroom	
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.	
FRIDAY MAY 30, 2014 9:00AM Call to Order—Kalahari Room	John Adams
Roll Call	Kathleen Alexander
Review and Approval of Open Agenda	Tab 1
Review and Approval of Open Minutes -January 24, 2013	Tab 2
Rules Update -20 CSR 2232-3.030 Mentorship Rule Discussion -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	Tab 3
Report from MCDHH and/or BCI - 03/25/2014 MCDHH Meeting -05/07/2014 MCDHH Meeting	Tab 4
Meetings -Attended -Upcoming <ul style="list-style-type: none"> • MO-CASE Fall Conference (September 21-23, 2014) • MCDHH Interpreter Conference (October10-12, 2014) 	Tab 5
Report from Executive Director <ul style="list-style-type: none"> - Financial Statement - 2014 Meeting Dates and Locations 	Tab 6
FYI	Tab 7
FRIDAY, MAY 30, 2014 11:00AM – Kalahari Room	
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.	
CLOSED SESSION	
ELECTION OF OFFICERS	
ADJOURN	

**Tentative Agenda
State Committee of Interpreters
May 29-30, 2014
Ramada Plaza Hotel
Oasis Convention Center
2546 N Glenstone, Springfield, MO**

CLOSED SESSION

Roll Call	Kathleen Alexander
Review and Approval of Closed Agenda	
Review and Approval of Closed Minutes	
Applicants for Licensure	
Complaints	
Complaint Update	
Executive Director	

WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

TOWN HALL MEETING

MAY 29, 2013

PLEASE PRINT YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Mary Ann Gardner	working interpreter
Melissa Fears Henley	"
J. E. [unclear]	"
Daniel [unclear]	"
M Brooke	"
Margaret Peggy Gray	
Alpe Kane	" "
Tamara Harvard	Sorenson
Lonnie Overstreet	Deaf citizen
Katie Overstreet	Deaf citizen
Peggy Withrow	@ MCDHH

WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

TOWN HALL MEETING

MAY 29, 2013

PLEASE PRINT YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Della Presley	Sorenson Communications
TICKI LANE HOPE	ASL (Associates in Sign Language)

WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

OPEN SESSION / TOWN HALL MEETING

MAY 30, 2013

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Peggy Withrow	MCDWH
Tamara Havard	Sorenson
JOHN NOLAN	
J. Eric Driskill	Interpreter
Melissa Fears Henley	"

**State Committee of Interpreters
Ramada Plaza Hotel
Oasis Convention Center
2546 N Glenstone
Springfield MO 65803**

May 30, 2014 – Open Minutes

The meeting of the State Committee of Interpreters was called to order on May 30, 2014 at 9:09am by John Adams, Chairperson, at Ramada Plaza Hotel, Oasis Convention Center, 2546 N Glenstone, Springfield, Missouri.

Members Present:

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

Staff Present:

Pam Goose, Executive Director
Roxy Brockman, Administrative Assistant
Sharon Euler, Division Legal Counsel
Daniel Walker, Contract Interpreter
Melissa Fears-Henley, Contract Interpreter
J Eric Driskill, Contract Interpreter
Mary Alice Gardener, Contract Interpreter

Visitors:

Peggy Withrow, MCDHH
Tamara Havard, Sorenson
John Nolan

Open Agenda:

A motion was made by Mr. Eck and seconded by Ms. Betzler 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 January 24, 2014 meeting as amended. All approved.

Rules Update and Proposed Changes

-20 CSR 2232-3.030 Mentorship Discussion -- Mr. Adams indicated he had requested this item be placed on the agenda because currently the mentorship rule applies to novice, apprentice and intermediate certified interpreters and once the BEI is implemented and the new rules take effect no new novice, apprentice and intermediate certifications will be issued.

He asked if the committee wanted to begin looking at proposed changes to the SCI rules in light of the MCDHH changes in certifications that are issued and accepted by the SCI. Ms. Alexander recommended this be placed on the next agenda to give the committee members time to review the rules and formulate their thoughts. Although Mr. Adams pointed out that if someone was issued a Novice certification it will be good for three years which gives the committee time to work on this. He also said that the Committee would need to talk about the certifications the Committee accepts for licensure and if they want to accept the BEI or whatever MCDHH calls it.

-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 went into effect January 30, 2014. No action required

Report from MCDHH and/or BCI

- MCDHH meeting materials from the March 25, 2014 and May 7, 2014 were included in the committee members' meeting materials. No action was required. Ms. Withrow indicated thirteen rules were filed in January and the Commission did receive comments during the comment period. She said the rules would become effective September 30, 2014 once they have gone through the process. She also said there was confusion in regard to the increase in CEs and that will not go into effect until next years renewal cycle. She said today is the last day they are giving the MICS test to allow staff time to get scores out before the new rules go into effect. There was discussion regarding the MICS examination not being given for the next several months before the BEI examination begins to be given.

Ms. Withrow also reported the rural training would occur this summer at William Woods again and the annual conference will be held at Tan-Tar-A. She said that Ernest's last day as the Executive Director will be June 30, 2014 and he will be starting his new job at the Missouri School for the Deaf on July 1, 2014. She indicated that neither the BCI nor MCDHH have their next meetings scheduled. She said MCDHH will have a meeting just prior to the annual conference.

Meetings

-Attended

- None attended.

-Upcoming

- MO-CASE Fall Conference (September 21-23, 2014) – The Committee members decided not to have a booth at this conference this year.
- 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 April 30, 2014 was included for the committee's review. No action required.
- 2014 Meeting Dates and Locations
 - July 25, 2014 – Drury Plaza Hotel, St. Louis, MO
 - October 10-12, 2014 – MCDHH Conference. Ms. Goose indicated that staff will also be administering the national geology examination on that day which will impact staffing for the Interpreter Committee meeting. She said at this point the meeting would be scheduled for 12:00pm on October 10, 2014 with everyone driving in that morning.

FYI

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

A motion was made by Mr. Eck and seconded by Ms. Alexander to go into closed session at 10:13am 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 10:58am.

Open Forum / Town Hall Session

The Open Forum / Town Hall session began at approximately 11:10am and 5 visitors were in attendance. The committee members covered the following topics:

- Certification and licensure
- New rules filed by the State Committee of Interpreters
- Filing a complaint
- The Committee's review of a complaint
- The discipline process
- Board member appointment process

Peggy Withrow, MCDHH, was present to answer any questions in regard to certification.

The committee recessed for lunch at 11:50am to 12:50pm. A motion was made by Dr. McCray and seconded by Ms. Segura to return to closed session for #1, #2, #3, #9. The committee returned to open session at 1:10pm.

Election of Officers

A motion was made by Dr. McCray and seconded by Mr. Eck to keep the officers as is. All approved. Mr. Adams and Ms. Alexander will remain as Chair and Secretary, respectively.

A motion was made by Mr. Eck and seconded by Ms. Betzler to adjourn at 1:11pm. All approved.

Pamela Grosse

Executive Director Signature

July 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.