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Governor
State of Missouri

Kathleen (Katie) Steele Danner, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Director

MISSOURI STATE COMMITTEE OF INTERPRETERS

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Pamela Goose
Executive Director

Meeting Notice

State Committee of Interpreters

July 16, 2015

6:30pm

Open Forum Session

July 17, 2015

9:00am – Closed Session

Open Session will begin at 10:00am

Drury Lodge

104 S Vantage

Cape Girardeau MO 63701

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 16-17, 2015
DRURY LODGE CAPE GIRARDEAU
104 SOUTH VANTAGE DR, CAPE GIRARDEAU MO

OPEN SESSION JULY 16, 2015 6:30PM

THURSDAY JULY 16, 2015 6:30PM to whenever all questions are answered or discussed but stop time will be no later than 8:30PM.

OPEN FORUM – Come meet the board members and staff of the State Committee of Interpreters, learn of possible rule changes, the complaint and investigation 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.

OPEN SESSION JULY 17, 2015 10:00AM (see below)

FRIDAY JULY 17, 2015 9:00AM Call to Order	John Adams
Roll Call	Kathleen Alexander
Review and Approval of Open Agenda	Tab 1
CLOSED SESSION – WILL RETURN TO OPEN SESSION AT APPROXIMATELY 10:00AM	
Review and Approval of Open Minutes -January 30, 2015	Tab 2
Rules/Statutes 1. 209.322 and 20 CSR 2232-2.040 2. 20 CSR 2232-3.030 Mentorship Rule	Tab 3
Report from MCDHH and/or BCI -5.15.2015 BCI -6.18.2015 MCDHH	Tab 4
BEI Information and Discussion	Tab 5
Meetings -Attended • No meetings attended. -Upcoming • MO-CASE • Interpreter Conference	Tab 6
Report from Executive Director 1. Financial Statement 2. Deaf Services Information 3. 2015 Meeting Dates and Locations 4. 2016 Meeting Dates and Locations	Tab 7
FYI	Tab 8
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Election of Officers -Chair -Secretary	
ADJOURN	

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CLOSED SESSION
Review and Approval of Closed Agenda
Review and Approval of Closed Minutes
Applicants for Licensure
Complaints
Complaint Update
Executive Director

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CLOSED SESSION
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

July 16, 2015

PLEASE PRINT YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Melanie Erlbacher	self
Dee Sanfilippo	MC D/H/H
Misti Harrison	self
John Harrison	self
BARBARA LANGE	SELF
Stacy Magill	self
Maria Reardon	sadi
Johnna Cutrell	SADI
Ruth Holman	Self
William Holman	SELF
AARON LANGE	SELF

WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

TOWN HALL

July 16, 2015

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Robertah Blane	SAD/
Michelle Lewis	CIS

WELCOME TO THE STATE COMMITTEE OF INTERPRETERS

COMMITTEE MEETING

July 17, 2015

PLEASE PRINT YOUR NAME BELOW

NAME	ASSOCIATED WITH:
AARON Lange	SELF
Stacy Magill	self
Matthew Righon	SADI
Dee Sanfilippo	mcdhh
Johnna Cutrell	SADI
Mitchell Russell	SELF
Jackie Cole	SADI
Maria Reardon	SADI
Weki Stanton	SADI

STATE COMMITTEE OF INTERPRETERS
Drury Lodge
104 S Vantage Dr
Cape Girardeau, MO 63701

July 17, 2015 – Open Minutes

The open session of the State Committee of Interpreters was called to order on July 17, 2015 at 9:05am by John Adams, Chairperson, at Drury Lodge, 104 S Vantage, Cape Girardeau, MO 63701.

Committee Members:

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

Staff Present

Pam Groose, Executive Director
Roxy Brockman, Administrative Assistant
Matt Massman, Processing Technician II
Sarah Ledgerwood, Division Legal Counsel
Melissa Fears-Henley, Contract Interpreter
Michelle Henley, Contract Interpreter
Jeffrey Dunlap, Contract Interpreter
Michelle Foust, Contract Interpreter

Visitors Present:

See attached list

Review and Approval of 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 Ms. Segura and seconded by Ms. Betzler to go into closed session at 9:06am for #1, #2, #3 and #9. Mr. Adams voted yes. Ms. Alexander voted yes. Ms. Segura voted yes. Dr. McCray voted yes. Mr. Eck voted yes. Ms. Betzler voted yes. The committee returned to open session at 10:02am.

Review and Approval of Open Minutes

A motion was made by Ms. Segura and seconded by Ms. Alexander to approve the open minutes from the January 30, 2015 meeting as amended. All approved.

Rules/Statutes

209.322 and 20 CSR 2232-3.030 – Following discussion the Committee indicated they would like to see changes to the rule as outlined below:

- 20 CSR 2232-3.030 (2) – update the portion of this rule that pertains to the certifications MCDHH now issues (Basic, Advanced and Master).
- 20 CSR 2232-3.030 (2) (G) – Remove this requirement from the rule.

Mr. Adams requested that further discussion be postponed until later in the meeting. The members were in agreement.

Report from MCDHH and/or BCI

-5.15.2015 BCI

- The next BCI meeting is September 23, 2015 in Jefferson City.

-6.18.2015 MCDHH

- Ms. Goose indicated she included a copy of a BEI presentation given at both the BCI and MCDHH meetings. There was discussion regarding the gap for graduates from interpreter training programs who have taken the Basic exam and are not passing it. How are they going to work? Ms. Sanfilippo verified that the Commission had requested the BCI review this issue and put forward a proposal. The SCI members discussed this issue at length in regard to increasing sign language workshops with a hands-on component as opposed to sitting through a workshop that only talks about theory and philosophy.

Mr. Adams said this was the portion of the meeting and discussion they were having that he felt was necessary in order to determine further changes to the SCI mentorship rule. He indicated the only thing that had to be done right now was changing the titles of the certifications in 20 CSR 2232-3.030 (2). He said everything else could just continue to be discussed in order to determine what would be most helpful to the licensees.

- Ms. Sanfilippo clarified MCDHH is looking at Kansas City, St Louis or the Lake of the Ozarks for the 2016 interpreter conference. She said as soon as a location and date was settled on she would let Ms. Goose know.

BEI Information and Discussion

Ms. Goose said she included information in regard to what she found about the BEI because Ms. Segura had asked questions in regard to the process that put the BEI in place. She also indicated this did not necessarily need to be discussed.

Meetings

-Attended

- No meetings attended.

-Upcoming

- MO-CASE (September 27-29, 2015, TanTarA,) Ms. Goose said generally MCDHH and the SCI share a booth but she learned that MCDHH has a conflict and will not be able to attend. She also thought it was the committee's position that it was really not worth it unless the two

groups participated together. She suggested the committee drop it from the calendar this year. The committee members indicated they were in agreement with her suggestion.

- Interpreter Conference (October 23-25, 2015, TanTarA, Osage Beach) Ms. Goose said she had made arrangements for sleeping rooms for everyone. She had also made arrangements for conference fees to be paid for Ms. Segura, Mr. Eck and Ms. Betzler. Ms. Goose indicated William Woods was paying for Dr. McCray's attendance but she was waiting to hear if the workshop Ms. Alexander and Mr. Adams had put together was going to end up on the workshop schedule. She said if their workshop did get placed on the schedule then MCDHH would waive the conference fees for them. If their workshop did not end up on the schedule the SCI would pay for their conference attendance fees. Ms. Goose requested the members send her an email with their preferred times to cover the exhibit booth.

Report from Executive Director

1. Financial Statement

- The financial statement as of May 31, 2015 was included for the members' review. Ms. Goose said their financial situation is so good that it may be possible, based on 5 year projections, to lower the renewal fee for up to two renewal cycles. The members responded they would like to see the fee reduced to \$75.00. She also said that if the Committee decided to offer an ethics workshop, then the scheduled Committee meetings would be held around the state in conjunction with the workshop. Ms. Goose indicated she would look into how this would impact the Committee's finances and let the Committee know at the next meeting. A motion was made by John Adams and seconded by Kathleen Alexander to move forward with possibly reducing the renewal fee. Dr. McCray voted yes. Mr. Eck voted yes. Ms. Segura voted yes. Ms. Betzler voted yes. Ms. Alexander voted yes.

2. Deaf Services Information

Deaf Services Information –Information from the Missouri Department of Mental Health, Division of Behavioral Health, Deaf Services, was included for the members' review. The information shared was in regard to how many licensed interpreters lived in each of the Missouri counties.

3. 2015 Meeting Dates and Locations

- October 23, 2015 (Tan-Tar-A, Osage Beach)

4. 2016 Meeting Dates and Locations

- March 11, 2016 -- Professional Registration
- July 15, 2016 – Professional Registration
- October 2016 – to be determined
- December 9, 2016 Professional Registration

Rules Continued

CSR 2232-3.030 Mentorship Rule -- Following discussion a motion was made by Ms. Alexander and seconded by Ms. Segura to table the mentorship discussion until the October 2015 meeting. Dr. McCray voted yes. Mr. Eck voted yes. Ms. Segura voted yes. Ms. Betzler voted yes. Ms. Alexander voted yes.

FYI

No action required

Open Forum Session

- The open forum session began at 11:30am and finished at 11:50am.

Election of Officers

A motion was made by Mr. Eck and seconded by Dr. McCray to re-elect John Adams as Chair. No other nominations were made and Mr. Adams was elected by acclamation. Dr. McCray voted yes. Mr. Eck voted yes. Ms. Segura voted yes. Ms. Betzler voted yes. Ms. Alexander voted yes.

A motion was made by Mr. Eck and seconded by Dr. McCray to re-elect Kathleen Alexander as Secretary. No other nominations were made and Ms. Alexander was re-elected by acclamation. Dr. McCray voted yes. Mr. Eck voted yes. Ms. Segura voted yes. Ms. Betzler voted yes. Ms. Alexander voted yes.

A motion was made by Ms. Segura and seconded by Ms. Alexander to adjourn the meeting at 11:52am. All approved.



Executive Director Signature

October 23, 2015

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.