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
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Pamela Groose
Executive Director

Meeting Notice

State Committee of Interpreters

October 10, 2014
12:00pm – Closed Session
1:15pm (approximately) -- Open Session

Tan-Tar-A
494 Tan-Tar-A Dr
Osage Beach MO 65065

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
OCTOBER 10, 2014
TAN-TAR-A
494 TanTarA Drive, Osage Beach, MO

OPEN SESSION

FRIDAY OCTOBER 10, 2014 12:00PM Call to Order	**John Adams**
Roll Call	**Kathleen Alexander**
MOVE INTO CLOSED SESSION – OPEN SESSION TO RESUME AT APPROXIMATELY 1:15PM	
Review and Approval of Open Agenda	**Tab 1**
Review and Approval of Open Minutes -July 30, 2014	**Tab 2**
Rules/Statutes - 20 CSR 2232-3.030 Mentorship Rule - Provisional License	**Tab 3**
Report from MCDHH and/or BCI -Executive Director about BEI Test -8.25.2014 BCI -9.3.2014 MCDHH	**Tab 4**
Meetings -Attended • MO-CASE (September 21-23, 2014) -Upcoming • MCDHH Interpreter Conference (October 10-12, 2014)	**Tab 5**
Report from Executive Director - Financial Statement - Fiscal Year Actuals - Security Awareness Training - 2015 Meeting Dates and Locations	**Tab 6**
FYI	**Tab 7**
1:30PM Disciplinary Hearing State Committee of Interpreters vs. Brooke Walters	**Tab 8**
ADJOURN	

PUBLIC AGENDA
State Committee of Interpreters
OCTOBER 10, 2014
TAN-TAR-A
494 TanTarA Drive, Osage Beach, MO

CLOSED SESSION

Roll Call
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
OPEN MEETING

October 10, 2014

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Paul Blicharz	MCDHH
Mishely Tisius	BCI
Crystal Anderson	MCDHH
Chris Ludvigsen	MCDHH
Gloriana Pack	MCDHH
E. Garrett III	MSD
Susen McBeth	SWIC
Dan Schreiner	Visitor
Donna Schreiner	MCDHH
Mary Hale Belk	MCDHH
Marsha Marlin (SSP) ↑	

WELCOME TO THE STATE COMMITTEE OF

OPEN MEETING Interpreters

October 10, 2014

PLEASE **PRINT** YOUR NAME BELOW

NAME	ASSOCIATED WITH:
Wendy Jensen	MCDHH
Geneva Spearbeck	BCI
Owen VandeVelde	MCDHH

State Committee of Interpreters
TAN-TAR-A
494 Tan-Tar-A Drive
Osage Beach, MO 65065

October 10, 2014 – Open Minutes

The open session of the State Committee of Interpreters was called to order on October 10, 2014 at 12:05 am by John Adams, Chairperson, at Tan-Tar-A, 494 Tan-Tar-A Drive, Osage Beach, MO 65065

Members Present:
John Adams, Chairperson
Kathleen Alexander, Secretary
Andrea Segura, Member
Carrie McCray, PhD, Member
Lisa Betzler, Public Member

Members Absent:
Tim Eck, Member

Staff Present:
Pam Groose, Executive Director
Angie Norris, Processing Technician II
Sharon Euler, Division Legal Counsel
Loretta Freeman, Contract Interpreter
Melissa Fears-Henley, Contract Interpreter
Heidi Spencer-Rich, Contract Interpreter
Karen Hodges, Contract Interpreter

Staff Absent:
Roxy Brockman, Administrative Assistant

Visitors:
See attached list

Mr. Adams addressed the audience and interpreters and established guidelines for conducting the meeting as well as questions by the audience to facilitate the communication by the interpreters.

Review and Approval of Open Agenda
A motion was made by Ms. Segura and seconded by Ms. Alexander to approve the open agenda. All approved.

Review and Approval of Open Minutes
A motion was made by Ms. Segura and seconded by Ms. Betzler to approve the amended open minutes from the July 30, 2014 meeting. All approved.

Rules Update
-20 CSR 2232-3.030 Mentorship Rule Discussion -- Following a lengthy discussion regarding the mentorship rule, licensure application, mentorship application and possible survey about mentorship, the Committee members requested this topic be placed on the next meeting agenda.

1:30PM Disciplinary Hearing – Brooke Walters

State Committee of Interpreters vs. Brooke Walters – Nicole Bock from the Attorney General's office was present as counsel for the State Committee of Interpreters in the matter of Brooke Walters. Ms. Walters was not present. A court reporter was present and a transcript will be forwarded to the office.

Report from MCDHH and/or BCI

The next BCI meeting is scheduled for October 27, 2014.

-MCDHH

The BEI certification exam is now available.

Meetings

-Attended

- None attended.

-Upcoming

- MO-CASE (September 21-23, 2014) – Mr. Eck did attend meeting. He was not in attendance for this meeting and will report at the next meeting.

MCDHH Interpreter Conference (October 10-12, 2014) -- Mr. Adams, Ms. Alexander and Peggy Withrow will host a workshop on Sunday morning regarding certification and licensure basics and the difference between MCDHH and the Committee.

Report from Executive Director

- The Fiscal Year Actuals report provides important data to the Committee regarding: The number of licenses issued and renewed each year.
- Mentorship is shown for the year. There are not many mentorship applications compared to the number of interpreters working in the field.
- Applicants that submit application have to be fingerprinted.
- Security Awareness Training certificate needs to be signed and given back to Ms. Groose.

FYI

No action required.

A motion was made by Ms. Alexander and seconded by Ms. Segura to go into closed session for #2, #3 3:00pm. Ms. Betzler voted yes. Ms. Segura voted yes. Dr. McCray voted yes. Ms. Alexander voted yes. The committee returned to open session at 3:26pm.

A motion was made by Ms. Betzler and seconded by Dr. McCray to adjourn the meeting at 3:27pm. All approved.

Pamela Groose

Executive Director Signature

January 30, 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.