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DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance  
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Pamela Groose  
Executive Director

## **Meeting Notice**

### **State Committee of Interpreters**

**October 13, 2017  
11:30am**

**Holiday Inn Executive Center  
2200 I-70 Drive SW  
Columbia MO 65203**

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 13, 2017**

Holiday Inn Executive Center

2200 Interstate 70 Dr SW, Columbia MO

**OPEN SESSION OCTOBER 13, 2017**

FRIDAY OCTOBER 13, 2017 11:30AM Call to Order	John Adams
Roll Call	Kathleen Alexander
Review and Approval of Open Agenda	Tab 1
<b>11:35AM CLOSED SESSION – WILL RETURN TO OPEN SESSION AT APPROXIMATELY 1:15PM to 1:30PM</b>	
Review and Approval of Open Minutes -July 14, 2017	Tab 2
<b>Rules/Statutes</b> -Executive Order 17-03 -Chapter 1 -Chapter 2 -Chapter 3 -Comments received to date	Tab 3
<b>Report from MCDHH and/or BCI representatives</b> <ul style="list-style-type: none"> <li>• VRI/Int Agency Ad Hoc Committee Meeting</li> <li>• MCDHH Meeting</li> <li>• BCI Meeting</li> </ul>	Tab 4
<b>Meetings</b> -Attended <ul style="list-style-type: none"> <li>• MCDHH Ad Hoc Committee Meeting</li> <li>• MCDHH BCI Meeting</li> </ul> -Upcoming <ul style="list-style-type: none"> <li>• Interpreter Conference, October 13-14, 2017, Columbia MO</li> <li>• 42<sup>nd</sup> Annual FARB Forum, January 25-28, 2018, Coronado, CA</li> </ul>	Tab 5
<b>Report from Executive Director</b> <ol style="list-style-type: none"> <li>1. Financial Statement</li> <li>2. Fiscal Year End Numbers</li> <li>3. Boards and Commissions Task Force Update</li> <li>4. SCI Activities Schedule</li> <li>5. Mentorship Survey Update</li> </ol>	Tab 6
<b>FYI</b>	Tab 7
<b>Election of Officers</b> -Chair -Secretary	
<b>ADJOURN</b>	

**PUBLIC AGENDA**  
**State Committee of Interpreters**  
**OCTOBER 13, 2017**  
Holiday Inn Executive Center  
2200 Interstate 70 Dr SW, Columbia MO

**CLOSED SESSION**

<b>Call to Order</b>
<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>Report of Disciplined Licensees</b>
<b>Executive Director</b>

# STATE COMMITTEE OF INTERPRETERS

Holiday Inn Executive Center  
2200 Interstate 70 Dr SW  
Columbia MO 65203

**October 13, 2017 – Open Minutes**

The open session of the Missouri State Committee of Interpreters was called to order at 12:10pm by John Adams, Chair, at the Holiday Inn Executive Center, 2200 Interstate 70 Dr SW, Columbia, Missouri 65203

## **Members Present:**

John Adams, Chair  
Kathleen Alexander, Secretary  
Andrea Segura  
Rochelle Harris, PhD, Public Member  
Dr. Carrie McCray, via phone

## **Staff Present:**

Pamela Groose, Executive Director  
Roxy Brockman, Administrative Assistant  
Kim Cox  
Tom Townsend, Legal Counsel  
Crystal Anderson, Contract Interpreter  
Heidi Rich, Contract Interpreter  
Laura Liebhart, ACCESS

## **Visitors:**

Donna Schreiner, MCDHH Commission  
Dan Schreiner, Deaf Inc Board Member  
Ope Sotonwa, MCDHH  
Dee Sanfilippo, MCDHH  
Amy Miller, STLCC & MORID  
Shelly Jones  
Alesha Clingman, Community  
Geneva Shearburn, BCI

## **Review and Approval of Open Agenda**

A motion was made by Dr. Harris and seconded by Ms. Alexander to approve the open agenda, Ms. Segura voted yes. Ms. Alexander voted yes. Mr. Adams voted yes. Dr. Harris voted yes. Dr. McCray voted yes.

A motion was made by Ms. Alexander and seconded by Ms. Segura to go into closed session at 12:11pm for #1, #2, and #9. Ms. Segura voted yes. Ms. Alexander votes yes. Dr. Harris voted yes. Mr. Adams voted yes. The Committee returned to open session at 1:15pm.

## **Review and Approval of Open Minutes**

Dr. McCray noted the following corrections:

- Page 1, under the heading Review and Approval of Open Minutes “as amended” needs to be added to the sentence.
- Under Rules/Statutes add the word “a” in the sentence “we are looking for rules that are ‘A’ hardship for anyone”.
- Under FYI the word “conference” needed to be added after “MoAD”.

A motion was made by as Ms. Segura and seconded by Dr. Harris to approve the minutes from the r July 14, 2017 minutes as amended. All approved.

## **Rules/Statutes**

Ms. Goose indicated this is the second public hearing. The comments at the end of the materials are the only comments that have been received at this time.

## **-Executive Order 17-03**

- Chapter 1 – no comments
- Chapter 2 – Dan Schreiner asked if there was a statute of limitations in filing a complaint and Ms. Goose said no, but there is for the Committee in how long it takes to deal with a complaint. Geneva Shearburn asked if PCED fell under SCI. Ms. Goose said PCED falls under the Board of Certification of Interpreters and then within the skill level standards.
- Chapter 3 – Dan Schreiner asked if the SCI had their own ethical rules of conduct or did the Committee follow RID ethical rules of conduct. There was general discussion by the members and the public present regarding the ethical rules of conduct in regard to dress code. Ms. Goose encouraged the public to file a complaint if they feel someone is dressed inappropriately. She said the SCI will follow up on every complaint and it could result in an interpreter changing their appearance after they are notified the SCI has received a complaint.

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

- VRI/Int Agency Ad Hoc Committee Meeting
- MCDHH Meeting
- BCI Meeting

The members attended all or part of the above meetings. No further information was relayed

- MCDHH Ad Hoc Committee Meeting
- MCDHH BCI Meeting

-Upcoming

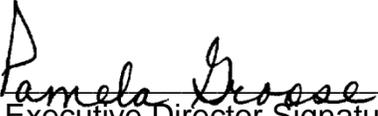
- Interpreter Conference, October 13-14, 2018, Columbia MO – will be attended by Ms. Segura, Mr. Adams and Ms. Alexander.
- 42nd Annual FARB Forum, January 25-28, 2018, Coronado, CA

## **Report from Executive Director**

1. Financial Statement – The report as of August 31, 2017 was included for the members' review. No action was required.
2. Fiscal Year End Numbers- The Interpreter Fiscal Year Actual numbers report was included for the members' review. No action was required.
3. Boards and Commissions Task Force Update – Ms. Groose reported the task force created by the Governor shows there are currently 1700 board member positions and it has been indicated he would like to see the numbers drop down to about 300 members. She said the Task Force made a recommendation that MCDHH, BCI, SCI and BEHIS be merged together. She indicated the next task force meeting would be on Monday, October 16, 2017. Ms. Groose and Ms. Ledgerwood are unable to attend but Katie Danner will attend.
4. SCI Activities Schedule – The report was included for the members' review. No action required.
5. Mentorship Survey Update – Dr. McCray will send Ms. Groose a link to a Google drive and IT will create this on Survey Monkey when it's completed.

## **Election of Officers**

A motion was made by Ms. Alexander and seconded by Dr. Harris to nominate Dr. McCray as Chair and Ms. Segura as Secretary. All approved. There being no other nominations Dr. McCray becomes Chair and Ms. Segura becomes Secretary by acclimation.

  
Executive Director Signature

February 16, 2018  
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.