

**MINUTES OF
THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS AND
INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL DEAF**

FEBRUARY 2, 2018 LICENSURE SUBCOMMITTEE MEETING

MEMBERS PRESENT

Jami Hollingsworth, Chair
Jerri Finch
Holly Ketchum
Michael McMahon

ADH STAFF PRESENT

Brooks White
Karley Altazan

GUEST PRESENT

Dr. Linda Stauffer, Interpreter
John West, Interpreter
Will Gorum, Interpreter

WELCOME AND CALL TO ORDER

Ms. Jami Hollingsworth called the meeting to order at 1:30pm.

Ms. Hollingsworth announced a new member to the subcommittee, Mr. Michael McMahon.

Ms. Hollingsworth requested approval of the meeting minutes from the November meeting. Ms. Jerri Finch requested clarification on the new rotation schedule and to modify the minutes to reflect Debbie Pearce term ending, not hers. Ms. Finch made a motion to approve the minutes with the correction. Motion seconded by Ms. Holly Ketchum. Minutes were approved.

Ms. Karley Altazan announced as of the end of January 2018, there are 260 qualified licensed interpreters. Since the last subcommittee meeting there have been 130 renewals and 11 new applications. The website has been updated to reflect the current numbers. And renewals submitted after March 1, 2018 will be assessed a late fee.

Ms. Altazan spoke on the number of out of state interpreters compared to in state. While those numbers are difficult to calculate, she believes it is about 50/50 with including Arkansas interpreters and the surrounding states. The Department of Health receives approximately 3 to 5 out of state applications every few weeks.

Ms. Hollingsworth explained the process of the licensure subcommittee's rotation schedule. While the renewals are approved administratively, new applications are reviews and approved by the subcommittee. The members agreed to continue with the current schedule for 2018 and to include Mr. McMahon for June and September.

Ms. Altazan proposed changes to the renewal form. These would include increasing the font size for late fees and due dates. This would provide more clarity for the interpreter renewing their license. A necessary change or the end of the renewal application acceptance shall be March 1st instead of March 31st. Additionally, there would be a change to condense the form to simplify the wording on the Professional Code signature, remove the type and number box, and no longer include the detachable form. Motion to approve changes was made by Ms. Finch and seconded by Ms. Ketchum. Motion to accept changes were carried.

Meeting adjourned at 1:50 p.m.



Karin Binko, Secretary

Approved on _____