Interpreter Review Board Meeting

November 7, 2014

1:00pm-3:00pm

4600 Valley Rd

Conference Room 4A

1. **Call to Order:**

The meeting of the Nebraska Interpreter Review Board was called to order at 1:00pm by Chairperson Siders in the Conference Room 4A in Lincoln, NE.

**Board Members present:**Mr. Jerry Siders, Ms. Cheryl Poff, Mr. Pat Bracken, Ms. Bethany Koubsky; Mr. John Wyvill

**Interpreters:** Ms. Sharon Sinkler and Mr. Ben Sparks

**Public:** Student from an Omaha college

**Staff:** Ms. Traci Cooney; Ms. Crystal Pierce; Ms. Peggy Williams

**Members Absent:** Ms. Vonda Apking; Ms. Pamela Duncan

1. **Approval of Agenda:**

**Motion to accept agenda as written.**

**[Ms. Cheryl Poff/Mr. Pat Bracken/Motion Passed]**

1. **Approval of minutes from August 22, 2014:**

**Motion to approve minutes as written.**

**[Ms. Cheryl Poff/Ms. Bethany Koubsky/Motion Passed]**

1. **Public Comments - NONE**
2. **Old Business**
   1. Rules and Regulations Approval
      1. Mr. Wyvill explained that if members approve the Rules and Regulations today, the next steps would be:
         1. Present to the NCDHH Board
         2. If NCDHH Board approves, the document will go through the rule making process.

If members do not approve the document today, this Board will need to meet again prior to the NCDHH Board meeting in December.

* + 1. Members reviewed the document beginning where left off at last meeting.

**Motion to approve administrative charge**

**[Ms. Cheryl Poff/Mr. Pat Bracken/Motion Passed]**

In section 013.01, it is recommended to remove provisional license language since provisional license is removed from the document.

**Motion to remove language in section 013.01**

**[Mr. Pat Bracken/Ms. Bethany Koubsky/Motion Passed]**

**Motion to accept the change of $25 for the temporary permit fee from $50**

**[Ms. Cheryl Poff/Ms. Bethany Koubsky/Motion Passed]**

NCDHH staff recommend removing wording in regards to submitting proof of CEU no more than 60 days prior to renewal. This causes a time constraint on staff and would like interpreters to be able to submit information all year long.

**Motion to accept the removal of the time frame for submitting CEUs to NCDHH**

**[Ms. Cheryl Poff/Ms. Bethany Koubsky/Motion Passed]**

**Motion to accept technical changes as reviewed**

**[Mr. John Wyvill/Mr. Pat Bracken/Motion Passed]**

**Motion to allow NCDHH staff to make technical changes to the document to reflect changes mentioned today.**

**[Mr. John Wyvill/Ms. Cheryl Poff/Motion Passed]**

Mr. Wyvill thanked Ms. Williams and Ms. Cooney for their hard work on the Rules and Regulations.

Mr. Siders asked that a resolution be presented to the NCDHH Board to recognize Ms. Williams’ and Ms. Cooney’s hard work.

* 1. Proof of education requirements – Letters
     1. Mr. Wyvill updated that there are still some interpreters who have not responded to attempts regarding a copy of education needs to be submitted to NCDHH for their licenses. It was agreed that staff will develop a list of those interpreters and then Ms. Pierce will call them with a reminder followed up by a letter stating the due date to have the proof to NCDHH.

1. New Business  
   1. Agency Update
      1. Mr. Wyvill updated members on the election. He provided information in regards to who has been named Chief of Staff. He also provided information that anyone interested in being part of the transition team can apply online.
      2. Mr. Wyvill updated members on LB 517, interpreter shortage issues. He stated that 3 of the committees are finished meeting. He explained different ideas on where this issue could end up.
      3. Mr. Wyvill introduced Ms. Crystal Pierce. She is the new Interpreter Program Assistant in the Lincoln office.
   2. Executive session

**Motion to move into executive session at 2:40p**

**[Mr. John Wyvill/Ms. Cheryl Poff/Motion Passed]**

**Motion to move out of executive session at 3:31p**

**[Ms. Bethany Koubsky/Ms. Cheryl Poff/Motion Passed]**

**Motion to take no action on case 1405**

**[Ms. John Wyvill/Ms. Bethany Koubsky/Motion Passed]**

**Motion to take no action on case 1406**

**[Ms. Bethany Koubsky/Mr. Pat Bracken/Motion Passed]**

It is noted that Mr. Wyvill and Ms. Sinkler were not in the room during discussion of Case 1406.

**Motion to take no action on case 1407**

**[Mr. John Wyvill/Mr. Pat Bracken/Motion Passed]**

**Motion to refer case 1408 to the NCDHH Board for action due to several natures**

**[Mr. Pat Bracken/Ms. Cheryl Poff/Motion Passed]**

1. Public Comments – NONE
2. Announcements
3. 2015 Meeting Dates and Locations

**Next Meeting February 6, 2015**

Meeting adjourned 3:42pm