



# Interpreter Certification Board (ICB)

June 2nd, 2021

From: 3:00-5:00 PM, Zoom (Virtual Meeting)

## Meeting Minutes

### Interpreter Certification Board Members:

#### In attendance:

Tom Robertson, Anthony Bonny, Jessica Callahan, Teresa Judd, Michelle Draper, Amelia Williams, Allyson Hamilton, David Davenport, Duane Kinner, Paul DeGraw

#### Not in attendance:

Stephen Ehrlich

### Guests:

Amie Santiago, Tiffany Harding, Philippe Montalette, Charity Harding, Jennifer Harvey, Nancy Macedone, Arlene Garcia Gunderson

### Utah Interpreter Program Admin:

Trenton Marsh, Dacia Davidson, Jason Mauray

Agenda Items	Announcements/Discussion	Actions/Recommendations
<p>Vote on the new ICB Chair and Vice Chair</p> <p>Bio and contact information</p> <p>Led by Trenton Marsh</p>	<p>Meeting started at 3:05 pm</p> <p>Michelle informed guests they can make public comments and asked them to close their videos during board meeting discussions is on-going</p> <p>Trenton is thrilled to see so many people, both members and guests</p> <p>Trenton introduced Jason as the new admin staff for UIP</p> <p>Trenton announced he wanted to adopt a bio of all board members similar to USDB's advisory council webpage</p> <ul style="list-style-type: none"> <li>● Dacia shared the webpage               <ul style="list-style-type: none"> <li>○ <a href="https://www.usdb.org/about/advisory-council/">https://www.usdb.org/about/advisory-council/</a></li> </ul> </li> </ul>	<p>Michelle Draper opened the meeting</p> <p>Duane nominated Anthony for the Chair position</p> <ul style="list-style-type: none"> <li>● 10 members in favor</li> <li>● Anthony accepted and is now Chairperson</li> </ul> <p>Michelle nominated Jessica for the Vice Chair Position</p> <ul style="list-style-type: none"> <li>● Amelia seconded</li> <li>● 10 members in favor</li> </ul>

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	<ul style="list-style-type: none"> <li>Trenton believes this will allow the community to be able to contact board members for any issues they want resolved</li> <li>Members' bios can be done in written or video format</li> <li>He invited the members to contact UIP and provide photos and bios</li> </ul>	<ul style="list-style-type: none"> <li>Jessica accepted and is now Vice Chairperson</li> </ul>
<p>Northstar mentoring program</p> <p>Led by Michelle Draper</p>	<p>Northstar was established by Jennifer Harvey</p> <p>The grant from the Public Service Commission (PSC) has been pulled, with no explanation of why.</p> <ul style="list-style-type: none"> <li>PSC is a state agency that collected landline tax and used the surplus to sponsor Northstar</li> <li>The grant was for 5 years, but the commissioner pulled the money in the 3rd year</li> <li>Michelle worried that the removal of the program would impact the interpreter/deaf community. She asked for ideas on how to fill the gap</li> <li>Duane wondered if ICB can do anything to convince PSC to bring the grant back <ul style="list-style-type: none"> <li>Michelle believes it's too late, but questioned if the USOR director, Sarah Brenna, can do anything</li> <li>Ameila believes the mentoring program is extremely beneficial for the interpreting community</li> <li>She would love to see something like the ICAN program again, as it was more effective</li> </ul> </li> <li>If UIP can set up an independent mentorship program, Jessica feels it is important to have a parallel program, where UIP can utilize their staff interpreters/mentors to train other mentors.</li> <li>Duane wants to know if UIP can receive fundings from DWS directly, considering that DSDHH is under the workforce agency <ul style="list-style-type: none"> <li>DWS promotes hiring and training for jobs</li> </ul> </li> </ul>	<p>Allyson suggested UIP and Dixie State University collaborate in hosting workshops</p> <ul style="list-style-type: none"> <li>Trenton agreed and will contact Allyson to discuss it further</li> </ul> <p>Jessica suggested UIP could establish some kind of independent program for mentoring interpreters</p> <p>David suggested the board writes a formal letter to the PSC, outlining consequences of removing Northstar from PSC's budget</p> <ul style="list-style-type: none"> <li>Paul recommended collecting written testimonials and gathering petitions to attempt to convince PSC to change their mind</li> <li>All members are in support of the motion</li> <li>Trenton/UIP will get in touch with the directors for USOR and DSDHH to discuss the issue</li> </ul>

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	<ul style="list-style-type: none"> <li>David expressed his disappointment with PSC's decision to terminate the contract instead of waiting for the program to lapse</li> <li>Michelle asked for opinions on if the board/UIP should do something before the interpreter community starts to dwindle, as they have done in the past when programs have been cut</li> </ul>	
<p>Updates/discussions about CEHs</p> <p>Once in a Lifetime Extension policy update</p> <p>Independent Study discussion</p> <p>Led by Trenton Marsh</p>	<p>Trenton provided a short description of the policy, saying that any interpreters, regardless of reasons, can apply for the Once in a Lifetime Extension, but only once</p> <p>Trenton and Dacia shared the current policy and outlined some confusion, such as: late fees and the committee's required approval of the extension</p> <p>The new policy will ask interpreters to pay after the late fee is implemented, only if they requested the extension prior to the lapsed date</p> <p>Trenton is hoping that UIP can make the decision, following the committee's recommendations and policy</p> <ul style="list-style-type: none"> <li>For those who requested the extension, they must follow the novice yearly CEH requirement of 20 per year plus the amount of uncompleted CEH in the prior cycle divided by 4 years</li> <li>For example, if a person has 30 uncompleted credits from the previous cycle, that will be added to the new cycle (80) which equals 110 credit hours. Those credit hours will be divided into 4 equal parts of 27.5 hours required yearly</li> <li>Interpreters can earn more than the yearly amount and have the required credit hours in the final years of the cycle reduced by the amount exceeding the requirement</li> <li>If the interpreter does not meet the requirement in any of the years within the cycle, she/he will be considered lapsed</li> <li>Due to the logistics of arranging a meeting with the ICB committee, it's not possible to meet the 7 business day requirement of the policy after the extension request</li> </ul>	<p>Paul suggested that UIP should allow interpreters make special requests in case they cannot achieve the amount needed yearly due to serious illness and the like</p> <ul style="list-style-type: none"> <li>Trenton is in support of the suggestion</li> <li>Trenton plan to add a footnote allowing interpreters contact UIP if they are unable to follow the guidelines/policy due to severe reasons</li> </ul> <p>Jessica motioned that UIP add a specific set of days the request must be made before the lapsed date</p> <ul style="list-style-type: none"> <li>The suggestion was at least 10 business days</li> <li>Trenton marked it in his notes</li> </ul>

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	<ul style="list-style-type: none"> <li>● Due to that reason, Trenton believed UIP should be able to make the decision following committee's recommendations</li> <li>● The new policy will allow UIP up to five business days to calculate the credits needed prior to opening the interpreter's account for payment and providing information on what the expectations will be going forward</li> <li>● The interpreter will have up to 10 business days after receiving the notice to make the payment (both renewal and late fee)</li> </ul> <p>Michelle agrees with the committee's plan of requirements. She asked how often requests are made, and if UIP has the structure ready for tackling the new policy</p> <ul style="list-style-type: none"> <li>● Trenton replied, stating that it is rare. There are roughly 4 requests within the system, one of which is new. UIP already has a system in place to track those requests. The plan is to incorporate them into the webpage</li> </ul> <p>Michelle worries that some people may take advantage of the new policy</p> <ul style="list-style-type: none"> <li>● Trenton doesn't see any issue as the policy added more clear guideline and stricter requirements after the extension request</li> <li>● Jessica thinks the new policy will actually minimize potential loopholes for anyone looking to exploit the policy</li> </ul> <p>Michelle asked for clarifications on the agreement procedure, and what plan of action UIP will take when the interpreter disagrees with the expectations after making the request</p> <ul style="list-style-type: none"> <li>● If the interpreter does not agree to follow the new expectation, then she/he will not be given the opportunity to keep the certification/license required to work as an interpreter in the state of Utah</li> </ul> <p>Trenton wants to pause all independent studies approvals until UIP has a more clear outline for everyone</p> <ul style="list-style-type: none"> <li>● He will meet with a committee and hope they can set up a clear and efficient guideline for that option</li> </ul>	

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<p>Update on testing and Detailed Results Form</p> <p>Led by Amie Santiago</p>	<ul style="list-style-type: none"> <li>● No comments from any of the board members</li> </ul> <p>Amie showed the board the pass/fail ratio via screen-share</p> <ul style="list-style-type: none"> <li>● In the month of Feb., everyone who took the exams passed</li> </ul> <p>Amie then showed the board member her detailed results report prototype. The goal of the new report is to help examinees understand where they succeed and where they failed</p> <ul style="list-style-type: none"> <li>● Anthony asked if those feedbacks will be expanded <ul style="list-style-type: none"> <li>● Amie said the results listed will not be expanded. However, the plan in the future is to have the system help examinees find appropriate resources to help improve in areas they did not succeed in</li> </ul> </li> </ul> <p>Trenton hopes to release the detailed result template soon and have it implemented into the system. He is working to get that done</p> <p>Amie provided a brief summary of how the report came to be, through CEC and their pilot program. They also listened to feedback from teachers and pilot exam-takers</p> <p>Michelle thinks the report will be beneficial to the mentors so they can help mentees improve in weak areas. It will also provide teachers with ratios/rates so they can become more aware of what needs to be worked on in the classroom</p>	
<p>Future Agenda Items:</p> <p>Open and Public Meetings Requirements review -- Guest from Legal Department</p> <p>Added -- UIP Bulletin</p> <p>Led by Trenton Marsh</p>	<p>Jessica asked for clarification on if Open and Public Meetings Requirements will be covered</p> <ul style="list-style-type: none"> <li>● Trenton informed the board that it will be covered in the next meeting since the legal team is not ready</li> <li>● Trenton also informed the board that the previous minutes has been or will be sent out very soon</li> </ul>	<p>Trenton added UIP bulletin to the next agenda</p> <p>Michelle requested that UIP add packets for any presentations to the agenda so the board can review and understand the contents before the meeting</p> <p>Michelle requested that UIP add public comment time on the agenda so guests can have a time dedicated to make remarks or have the ability to participate</p>

Agenda Items	Announcements/Discussion	Actions/Recommendations
Remarks/Discussions from guests	No remarks or discussions from guests  Anthony thanked Michelle for her service as the former Chairperson	Anthony called for a motion to adjourn  Meeting adjourned