



Interpreter Certification Board (ICB)

December 6, 2023

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

Meeting Minutes

Interpreter Certification Board Members:

In attendance:

Jessica Callahan, Ben Daniel, David Davenport, Paul DeGraw, Allyson Hamilton, Tom Robertson, Amelia Williams

Not in attendance:

Clint Behunin, Stephen Ehrlich, Teresa Judd, Jennifer Harvey

Guests:

Carolyn Ball, Cassie Beatty, Bethany Blakely, Malena Bonny, Macie Carter, Jayne Coons, Melissa Dodge, Chelsea Elertson, Sydney Guith, Tiffany Harding, Matthew Ruegner, Jasi Sefcik, Cody Simonsen, Camryn Smith, Connie Spanton-Jex, Ginger Warner

Utah Interpreter Program Admin:

Jes Nelson-Julander, Melody Fico, Karen Rama, Jason Mauray

Voice Interpretation and CART were provided during this meeting

Agenda Items	Announcements/Discussion	Actions/Recommendations
<p><u>Update:</u> Certification Testing and Training Coordinator Jes Nelson-Julander</p>	<p>Jessica welcomed everyone and thanked them for attending to the ICB's quarterly meet</p> <p>Clint Behunin just joined the board, Unfortunately, he's not available today</p> <p>Jes introduced Melody Fico, UIP's new Certification Testing and Training Coordinator</p> <ul style="list-style-type: none"> ● She has experience in interpreting in various fields, including medical and university ● She mentored students and played roles in various organizations like Utah Registry of Interpreters for the Deaf (UTRID) 	<p>Meeting started at 3:05</p>

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	<ul style="list-style-type: none"> • She's learning and enjoying her position - analyzing testing materials, training raters and more <p>This is the first time that UIP created that position and hired someone for it. In just three months, Melody has already made a huge impact on UIP and their ability to provide and oversee exams and ratings. As the position develops more and Melody gains more knowledge about the exams we will begin to establish goals and establish projects to enhance our current offerings.</p>	
<p>Update: Policy and Procedure Manual Proposed Revision</p> <p>Jes Nelson-Julander</p>	<p>Jes thanked Ben for leading the Policy and Procedure Manual committee. Ben and the rest of the committee has done everything that has been asked.</p> <ul style="list-style-type: none"> • Jes has not been able to complete her portions due to lack of available time • Jes apologized and thanked everyone in the committee and board for their patience. She is hoping to dedicate time in the near future. • Ben thanked Jes for her contribution and wanted the board to recognize that she has done an amazing job with the committee. The committee just need more time to complete their proposal 	
<p>Discussion: Annual Nominations for Chair and Vice-Chair</p> <p>Jessica Callahan</p> <p>Vote: Chair and Vice-Chair</p> <p>Board Members</p>	<p>Jessica reviewed the roles and duties of the ICB Chairperson and Vice-Chair</p> <ul style="list-style-type: none"> • Review for more information here: Interpreter Certification Board Bylaws <p>A quorum was established</p> <p>Jessica has thanked Tom for serving his role as the Vice-Chair</p> <p>Jessica reminded the board that in according to the bylaws, all members must attend at least 3/4th of their meetings every year</p>	<p>Jessica nominated Ben for Chairperson</p> <ul style="list-style-type: none"> • Paul Seconded • Ben accepted the nomination <p>Ben nominated Jessica for Chairperson</p> <ul style="list-style-type: none"> • David seconded • Jessica accepted the nomination <p>Vote majority: Ben</p> <p>Ben Daniel Is Chairperson for year 2024</p> <p>Amelia nominated Allyson</p>

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		<ul style="list-style-type: none"> ● Allyson denied the nomination <p>David nominated Jessica for Vice-Chair</p> <ul style="list-style-type: none"> ● Paul seconded ● Jessica accepted the nomination <p>Vote was unanimous</p> <p>Jessica Callahan is Vice-Chair for year 2024</p>
<p><u>Discussion:</u> Proposal Letter Draft: Recommendation to Publish Lapsed Certifications/Recognized Interpreters</p> <p>Board and Community Members</p> <p><u>Vote:</u> Submit, Revise or Reject Proposal Letter Draft</p> <p>Board Members</p>	<p>Jennifer Harvey will need more time to draft her proposal letter and share it. The agenda item has been moved to March 2024</p>	<p>Added to next ICB Quarterly Session:</p> <p><u>Discussion:</u> Proposal Letter Draft: Recommendation to Publish Lapsed Certifications/Recognized Interpreters</p> <p>Board and Community Members</p> <p><u>Vote:</u> Submit, Revise or Reject Proposal Letter Draft</p> <p>Board Members</p>
<p><u>Discussion:</u> State Requirement for Recognizing RID-certified Interpreters Providing Relay Services (VRS)</p> <p>Stephen Ehrlich</p>	<p>Stephen Ehrlich was not available to discuss his topic. The agenda item has been moved to March 2024</p>	<p>Added to next ICB Quarterly Session:</p> <p><u>Discussion:</u> State Requirement for Recognizing RID-certified Interpreters Providing Relay Services (VRS)</p> <p>Stephen Ehrlich</p>

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<p><u>Future Agenda:</u></p> <p><u>Discussion:</u> Review the Proposed Revision of The Policy and Procedure Manual</p> <p>Board Member</p>	<p>Jessica asked the board for any new agenda items they may like to add for March</p> <ul style="list-style-type: none"> ● If any of the board members think of anything, they can email Jes to request those items to be added <p>Jessica opened the meeting for public comments</p> <ul style="list-style-type: none"> ● There were no public comments 	<p>Ben motioned the closure of the meeting</p> <p>David seconded</p> <p>Meeting adjourned at 3:32</p>
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