

**KENTUCKY BOARD OF INTERPRETERS FOR THE DEAF AND HARD OF HEARING**  
**MEETING MINUTES**  
**November 12, 2024**

A meeting of the Kentucky Board of Licensure of Interpreters for the Deaf and Hard of Hearing was held virtually through Teams and/or in-person at 500 Mero Street, Frankfort, KY on May 7, 2024.

MEMBERS PRESENT

Marva Johnson [*CPI*] (Chair)

Hunter Bryant [*CPI*]

Eddie Ryan [*CPI*]

Jessica Minges

Deborah Porter

MEMBERS NOT PRESENT

Reb Kreutzer (Citizen at Large)

DEPARTMENT OF PROFESSIONAL LICENSING

April Alsabrook, Administrative Supervisor

Courtney Cook, Administrative Supervisor

LEGAL

Sara Janes, Board Counsel

GUESTS (2 working interpreters present at each meeting)

Megan Hunt, Emily Kimbell, Heather Steinbach, Denise Lautenschleger, OHS, Carrie Steimach, Linda Bozeman, Devon Land, Rachel Morgan, Kimberly Frasier, Russell Anderson, Jennifer Kuyrkendall-Watts, Evan Chaney, Dawn Calbert, Anita Dowd, Amy McDonald, Artie Grassman, KCDHH Access.

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Prior to the Board meeting, Jessica Minges and Deborah Porter were sworn in as new Board Members.

**CALL TO ORDER**

Marva Johnson called the meeting to order at 1:13 p.m. and gave a brief introduction to the new members.

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**MINUTES**

- 8/6/24 – defer until next meeting
- 10/3/24 – defer until next meeting

**FINANCIALS**

The Board reviewed the financial reports from August 2024, September 2024, and October 2024. No further action is required. Courtney Cook advised that there is no legal billing on the report yet, but it will be before the end of the calendar year. Legal bills at \$90 per hour outside of the contract. Ms. Cook additionally let the Board know they will need a 3-member scoring committee for RFP by 11/20/24.

**DPL UPDATE**

Commissioner Lawson was not in attendance. April Alsbrook had nothing to report on behalf of DPL.

**LEGAL COUNSEL**

Board Counsel notified the Board that Regulations have a meeting with a sub-committee at 1 p.m. on 11/13/24. Counsel is waiting to see if she can attend virtually, and Marva Johnson is to attend in person. Counsel met with the Governor's Office today for preparation for the sub-committee. The SOC's were posted on the Board's website under Proposed Administrative Regulations.

Board Counsel reiterated the need for the RFP scoring committee to go through all the bids. Counsel will be unavailable from 12/9/24 through 1/5/25.

Deborah Porter asked Counsel about the use of ky.gov email addresses. Counsel reminded the Board Members that anything in the emails are covered until the Open Meetings Act and open to records requests.

Board Counsel and Edie Ryan were approved to work on a public statement for the Proposed Regulations Changes. The statement has not been completed due to Counsel's injury and Ms. Ryan's fall break. Although there has been no press or media since the initial announcement, Ms. Johnson requests they schedule a time to meet in the week following this Board meeting.

**NEW BUSINESS**

The Board discussed holding the officer elections, which would go into effect January 1, 2025. At this time, the Board decided to defer the elections until the first meeting of 2025, since not all members were present.

A motion was made by Edie Ryan to defer the Board elections until the first meeting in 2025. Motion, seconded by Hunter Bryant, carried.

The 2025 Board dates were brought before the Board.

February 5 at 1 p.m., May 6 at 1 p.m., August 5 at 1 p.m., November 4 at 1 p.m.

A motion was made by Marva Johnson to accept the quarterly meeting dates. Motion, seconded by Edie Ryan, carried.

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A request was made for volunteers for the RFP Scoring Committee. Counsel elaborated that the RFP was a request for an investigator for future complaints. "Scoring" refers to the bids/proposals submitted to DPL. Courtney Cook will facilitate the committee and will be able to answer questions on scoring and the rubric used. This will be a one-time, ad hoc committee to choose the investigative services for complaints. Deborah Porter, Jessica Minges, and Hunter Bryant volunteered. Marva Johnson appointed them to the Scoring Committee.

A motion was made by Edie Ryan for a 10-minute break at 2:11 p.m. Motion, seconded by Hunter Bryant, carried.

Meeting called back to order at 2:22 p.m.

**OLD BUSINESS**

Counsel shared her screen for the Public Statement. Changes were made in real time to clarify the document, with the assistance of Edie Ryan, Marva Johnson, and Hunter Bryant.

A motion was made by Marva Johnson to accept the proposed public statement. Motion, seconded by Jessica Minges, carried.

Jessica Minges inquired about committee appointments. This will be deferred until the February meeting in 2025, after officer elections, and will be added to the agenda.

**COMPLAINTS**

No new business.

**APPLICATIONS**

A motion was made by Edie Ryan to ratify the approvals and applications completed from 8/6/24 through 10/31/24. Motion, seconded by Deborah Porter, carried.

The next Board meeting will be held February 4, 2025.

**ADJOURN**

A motion made by Edie Ryan to adjourn the meeting at 2:53 p.m. Motion, seconded by Deborah Ported, carried.