

# West Virginia Commission for the Deaf and Hard of Hearing

Minutes  
August 22, 2014

DRS, 4701 MacCorkle Ave. SE  
Charleston, WV

Commission Members Present:	Commission Members Absent:	Commission Staff Present:	Visitors:	Interpreters:
<ul style="list-style-type: none"><li>• Paul See</li><li>• Tammy Phillips</li><li>• John Burdette</li><li>• Karen McNealy</li><li>• Nancy Sullivan</li><li>• Angela Wilson</li><li>• Annette Carey</li><li>• Rachel Gill</li><li>• Pam Roush</li><li>• Susan White</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Marty Blakely</li><li>• Christina Mullins</li><li>• Claudia Mals</li></ul>	<ul style="list-style-type: none"><li>• Kari Preslar</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Christina Payne</li><li>• Gwen Bryant</li><li>• Ron Williams</li><li>• Janis Williams</li><li>• Delores Pyles</li><li>• Roy Pyles</li></ul>	<ul style="list-style-type: none"><li>• Ashley Cobb</li><li>• Kelly Golightly</li><li>• Stephenie Woodall</li></ul>

## I. Call to Order

Paul See called the meeting to order at 10:12 a.m.

## II. Reading of Mission Statement and Introductions

John Burdette read the Mission Statement.

## III. Public Comments

An email from Donna Williams was reviewed. Paul See will respond back to her. (attached)

## IV. Minutes

The minutes from the May 30, 2014 meeting were reviewed. Annette Carey asked that the wording be changed on her comment under Board Reports to say: "the policy to make employers responsible for costs leading to certification is in public comment period." Pam Roush made the motion to approve the minutes as amended. Susan White seconded. Motion approved.

## V. Exit Interview Report/Final Report

Annette Carey reported on the exit interview held with Marissa Sanders. Her final report to the board was reviewed. (Attached).

Regarding the Threat Preparedness Access and Functional Needs workgroup: the next meeting is scheduled for September 9. The board requested that Paul See send Jerry Rhodes an email telling him the plan is to have a deaf person at each of these meetings and requesting that an interpreter be present.

## **VI. Staff Report**

Kari Preslar shared highlights from the board update.

## **VII. Board Member Reports**

- John Burdette attended the NAD conference in Atlanta.
- Annette Carey: A two-day workshop for educational interpreters will be held on August 23-24, 2014. The topic is "Developing a Personalized Professional Development Plan".
- Rachel Gill provided an update on DRS. New interpreter fees and policies became effective July 1, 2014. Rehabilitation Counselor positions are vacant in Martinsburg, Huntington, and Beckley. DRS is working with the School for the Deaf on improving the transition process with students. One of the things they are partnering with the School on is through PEPNET 2.0 – transition services for Deaf or Hard of Hearing students. West Virginia is part of a national consortium. The goal is to develop a website specific for Deaf and Hard of Hearing.

## **VIII. Discussion: how to designate board members recommended by WVAD**

Annette Carey made the motion to add a distinction (\*) to the list of board members on the website to indicate if they were recommended by WVAD. Also to clarify that the board is always accepting applications for board members and to add that board members must be residents of WV per a decision made by DHHR Legal. Karen McNealy seconded. Motion approved.

## **IX. Committee/Workgroup Reports**

- Executive Committee: No report
- Interpreter Task Force: The task force agreed to put these meetings on hold until an Executive Director is hired.
- Ad Hoc Emergency Response Committee: Paul See reported that he was supposed to meet with the Governor before Marissa left but that didn't happen. Once the Executive Director is hired he will reconvene a group to meet with the Governor.
- Nominating Committee: The packets for new and renewing board members has been delivered to the Governor's office.

## **X. Partnership between WVCDHH/WVAD for WVAD conference, August 2015**

The next WVAD conference will be held at Snowshoe Resort in August 2015. The Board agreed to schedule a board meeting during that time at Snowshoe.

## **XI. Project Director Update**

The search for a Project Director will resume after the Executive Director is hired.

## **XII. Elect Vice Chairperson**

Paul See asked John Burdette to be Vice Chair. He accepted. Board approved.

## **XIII. Executive Director Update**

Paul See reported that five candidates were interviewed by phone. The committee will interview some of them in person. The Executive Committee will be included in those interviews.

Tammy Phillips made the motion to give the Executive Committee (including Nancy Sullivan and Rachel Gill) the power to hire the Executive Director. Annette Carey seconded. Motion approved.

**XIV. Future Meeting dates**

November 21, 2014: DRS office in Bridgeport

February 20, 2015: Flatwoods

May 15, 2015: Parkersburg

August 2015: Snowshoe Resort

**XV. Adjournment**

Pam Roush made the motion to adjourn. John Burdette seconded. Motion approved.

# Comments & Questions for WVCDHH Board Meeting August 22, 2014

--Old minutes—I've reviewed most of the old minutes since 2009. Noticed most of the motions, committees established, etc. made during one meeting are not mentioned again in future minutes—like 'old business'.

For example:

Parent Guide (?)

Empowerment Cards (I believe it has been completed which it was developed in a yellow card for offices such as Doctors' and others which deal with customers. Is that what you meant?)

Directory (It has been completed and post on the WVCDHH website)

Letters to be sent to various people (We are not sure what you mean by that? Can you elaborate?)

Etc.

If want specific dates of minutes and motion, etc., send me an e-mail and I can send that to you via e-mail attachment.

--It came up at the recent WVAD picnic that Marissa was never evaluated in the 5 years she was executive director. We are appalled and want an explanation how this happened and to be assured this will not happen again. I saw in at least one and maybe two of the minutes Marsha Dadisman mentioned needing this. Again, no follow-up to previous meetings.

Yes, we are aware of this. We already developed the evaluation to be used from now and on and we assure you that it will not happen again.

--I've received two complaints about VRI in hospitals. The hospitals say they have contract with VRI and that is only choice. I understand from the minutes that Marissa spoke with someone at the Department of Justice and they said the hospital has the right to use only VRI. However, NAD says VRI should be used ONLY as last resort. The deaf person even tried to give an interpreter's business card who is willing and able to interpret for him for them to call but they refused to. Hospital said must use VRI. Why he does not like VRI? There is delay from voice to signing; terp can't read his signs (remember signs are different in different places); internet speed is slow; employees often do not know how to use the equipment, etc. He prefers that personal touch a live terp provides. That is his right. Someone needs to call that hospital.

(Ruby Memorial Hospital in Morgantown. Courtney Dunitham at 304-598-4806.)

Another hospital in Charleston has a contract with VRI only, too, but I don't know name of it.

You can check NAD's website for more information. It is [www.nad.org](http://www.nad.org). Open "Issues & Resources"; scroll down and click on "Technology"; scroll down and click on "Video Remote Interpreting"; on the right of that page is "Learn More". There you will see in red "Position statement....." And "Advocacy statement....".

While you are in this website, you might want to read NAD's statement about internet servers to provide texts to 9-1-1. This is something WV needs and has been brought up.

Also, might want to check top priorities from the 2015 NAD conference. This is also on the WVAD website at [www.wvad.net](http://www.wvad.net).

It might help you to check these websites periodically to keep up with what is happening in the Deaf Community since you are on the board serving D/deaf and hard of hearing people in WV.

It is a good issue for us to discuss. We feel that ITF could discuss it and bring the suggestions to the board. But I will let you know if I learn anything new.

--Board nominations were voted at the May meeting. But, understand names still has not been sent to the governor. All of you need to work together to help each other get things done. There was some confusion about the deadline for submitting applications. Marty said at the May meeting that no more applications could be submitted. However, learned later that applications are accepted anytime. Why did it take almost 2 years to fill Pierre's position? The Code says FIVE representatives for Deaf and Hard of Hearing. That should mean at ALL times. Whenever a vacancy occurs, immediate steps should be taken to fill that vacancy ASAP—NOT later. Same as if you would fill a job vacancy. Please get these vacancies filled ASAP. WVAD will follow-up on this with the governor's office in a few months.

First of all, there was some information needed to add to the nomination packet and it was completed. It has been delivered to the Governor's office several weeks ago. And we agreed that there is NO deadline ever for submitting applications. We will always accept the applications and will be kept on file until there would be a vacancy. The timeframe for filling in vacancies can take a while. WVCDHH is not only one in the whole state that has some vacancies. There are some organizations that need to get their vacancies and all of those nominations have been sending to the Governor's office. Basically, even though if we would pressure them to get it done, it may take a while. I also wrote the letter to the Governor's office including the nomination packet asking the appointments to be made before the next board meeting in November.

--What is status of checking with legal staff about applicants living out of state 2-3 miles being on the board?

Nancy Sullivan checked into and said applicants MUST live in the state.

--When meetings are cancelled due to weather, etc. should make every effort to reschedule ASAP—NOT wait three months for the next scheduled meeting.

It rarely happens, we always make every effort to reschedule which it happened a couple of years ago when the Hurricane Sandy hit. We rescheduled it to early December and snowstorm hit the area and again, another snowstorm hit again on our third attempted of rescheduling. So we ended up having a conference call in January as there was the next board meeting in February. So, yes, we will always make every effort to reschedule the meeting ASAP.

--The Deaf community wants to know what happened during the board meetings but cannot attend for various reasons. I know because of the Open Meetings Act, cannot post minutes until after the next meeting. Is there any way information can be shared before the next meeting, such as reports at the end of the meeting?

At the recent meeting, reports have been shown on the screen which all people could see and I even shared my copy of reports to the audience. Anyone can always ask me or any other members to see if reports can be shared if members would feel comfortable. Because sometimes they aren't sure if they understood completely and afraid to give out wrong information. As for me, I always will be happy to share, of course, not minutes from the recent meeting as you already knew that.

--WVAD created a survey of workshops. One of the most popular requests is the Emergency Preparation Planning. I asked Marissa to send me the power point of the workshop she prepared for emergency preparation and contact information but she never did. WVAD might give that workshop in the near future and would like to have that power point and any contacts she had. Please send to me.

I will check into it.

\*Attaching copy of the results

--What is the status of meeting with someone in the governor's office?

I made the decision to put it on hold until the next Executive Director is hired. I will keep him/her up to speed on this. Then I will include deaf members on the board AND some board members from WVAD. I think the more deaf people on it, the better. The board agreed.

--What is the status of the proficiency test for ASL instructors and signing support specialists?

--What is the status of the Code Change Committee? What codes want to change? The Deaf community have several things they want to see changed. Need to work with WVAD.

--When will the website be updated?

Can't tell you the timeframe but will let you know.

--WVAD is hearing many complaints about signing support specialists working as interpreters and not being qualified and teachers of the deaf in public schools not being certified or qualified. Know WVCDHH is not responsible for education but think you need to know about these problems. WVAD will be looking into this along with the Educational Advocate and NAD legal staff.

Annette Carey was going to have a big workshop this past weekend to clear up the confusion in qualifications of interpreters. You might want to contact her and see how it went.

## **Executive Director Final Report to Board**

**Marissa Sanders**

**July 25, 2014**

### **Interpreter Task Force**

#### **Current Task Force members:**

- Annette Carey
- Jennifer Casto
- Rachel Gill
- Barb King
- Liz Leisure
- Teresa McGonigle
- Janelle St. Martin
- Donna Williams

The Interpreter Task Force resumed meeting in April, 2014 and last met on June 24, 2014. At that meeting, the group began developing fact sheets about the interpreter registry for businesses, interpreters, and the deaf community. At the next meeting they plan to finalize those fact sheets and begin working on a Q & A document.

Janelle St. Martin has agreed to take a leadership role on the Task Force, setting up meeting (working with Kari for logistics), and keeping the group running. The group is working on scheduling a meeting August.

### **Interpreter Registry**

- To date, 67 interpreters have registered.
  - 4 hold national and education qualifications
  - 3 hold national and state qualifications
  - 5 hold state and education qualifications
  - 23 hold national qualifications only
  - 9 hold state qualifications only
  - 23 hold education qualifications only
- Of the 67 registered interpreters, 44 live in West Virginia and 23 live out-of-state.
- MIS is still working on the web-based application and the database
- Next steps:
  - Finalize online interpreter application and online searchable database (MIS is working on this)
    - Until this is completed, we have posted a Word document listing registered interpreters by county.
  - Continue to provide support and answer questions as they arise
  - Continue to review and approve registrations as they are received

### **Interpreter Grant (Increasing...)**

- To date, 7 interpreters have applied for financial assistance for testing. Six were approved; one did not submit all required paperwork. All have been reimbursed.
- Two interpreters were sent to the RID conference in Indianapolis in July, 2013. Both conducted 2 trainings in WV using the information they learned at the conference.
- Two were sent to the TerpExpo in Detroit in April, 2014. Both need to schedule trainings in WV using the information they learned.
- **Fiscal agent:**  
**Ann McDaniel, Executive Director, WVSILC**  
304-766-4624  
Ann.Meadows@wvsilc.org

### **Smoke Alarm Grant (Accessible Smoke Alarm Project)**

- To date, 61 applications have been received.
  - 37 have been installed
  - 5 have been referred for installation
  - 8 were denied due to renting or being a DRS client
  - 10 applications were returned as incomplete
  - 1 was no longer needed

- **Fiscal Agent:**  
**Ann McDaniel, Executive Director, WVSILC**  
304-766-4624  
Ann.Meadows@wvsilc.org

### **Board Nomination Packet to Governor**

The nomination packet is complete. All that remains to be done is to update the contact information in the cover letter. Then Paul or a board member he designates will need to set up a meeting with Becky Neal in the Governor's office to deliver the packet to her.

**Becky Neal and her assistant Andrea Rayl:**  
304-558-2000 (main number for Governor's office)  
Rebecca.L.Neal@wv.gov  
Andrea.D.Rayl@wv.gov

These same forms should be completed and the packet delivered again next year.

### **Nomination Process**

#### **Strategic Plan**

The board needs to revisit the strategic plan and timelines to determine what can be done now and what needs to wait for the new Executive Director to come on board.

#### **NASADHH Listserv**

(National Association of State Agencies serving Deaf and Hard of Hearing)  
Marissa has requested that the administrator add Paul to the NASADHH listserv until a new Executive Director is hired. The listserv email address is nasadhh@googlegroups.com.

#### **Center for Threat Preparedness Access and Functional Needs workgroup**

Last year the Center for Threat Preparedness (CTP) established an Access and Functional Needs (AFN) workgroup to help create better plans for serving people with access and functional needs (i.e., people with disabilities, seniors, other populations) during emergencies. The group has met approximately at least 6 or 7 times. At the last meeting on June 11, Marty Blakely gave a presentation on behalf of the Commission. The next meeting is scheduled for September 9 10:00 at the CTP office (505 Capitol Street, Suite 200). I would recommend that a board member who represents the Deaf community attend these meetings at least until the new Executive Director is on board as it is crucial that the deaf perspective be represented at these meetings. Please note that CTP staff will need early and frequent reminders to get interpreters for the meetings.

- **Jerry Rhodes, Director, CTP:**  
Jerry.Rhodes@wv.gov  
304-558-6900
- **Melissa Kinnaird, Assistant Director, CTP:**  
Mellisa.J.Kinnaird@wv.gov  
304-558-6900

### **Emergency Preparedness Committee**

This committee met on May 30 to learn a bit about the emergency response process. They plan to meet with the WV ADA Coordinator and Governor's Office to discuss the need to develop accessible response systems to meet the needs of the Deaf and Hard of Hearing.

**Committee Members:**

- Paul See
- John Burdette
- Marty Blakely

**Contacts:**

- **Kim Nuckles, WV ADA Coordinator**  
Kim.P.Nuckles@wv.gov  
304-558-4331
- **Becky Neal, Governor's Office, and her Assistant Andrea Rayl**  
Rebecca.L.Neal@wv.gov  
Andrea.D.Rayl@wv.gov  
304-558-2000

**Website**

- Kari can contact the web administrator in DHHR's Management Information Systems (MIS) office to make edits to the website.
- The website redesign was started but never completed. The new Executive Director may have ideas for redesigning the website.

**Project Director Hiring**

We have received 11 applications for the Project Director position. Marissa emailed each one and copied Paul letting them know that the board plans to hire a new Executive Director prior to filling the Project Director position.

All applications are filed in Marissa's office. Questions, scoring forms, and other information Marissa used when hiring Holly Courtney are also available for the Executive Director's use.

**FY15 Budget & Expenditures**

The FY15 budget was completed in WVOASIS. Kari receives monthly expenditure reports from DHHR Finance.

• **Total Appropriated for FY2014:**

General Revenue ..... \$221,965.00  
Special Revenue ..... \$68,600.00

• **Total Expended as of June 30, 2014:**

General Revenue..... \$209,735.05  
Special Revenue..... \$10,558.00

• **Total Encumbered as of April 30, 2014:**

General Revenue..... \$1,050.00  
Special Revenue..... \$5,400.00

• **Total Unencumbered/Unexpended as of April 30, 2014:**

General Revenue..... \$11,179.95

Special Revenue..... \$52,642.00

- **Total Budgeted for FY2015:**

General Revenue..... \$217,019

Difference from FY2014..... (\$14,946)

**Kari (timesheets, leave requests, etc.)**

Nancy Sullivan will sign Kari's timesheets and leave requests until the new Executive Director is hired.

- **Nancy Sullivan**

Nancy.J.Sullivan@wv.gov

304-558-9998