

Board of Interpreting Standards 8-19-09

Attendance: Rhonda Marcum, Deka Oliver, Richard Noel, Carrie, Westhoelter, Roger Norrod, Rebecca Buchan, Amy Evans (Interpreter)

Meeting started officially at 8:45am

Because of logistics, Karen Horvath will not be able to participate via VP or phone.

The interpreter was excused (twice)

Have two vacancies on BIS we need to fill

- Board can recommend names for people to fill the open positions
- DHHS decided not to put a call out to people who are interested
- Names can be submitted to Rhonda by Friday, August 21. Rhonda will contact on Monday, August, 24
- Should have a full board by the end of September
- Will give 7-10 days from personal invitation if interested in serving on the board.

Need to nominate new Chairperson to replace Amanda

- Important to have new Chairperson in place to become contact person/liaison for the Educational Interpreter Task Force
- Rhonda decided (from DHHS perspective) that we go ahead and vote on Chairperson now.
- Carrie was nominated and accepted

First priority: we need to make decisions on Town Hall meetings.

- Predict hot topic will be educational interpreter issues
- Set date for TH

Proposed TH meeting dates:

- October 1, 8, 15, 22, 29 6:00p-8:00p (Deka will reserve place until 9:00pm)
 - 10/1: Indianapolis
 - 10/8: Fort Wayne
 - 10/15: Merrillville
 - 10/22: Evansville
 - 10/29: New Albany
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- Deka is responsible for all TH logistics

Need to set a date for pre-TH meeting: September 30th 3p-5p

- Will meet at Panera at 82nd and Allisonville (in the Marsh strip mall) 5025 E. 82nd Street

Board discussed the revision of former BIS Code of Ethics.

- Suggestion to add the new NAD-RID Code of Professional Conduct (CPC) was made to State Lawyer and was rejected.
- Carrie suggested that we keep the IIC Code of Ethics that is already written in IN State code.
- Discussion tabled for right now

Conversation started about raising bar in IN for interpreters, since RID has changed their expectations for the NIC

- BIS needs to start the process for QA system
- Need to re-visit idea of stricter state CPC to parallel stricter interpreter credentialing “system”

Grievances

- If board members are ever contacted by someone with complaints regarding interpreters, it is important that the board members remain neutral.
- Clarification of Grievance Policy: Anyone who wants to file grievance, must be done in written form. Rhonda would like to see that changed with new technology (VP). Also, complaint must happen within 60 days of incident. Important to put down date, time, location and nature of complaint. Complaint cannot

be anonymous. Must include name or person reporting the complaint. Requires a witness and their name as well.

Suggestion: Can we create a standard Grievance form? BIS can come up with form, send it to Rhonda for her approval and then it is sent to the Commission of Public Records for their approval. Carrie will draft a form based off of the current SSBG complaint form.

Suggestion: Produce ASL video of grievance policy to be posted on DHHS website

Suggestion: Board members will have binder/folder made for each person with BIS info in it for our records. Will include mission statement, meeting minutes, handouts, etc. Carrie will gather supplies from Deka to make the folders.

Carrie found old files of previous BIS work (several files and a binder). Will possibly go through it and summarize the previous board's work. Rebecca and Richey took files for their own perusal.

Roger will forward Amanda's previous email regarding other state certification/licensure systems to the board.

Official BIS email: bis@fssa.in.gov Rhonda reads emails then forwards pertinent info to BIS Chair.

Next BIS meeting: November 18th, 12p-4p, location TBA
Deka will set up location

Meeting adjourned at 11:55am