

**Board for Evaluation of Interpreters Advisory Committee (BEI)**  
**FINAL DRAFT: Meeting Minutes**  
**January 25, 2022**  
**10:00 a.m.**

**Virtual: Teams Meeting Platform**  
**In Person Meeting Site: Texas Department of State Health Services**  
**Robert Bernstein Building**  
**Public Hearing Room, K-100, 1st Floor**  
**1100 w. 49th Street**  
**Austin, TX 78756**

Table 1: Board for Evaluation of Interpreters Advisory Board member attendance at the January 25, 2022 meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
Mr. Agan, Todd	X		Ms. Robinson, Emily	X	
Ms. Arellano, Kristina	X		Mr. Vasquez, Martin	X	
Ms. Godbold, Lee	X		Ms. Webb, Alaina	X	
Dr. Pott, Scot		X			

**Agenda Item 1: Call to Order and Introductions**

Ms. Alaina Webb, Chair, of the Board of Evaluation of Interpreters convened the meeting at 10:01 a.m. and welcomed everyone in attendance. Ms. Webb requested members participating virtually to use the “raise your hand” function to assist the interpreters and deaf attendees using the interpreters. Ms. Webb invited the new and returning board members to introduce themselves. BEI new board member Ms. Kristina Arellano provided a brief introduction and shared that she is a full time ASL instructor at Del Mar College and a part time free-lance interpreter. Returning board members introduced were Mr. Todd Agan, Ms. Lee Godbold, Ms. Emily Robinson, Mr. Martin Vasquez and Ms. Alaina Webb.

Following introductions, Ms. Webb turned the floor over to Ms. Kayla Cates-Brown, Health and Human Services Commission (HHSC), Advisory Committee Coordination Office (ACCO). Ms. Cates-Brown read the logistical announcements, conducted the member roll call and announced the presence of quorum. Ms. Cates-Brown invited all HHSC staff in attendance to introduce themselves.

**Agenda Item 2: Consideration of June 18, 2021 draft meeting minutes**

Ms. Cates-Brown referred members to the draft minutes from the June 18, 2021 meeting and requested for any changes or edits to the document. Ms. Cates-Brown requested a motion from the members to approve the draft minutes as presented.

**MOTION:**

Ms. Lee Godbold made a motion to approve the draft minutes from the June 18, 2021 meeting as presented in the meeting. Mr. Martin Vasquez seconded the motion. The minutes were approved with 5 yeas (Arellano, Godbold, Robinson, Vasquez, Webb) no nays and 1 abstention (Agan).

**Agenda Item 3: Update on leadership changes at Health and Human Services Commission, including Health, Developmental and Independence Services**

Ms. Webb introduced Ms. Keisha Rowe, Associate Commissioner for Rehabilitative and Independent Services (RIS), HHSC. Ms. Rowe provided members with an update on HHSC leadership.

- Ms. Rowe introduced herself and provided an overview of the agency programs she works with. Ms. Rowe began the role on Dec. 1, 2021.
  - Office of Deaf and Hard of Hearing Services
  - Blindness Education and Screening Treatment Program
  - The Blind Children's Vocational Discovery and Development Program
  - Comprehensive Rehabilitation Services
  - Office of Acquired Brain Injury
  - Guardianship Services
  - Office of Independent Living
  - Office of Disability Prevention for Children
  - Health and Developmental Services
- Expressed appreciation to the members for the valuable work of the Board for Evaluation of Interpreters.

**Agenda Item 4: Report from the Office of Deaf and Hard of Hearing Services Director**

Ms. Webb introduced Ms. Lori Breslow, Director for the Office of Deaf and Hard of Hearing Services, HHSC. Ms. Breslow provided members with a report regarding program activities and updates.

- Welcome new board member – Ms. Kristina Arellano serving as a representative who is hearing, holds a valid BEI Advanced or Master certificate, and has actively engaged in the profession of interpreting for at least three of the immediate past five years.
- BEI staff update: DHHS is in the process of hiring a new BEI program manager as well as a program specialist. During the manager vacancy, Angela Bryant and Jamie Jones have been co-managing the program. It is expected that BEI will be fully staffed before the next board meeting.

- Performance testing update:
  - Applications received prior to March 2021 that are considered complete have been offered numerous opportunities to test.
  - FY21 - Approximately 128 performance test applications were received March through August 2021 (average of 21 applications per month). Of those eligible, all have been offered an opportunity to schedule their test and approximately 86% (110 or 128) have either tested or have a test date scheduled.
  - FY22 – As of 1/20/2022, 96 testing slots have been made available to accommodate the average of 17 applications received per month.
- BEI database improvement update:
  - In September 2021, BEI launched an upgrade to the online BEI Registry. This upgrade included: 1) online payments for testing, annual renewals, and five-year recertifications; 2) ability to upload required documents directly to an online profile (e.g., identification and CEU documentation); and 3) ability to submit and track CEUs entirely through the registry.
  - As of 12/31/2021:
    - Interpreters have uploaded 108 ID documents and 549 CEU documents directly into the Registry,
    - Interpreters have processed 383 online payments (average of 96 payments per month)
- BEI rules amendment update: Ms. Breslow explained that state statutes are further interpreted by program rules and that program policies are established to outline how rules are carried out. The BEI rules are currently under review and a draft of the recommended revisions will be shared with Texas BEI certified interpreters during the public comment period. Ms. Breslow highlighted the primary topics being considered for revision.
- BEI policy discussion: Ms. Breslow indicated that a topic for discussion during our next board meeting will be the CEU policy and requirements for certified interpreters.

## **Agenda Item 5: Subcommittee Assignments**

Ms. Webb initiated discussion regarding assignment of the new BEI board member to the BEI subcommittees and shared information on the general charge of each subcommittee.

### **a) General Interpreter Subcommittee**

- Mr. Todd Agan is currently serving as the Subcommittee Chair along with members Dr. Scot Pott and Ms. Emily Robinson. New member Ms. Kristina Arellano joined the subcommittee.

**b) Court/Legal Interpreter Subcommittee**

- Mr. Martin Vasquez is currently serving as the Subcommittee Chair along with members Dr. Scot Pott and Ms. Alaina Webb.

**c) Medical/Healthcare Interpreter Subcommittee**

- Mr. Todd Agan is currently serving as the Subcommittee Chair along with members Mr. Martin Vasquez and Ms. Lee Godbold.

**Agenda Item 6: Public Comment**

Ms. Cates-Brown announced that no written public comment was submitted, no registrations were received for oral public comment and there were no requests to provide in person public comment.

**Agenda Item 7: Future Meeting Planning**

Ms. Webb opened the floor for discussion of meeting topics.

- No responses for topics were given.
- The next board meeting is tentatively scheduled for May 2022. Program area staff, Jamie Jones, will send a survey of meeting date options to members and check room availability for webcasting.

**Agenda Item 8: Adjournment**

Ms. Webb thanked members for their participation and adjourned the meeting at 11:42 a.m. CST.

Below is the link to the archived video of the January 25, 2022, Board for Evaluation of Interpreters Advisory Board meeting to view and listen to for approximately two years from date meeting is posted and in accordance to the HHSC records retention schedule.

[Board for Evaluation of Interpreters Meeting](#)