



SIGN LANGUAGE INTERPRETERS COUNCIL
Room 121A, 1400 East Washington Avenue, Madison
Contact: Jeff Grothman (608) 266-2112
September 25, 2015

The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-2)

B. Approval of Minutes – November 6, 2014 (3-4)

C. Administrative Updates

- 1) Staff Updates
- 2) Review of the 2016 Council Meeting Dates **(5-6)**

D. Election of Officers for 2015 (7)

- 1) Chair
- 2) Vice Chair
- 3) Secretary

E. Appointment of Liaisons and Delegated Authorities (8)

F. Education and Examination Matters (9-15)

- 1) **9:05 A.M. APPEARANCE: Joan Gage and Aaron Knautz** – Discussion and Consideration Regarding the Registry of Interpreters for the Deaf (RID) Examination Moratorium

G. Discussion of Sign Language Interpreters Council Vacancies and Recruitment Efforts (16)

H. Discussion Regarding Conflicts of Interest (17)

I. Discussion of Meeting Procedures (18)

- 1) Agenda Item Submission
- 2) Meeting Scheduling and Cancellations
- 3) Other Procedural Matters

J. Deliberation on Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition

- 2) Administrative Updates
- 3) Nominations, Elections, and Appointments
- 4) Education and Examination Matters
- 5) Credentialing Matters
- 6) Practice Matters
- 7) Legislative/Administrative Rule Matters
- 8) Liaison Reports
- 9) Informational Items
- 10) Disciplinary Matters
- 11) Appearances from Requests Received or Renewed
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s)

K. Public Comments

ADJOURNMENT

**SIGN LANGUAGE INTERPRETERS COUNCIL
MEETING MINUTES
NOVEMBER 6, 2014**

PRESENT: Suzette Garay, Carlos Jaramillo, Joel Mankowski, Steve Smart

EXCUSED: Faye Jordan-Peters

STAFF: Jeff Grothman, DSPS Council Member/Policy Director; Kimberly Wood, Program Assistant Supervisor; and other Department Staff

CALL TO ORDER

Joel Mankowski, Chair, called the meeting to order at 9:11 a.m. A quorum of five (5) members was present.

ADOPTION OF AGENDA

Amendments:

- Modify item “C” (open session) as follows: “Election of Officers – Chair, Vice Chair, **Secretary** and Exemption Liaison”

MOTION: Carlos Jaramillo moved, seconded by Suzette Garay, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES
JUNE 12, 2013**

MOTION: Steve Smart moved, seconded by Carlos Jaramillo, to approve the minutes of June 12, 2013 as published. Motion carried unanimously.

**ELECTION OF OFFICERS
CHAIR, VICE CHAIR, SECRETARY AND EXEMPTION LIAISON**

COUNCIL CHAIR

NOMINATION: Suzette Garay nominated Joel Mankowski for the Office of Council Chair.

Jeff Grothman, Policy Director, called for other nominations three (3) times.

Joel Mankowski was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Steve Smart nominated Suzette Garay for the Office of Vice Chair.

Jeff Grothman, Policy Director, called for other nominations three (3) times.

Suzette Garay was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Carlos Jaramillo nominated Steve Smart for the Office of Secretary.

Jeff Grothman, Policy Director, called for other nominations three (3) times.

Steve Smart was elected as Secretary by unanimous consent.

2014 ELECTION RESULTS	
Council Chair	Joel Mankowski
Vice Chair	Suzette Garay
Secretary	Steve Smart

EXEMPTION LIAISON

MOTION: Joel Mankowski moved, seconded by Suzette Garay, to acknowledge Joel Mankowski's appointment of Carlos Jaramillo as the Exemption Liaison, with Joel Mankowski as alternate, and to delegate authority to the Exemption Liaisons to address all issues related to exemptions. Motion carried unanimously.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) PRESENTATION APPEARANCE – SARAH NORBERG

Opportunity to Create Council Liaison Position to Assist on Matters Involving Unprofessional Conduct

MOTION: Joel Mankowski moved, seconded by Suzette Garay, to acknowledge Joel Mankowski's appointment of Suzette Garay as Unprofessional Conduct Liaison, with Joel Mankowski as alternate. Motion carried unanimously.

ADJOURNMENT

MOTION: Carlos Jaramillo moved, seconded by Suzette Garay, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:54 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor		2) Date When Request Submitted: 9/15/2015 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Sign Language Interpreters Council			
4) Meeting Date: 9/25/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2016 Council Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Please note the 2016 Council meeting dates.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



Scott Walker, Governor
Dave Ross, Secretary

MEMO

TO: Sign Language Interpreters Council

FROM: Kimberly Wood, Program Assistant Supervisor-Advanced

DATE: September 15, 2015

RE: 2016 Meeting Dates

Board meetings have been scheduled as follows:

Date	Time	Room
6/2	9:00 a.m.	TBD
10/11	9:00 a.m.	TBD

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4) Meeting Date: 9/25/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The Council should conduct elections of Officers for 2015. Jeff Grothman will assist in the facilitation of Elections. Existing Officers (2014) <ul style="list-style-type: none"> • Chair: Joel Mankowski • Vice Chair: Suzette Garay • Secretary: Steve Smart 			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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4) Meeting Date: 9/25/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Appointment of Liaisons and Delegated Authorities	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: First the Chair should appoint liaisons as follows. <ul style="list-style-type: none"> • Exemption Liaison (2014 - Carlos Jaramillo/Joel Mankowski – Alternate) • Unprofessional Conduct Liaison (2014 – Suzette Garay/Joel Mankowski – Alternate) The Board should then consider continuation or modification of previously delegated authority: <ul style="list-style-type: none"> • Delegate authority to the Exemption Liaisons to address all issues related to exemptions. 			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Aaron Knautz- Licensing Exams Specialist		2) Date When Request Submitted: 9/15/15 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Sign Language Interpreters Council			
4) Meeting Date: 9/25/15	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Information and Discussion Regarding R.I.D. Examination Moratorium	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (<u>Fill out Board Appearance Request</u>) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed: On August 8, 2015, the RID Board of Directors announced that RID will be placing a moratorium on credentialing pending the results of the Risk Analysis of the certification program. DSPS staff has been researching the details of this moratorium and will provide information and discuss the enclosed FAQ document currently available through the RID organization; and discuss possible alternatives to be considered during the moratorium period.			
11) Authorization			
Aaron Knautz		9/15/15	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Sign Language Interpreters Council

Board Meeting Date: 9/25/15

Person Submitting Agenda Request: Aaron Knautz

Person(s) requesting an appearance: Joan Gage and Aaron Knautz

(NOTE: Contact information is not required for Department staff.)

Reason for Appearance: Discuss agenda item

Appearance Contact Information

(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)

Mailing address:

Email address:

Telephone #:

Attorney Contact Information

Attorney Name:

Attorney's mailing address:

Attorney's e-mail address:

Attorney's telephone #:

RID Credentialing Moratorium FAQ

Updated: 9/4/15

This document will be updated as additional questions are received. If you have a question that is not covered in this document, please send an e-mail to certification@rid.org.

Background Information

On August 8, 2015, the RID Board of Directors announced that RID will be placing a moratorium on credentialing pending the results of the Risk Analysis of the certification program. President Dawn Whitcher's announcement can be found [here](#).

The purpose of this document is to provide details about how individuals beginning or in the middle of the certification process will be affected.

General Questions

Q1. When does the moratorium take effect?

A1. The current timeline is as follows:

October 1, 2015: RID stops taking new registrations for the NIC, CDI, OTC and SC:L Performance Exams. Online applications must be submitted by 11:59 PM EDT on September 30, 2015. Paper applications must be post-marked by September 30, 2015.

January 1, 2016: RID stops offering performance exams. The last day for a performance exam to be scheduled at a test site is December 31, 2015. Test Sites will not administer any performance exams beyond this date.

RID stops accepting CLIP-R Applications. Online applications must be submitted by 11:59 PM EDT on December 31, 2015. Paper applications must be post-marked by December 31, 2015.

July 1, 2016: RID stops accepting Ed:K-12 Applications. Online applications must be submitted by 11:59 PM EDT on June 30, 2016. Paper applications must be post-marked by June 30, 2016. Note: All exams must be taken on or before December 31, 2015 to be accepted as part of an Ed:K-12 application.

Please note that RID will continue to offer the NIC, CDI, OTC and SC:L Knowledge Exams beyond January 1, 2016.

Q2. How long will this moratorium last?

A2. There is currently no defined timeline for the end of the moratorium. A timeline for lifting of the moratorium will be determined by the RID Board of Directors after the completion of the Risk Assessment, which is scheduled to be delivered to the Board by November 1, 2015. The outcome of that assessment will determine if, when, and how each exam will come back online. RID will communicate details about the end of the moratorium timeline for each exam as soon as they are available.

Q3. Which credentials are being affected by this moratorium?

A3. RID currently offers six different certifications, NIC, CDI, OTC, SC:L, Ed:K-12 and CLIP-R. The moratorium will place on hold the issuing of all of these credentials. Please see questions below regarding how this affects each certification specifically.

Q4. I hold an active RID or NAD Certification. Will I still be considered Certified?

A4. Yes. The moratorium will be limited to the granting of new credentials. It does not impact any previously held certifications. As long as the certified member maintains their certification by completing the CEUs requirements through the Certification Maintenance Program and acting in accordance with the NAD-RID Code of Professional Conduct, they will not lose their certification.

Q5. Is it possible that RID will discontinue a certification?

A5. It is possible that RID will not bring a specific certification back online for testing, but at this time the conditions for such an occurrence have not been set. The Risk Assessment that is being conducted will help to establish what programs RID can reasonably provide given its current resources and priorities. In the event that a certification is discontinued, further information will be provided to current candidates and certification holders directly.

Q6. When should I register for my test date?

A6. Based on the current number of applicants in the system, RID believes that the current network of test sites will be able to handle the volume of test takers. However, as we do not know how many will register for the exam by October 1, we cannot guarantee that a testing location will be available at your preferred time. Therefore, RID recommends that all registered candidates schedule an exam appointment as soon as possible.

Q7. If I registered for an exam, but do not want to take it, can I get a refund?

A7. RID will refund any registration fees, for exams not taken. Normally, there is a \$40 processing fee for exam registration. However, this will be waived in all cases. To request a refund please call the Certification Department at 703-838-0030.

Please note that, per RID policy, registration fees paid over 2 years ago may only be refunded as a credit. This credit can be used for membership dues, bookstore items or other certification fees.

Q8 What happens if there is a technical problem during my exam? Will I be able to retake it after January 1?

A8. RID is committed to making sure that each candidate has the opportunity to demonstrate their skills and have a fair rating of their exam. In the event that this does not happen, RID will work directly with individual candidates as appropriate for their situation. That may mean that some re-tests will be administered beyond the January 1, 2016, deadline. Candidates with concerns about a specific administration of an exam should contact the Certification Department at certification@rid.org as soon as possible.

Q9. What happens if I submitted my performance exam application by October 1, 2015, but I am not able to be tested by January 1, 2016? Will my Authorization to Test (ATT) still be valid when any new test is resumed?

A9. One of the aspects that prompted the moratorium is the overall financial impact of the administration of performance testing. It is unclear at the point what impact the outcome of the Risk Assessment that will have on the exam registration fees structure. Therefore, after January 1, 2016, all Authorization to Test (ATT) Letters for performance exams will be invalid and candidates will have the option to request a refund for any exam they have not taken.

Q10. I am a CDI candidate but don't have a Bachelor's degree. If the CDI Performance Exam doesn't come online until after July 1, 2016, will there be an extension to the degree requirement?

A10. The moratorium will begin six (6) months before the implementation of the Bachelor's degree requirement for the CDI Performance Exam. To allow individuals who do not have a degree a fair opportunity to take this exam before the requirement changes, 6 months will be added to any date that might be established for ending the moratorium on the CDI Performance Exam.

Knowledge Exam Questions (NIC, CDI, OTC, SC:L)

Q11. If I take the knowledge exam after October 1, 2015, will I be able to take the performance exam before January 1, 2016?

A11. No. All exam applications must be submitted before October 1, 2015. Performance exams have an eligibility requirement of achieving a passing score on the knowledge exam. Candidates must meet this and all other the eligibility requirements prior to registering for an exam. Therefore, a candidate must pass a knowledge exam before registering for a performance exam.

Q12. Do I have to meet the eligibility requirements to register for an exam?

A12. Yes. Any training and educational (degree or Alternative Pathway) requirements must be documented and approved by RID at the time of registration. This means that all eligibility requirements must be completed prior to submitting an application. RID will not accept partial applications that are pending completion of some requirements.

Q13. If I take the knowledge exam after October 1, 2015, how long will I have to take the performance exam once it is re-opened?

A13. The 5 year deadline will remain in effect but will be put on hold until the performance exams are offered again. Candidates who take the knowledge exam after October 1, 2015, will start their five (5) years on the date the performance exam is re-opened for testing.

Performance Exam Questions (NIC, CDI, OTC, SC:L)

Q14. It will be five (5) years after passing my knowledge exam before January 1, 2016. Can I get an extension?

A14. Yes. At the end of each Candidate Handbook is a Certification Process Extension Request Form. Please submit this form to certification@rid.org.

Please note, a request for an extension will not change the application date for performance exams. That means that both the extension request and application for a performance exam must be received by October 1, 2015.

Q15. The test site is full, how can I schedule my exam?

A15. RID is monitoring test site availability to ensure that candidates who are eligible to test before January 1, 2016, have the opportunity available to them. However, we cannot anticipate the number of test takers who will register by October 1, 2015, and test sites do have a limited capacity. RID encourages all candidates to schedule their exam as soon as possible to ensure that they will be able to test within the appropriate time frame. To schedule your exam, you will need to provide proof of your Authorization to Test (ATT) Letter to the test site.

Q16. I would like to register for a retake, but it has not yet been six (6) months since my last attempt. How can I register?

A16. Candidates who wish to register prior to the end of the six (6) month waiting period may do so either by completing a paper application or by contacting the Certification Department at certification@rid.org.

Note that upon completing the registration process an Authorization to Test Letter will be issued. It is the candidate's responsibility to ensure that the test is scheduled after the six (6) month waiting

period. In the event that an exam is taken before the six (6) months has elapsed, the exam will not be scored and all registration fees will be forfeit.

Q17. Does the six (6) month wait time between retakes still apply?

Q17. Yes. RID's policies regarding the wait time between exams has not changed. However, some flexibility may be possible in special circumstances. Candidates who are in this situation are encouraged to contact the Certification Department at certification@rid.org as soon as possible.

Q18. Is there also a hold being placed on the five (5) year deadline for the knowledge exam?

A18. Yes. For all candidates who have passed a knowledge exam, RID will provide an extension to the five (5) year deadline equal to the time that performance testing was on hold. For example, if performance exam testing is restarted on January 1, 2017, a one year extension will be granted.

Ed:K-12 Questions

Q19. How is the Ed:K-12 affected by the moratorium?

A19. Since RID does not administer the EIPA Exam, candidates will be able to schedule that test beyond January 1, 2016. To be consistent with the other credentials, RID will accept any EIPA Exams taken prior to January 1, 2016. Because the EIPA Performance Exam can take a long time to be scored, RID will accept Ed:K-12 applications until June 30, 2016.

Q20. I took the EIPA Performance Exam before January 1, 2016, but took the EIPA Written Exam after January 1, 2016. Will I be able to apply for the Ed:K-12 credential?

A20. No. Both the EIPA Written and EIPA Performance Exams must have been taken prior to January 1, 2016. More information will be shared regarding exams taken after January 1, 2016 as it becomes available.

CLIP-R Questions

Q21. How is the CLIP-R affected by the moratorium?

A21 The CLIP-R does not require any examination to obtain this credential. Therefore, RID will stop accepting applications for this credential on January 1, 2016. All training and experience must be completed prior to submitting an application.

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Department of Safety & Professional Services**

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4) Meeting Date: 9/25/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Discussion of Sign Language Interpreters Council Vacancies and Recruitment Efforts	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Receive an update on, and discuss vacancy and recruitment efforts for the Council.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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4) Meeting Date: 9/25/2015	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Conflicts of Interest	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Discuss what individual council members can and cannot do in the general public arena.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
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10) Describe the issue and action that should be addressed: The Council should discuss matters relating to meeting procedure such as those outlined above. DSPS staff will help to provide clarification on such topics. <ul style="list-style-type: none"> • Agenda Item Submission • Meeting Scheduling and Cancellations • Other Procedural Matters 			
11) Authorization			
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