LTC Advisory Committee Meeting

July 23, 2018

# Attendees

* Karen Jost
* Milena Calderari-Waldron
* Larysa House
* Leroy Mould
* Cindy Roat
* Ubah Warsame
* Megan Parke
* Sophia Vackimes
* Yukie
* Jodi McBride
* Hungling Fu
* Don Barnes
* Jim Schnellman
* Robin Vazquez (observer)

# Membership

* New Members
	+ Sophia Vackimes, interpreter at large
	+ Yukie, representing refugee/immigrant rights organization
* Still need:
	+ Physician
	+ Instructor (higher Ed)
* Received request to join committee or view as observer from representative of Universal Language Services
	+ Membership of this committee is designated through collective bargaining agreement
	+ Can’t make changes to membership except through the bargaining process
	+ If membership changes are desired in the future, begin with a formal request to the collective bargaining team – it will only be discussed if agreed to by both sides
	+ May invite certain people to attend when the group is in need of a subject matter expert
	+ Observation by non-member may be allowed occasionally
	+ Some topics discussed may not appropriate for non-members
	+ LTC will not invite an observer or guest without prior notice and approval from membership

# Budget

* Submitted Decision Package (DP) to DSHS leadership (requesting resources for database and FTE)
* Completed RFI for new database
	+ Received 3 bids
	+ Large range in price estimates
	+ All included substantial cost for monthly support
	+ Will not pursue further without funding
* Won’t have an official response to DP for several months but not expecting funding
* Working with the system we have
	+ Will test database for 4/6/19 expiration
	+ Will revise website to make it easier to work with
	+ Requesting
		- Revision of online search tool (search for interpreters/check CE credits) to make it more user friendly
		- New format for the Approved CE Course list – to make it searchable
		- Ability to send test results via email directly from our database
* Can we look to outside funding – could we apply for grants? We think so – will look into that question

# Background Checks

* WAC requires background check and signed ethics oath to be submitted prior to renewal (1st renewals will be on 4/6/19)
* Will use [DSHS Background Check Unit](https://www.dshs.wa.gov/fsa/background-check-central-unit/background-check-central-unit)
* They will check WA State Patrol, Courts, ALTSA, DOH, DOC, Judicial Info Systems
* [Disqualifying offenses: DSHS Secretary’s List for Positions with Access to Vulnerable People](https://www.dshs.wa.gov/sites/default/files/FSA/bccu/documents/Secretary%27sCrimesListforALLPrograms.pdf)
* No charge to interpreter – approximately $2 per check cost to LTC
* Page should be available on website by early September
* Interpreter will check tracking tool to see it is recorded
* Collective Bargaining Agreement requires a background check every year for language agency
* Does not conflict with WAC
* Agencies may be able to check LTC tracking tool for date of background check and accept that as one year submission?

# Signed Ethics Oath

* Page should also be available early September
* Print [Ethics Oath](file:///C%3A%5CUsers%5Cmcbrijh%5CDesktop%5CSigned%20code%20of%20conduct.docx)
* Sign/Scan/take photo/Email to LTC
* Check tracking tool to see it is recorded

# Revocations/Appeals

* Four recent revocations/2 appeals
* One appeal was overturned/one upheld
* One upheld – interpreter filed appeal with Board of Appeals too late – now dismissed
* LTC will revise revocation request form
	+ Interview required with notes and signed by all
	+ Sworn statements of support for each allegation
	+ Code violation – include major negative impact to Department or Profession
	+ Attach supporting data – i.e. appointment data, use of bot, etc.
* Will meet with Revocation Request Review Subcommittee to discuss future changes – possible WAC revision

# LTC News

* LTC received request for appeal information from interpreter who missed ethics deadline
	+ Told them no right to appeal
	+ Sent OAH contact information
	+ AG supports LTC position
	+ People can re-test rather than earn CE credits – though this defeats the purpose of the CE requirements – it is allowed by the WAC
* Revising website soon
	+ Request - add section highlighting recent updates

# Housekeeping

* Next meeting:
	+ October 22, 2018
* Send agenda items to jodi.mcbride@dshs.wa.gov any time