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:\Users\mcbrijh\Desktop\Signed%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](mailto:jodi.mcbride@dshs.wa.gov) any time