

LTC Advisory Committee Meeting Minutes

6/8/2020

I. Call to order

Jodi McBride called to order the LTC Advisory Committee quarterly meeting at 9:30 AM.

II. In Attendance

Jodi McBride – Chief LTC/ODI	Karen Jost
Ruiqin Miao – Program Mgr LTC/ODI	Larysa House
Kathleen Prieto – AA LTC/ODI	Rod Palmquist
Kathy Templet	Stacy Winokur
Leroy Mould	Huan Nguyen
Milena Waldron	Yuki
Cindy Roat	Yvonne Simpson

III. Agenda Review

IV. Welcome and Introductions

V. LTC Updates

- a. New staff:
 - i. Ruiqin Miao, Program Manager of LTC
 - ii. Kathleen Prieto, Administrative Assistant ODI/LTC

- b. Testing
 - i. All testing has been cancelled since 3/10/2020 due to COVID-19
 - ii. LTC is preparing new testing procedures to comply with the COVID-19 health concerns.
 1. Working on personal health safety requirements for proctors and test candidates
 2. Reducing test room occupancy size, adding test dates and working on revised oral test procedures

- c. New LTC database in progress
 - i. Database is being developed
 - ii. Provided a preview for committee: A brief look at the homepage, and discussion of some new features

- d. Fill rates (past 6 months and 12 months)
 - i. State-wide fill rates for all languages
 1. No language has a fill rate over 90% in all counties, so no testing limits by language at this time

2. Russian has fill rate over 90%
- ii. Breakdown of fill rates by county for Russian

VI. Interpreter specialization and endorsements

- a. CBA 2019-2021 (pp. 5), Article 4.7 Interpreter Specialization and Endorsements shall be discussed by the LTC Advisory Committee
- b. Endorsements were described as a system that would allow interpreters to gain an “endorsement” in a topic of practice by course work or experience or both, that would allow them to be the preferred interpreter for certain types of jobs
- c. This type of system would benefit the interpreters and users
- d. Requesting that LTC form a subcommittee to develop a plan for endorsements
- e. LTC will not create a subcommittee at this time
 - i. LTC is not the body that will certify endorsements
 - ii. LTC may or may not be able to track endorsements with the new database – this is more appropriately done by the scheduling entities

VII. WAC revision

- a. Opening of WAC 388-03 for revision has been postponed due to program changes over the last year
- b. Process now scheduled to begin in early 2021
- c. Send any comments or recommendations to Jodi at jodi.mcbride@dshs.wa.gov

VIII. Disciplinary process proposed by Local 1671

- a. Union supported Ad-Hoc Committee submitted a proposed revised process for discipline, requesting that it be considered during WAC revision
 - i. Progressive discipline included in proposal
 - ii. Process is more involved than current process – would require more staff, hours and other resources
 - iii. No funding source is attached
 - iv. LTC will email to proposal to all committee members for further discussion
 - v. LTC will be revising the revocation/discipline process with WAC revision
 - vi. The process will be commensurate with the resources currently available to LTC

IX. Housekeeping

- a. Scheduling future Committee Meetings in October, November, and December
- b. No exact dates set, to be determined
- c. Email topics to propose for next meeting
- d. LTC will discuss with DSHS Office of Diversity and Inclusion the input from LTC Advisory Committee. Before our next meeting, we will have additional

information to share with the committee about our reduced budgetary allotment and expanded implementation requirements related to the DSHS Language Access Plan.

X. Other topics

- a. Request that LTC put a cap on number of CE credits for people that teach CE courses.
 - i. Some credits should be given, but should not earn the full 20 credits required for renewal through teaching only
 - ii. Unable to track this in the current system
- b. LTC Team will discuss and propose a revision to this policy to implement after the LTC Gateways is up.

XI. Adjournment

Jodi McBride adjourned the meeting at 11:10 AM

Minutes submitted by: Kathleen Prieto

Minutes approved by: Jodi McBride and Ruiqin Miao