



Office of
Equity & Inclusion

AGENDA

Legislative and Policy Committee

July 6, 2016 · 3:00- 4:30 p.m.

Oregon Health Authority-Lincoln Building- Suite 750 - OEI Conference Room - 421

SW Oak St. · Portland, OR 97204

1-888-251-2909 | Participant Pass Code 301558

<https://global.gotomeeting.com/join/114032213>

#	Time	Item	Presenter(s)
1	3:00 - 3:05	Welcome	Erin
2	3:05 - 3:15	Agenda review and approval of April and June minutes	All
3	3:15 - 4:15	Continue by-laws editing	All
5	4:15 - 4:30	Public comment, wrap up	

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**Health Care Interpreter (HCI) Legislative and Policy Committee Meeting
Minutes
06/01/2016**

Members Present:

- Erin Neff-Minyard (Chair)
- Lois Feuerle

Absent:

- Susan Morgan
- Melanie Deleon
- David Cardona
- Kalen Beck

OHA Staff Present:

- Kweku Wilson

Welcome and Introductions

The meeting started with introductions, members present did not constitute a quorum therefore we agreed that our deliberations will not be binding. We did not discuss or approve the April meeting minutes.

Discrimination and harassment free workplace policy

This item was not on our agenda but was brought up because Kweku sent out an email to committee members requesting them to read, acknowledge, and return their signed form to OEI. Kweku also arranged for Mavel Morales, a Civil Rights investigator at OEI to attend this meeting to explain the discrimination and harassment free workplace policy, and also answer any related questions from members. Since members at this meeting had signed and returned their copy of this document to OEI, we suggested that Mavel should attend our Council meeting on June 13th to explain this policy. If Mavel is unable to attend the Council meeting, Janice Kim, another Civil Rights investigator may attend. Alternatively, HCI Council and committee members who have questions about this policy will be informed to contact Mavel or Kim directly.

Continue by-law editing

Article 1(b)

Based on concerns expressed at our last meeting about entering into open ended reciprocity arrangements with other states and entities(refer to April 6, 2016 meeting minutes), we agreed to revisit this discussion, and also bring up this issue at the April 20, 2016 public hearing (HCI RAC on HB2419). Unfortunately, this issue did not come up at the public hearing.

Erin revisited the concerns members expressed at our last meeting about reciprocity arrangements; specifically, when such arrangements lead to compromised standards. Lois shared her experience on reciprocity arrangements in the court interpreter program, problems that were observed, and also, the likelihood that our current HCI Council by-laws language may lead us into reciprocity arrangements that result in compromised standards. Reviewing the language in our by-laws is also important because of advocacy for adopting Washington State's certification test under reciprocity arrangements.

The following changes were suggested for the full committee's consideration:

"Coordinate, if desirable, appropriate and approved by OHA, with other states, federal bodies, or other entities to develop and implement educational guidelines and certification and qualification programs for health care interpreters".

Article 1(c)

"Annual" was deleted and replaced by "renewal" because our Registry was already in place and the renewal policy is every 3 years. Using "renewal" provides flexibility for application renewal policy changes in the future.

Article 2(a)

The acronym LEP was spelled out Limited English proficient. To follow writing convention, LEP persons was used in other instances in the by-laws to replace LEP.

Also, "are often" was replaced by "may be".

Article VII: Conflict of Interest

According to the by-laws, members must follow conflict of interest procedures set forth in DHS 060-002. To provide clarity on OHA/OEI conflict of interest procedures, we reviewed DHS 060-002 and ORS 244.120 for guidance, and agreed to include the following language with footnotes to Article VII:

“Voting members of the Council shall identify situations that present potential conflicts of interest and follow appropriate procedures as set forth in DHS 060-002 if a potential conflict of interest arises”.¹

Based on duplication and lack of clarity in the language on conflict of interest, the contents of the following sub paragraphs were deleted: Actual conflict of interest; a potential conflict of interest; an interest or membership in a particular business...; membership in or on the board of directors of a nonprofit corporation....

The appropriateness of the following sentence was also discussed: “the statutory requirements are binding on members, as are these policies”. This sentence was deemed useful but “policies” was changed to “by-laws”.

The levels of disclosure for any conflict of interest were also discussed. Specifically, the importance of the order of notifications: the Council chair and then the OHA Director. We agreed that notifying both the chairperson and director had important merits and therefore should be kept in the by-laws.

Based on our discussion on the levels of disclosure for any conflict of interest, the following changes -- underlined below -- were suggested for inclusion:

“Council members shall first disclose to the Council Chairperson any actual or potential conflict of interest as soon as the Council member becomes aware of it.”

“Council member(s) or the Council Chairperson shall then publicly disclose the nature of the conflict of interest at the Council meeting prior to their participation in any official action (discussion or voting) on the issue giving rise to the possibility of any actual or potential conflict of interest.”

Public comment

There was no public comment

The meeting adjourned

Next Steps

- Continue by-laws review

¹ Pursuant to ORS 244.120, ‘If the public official is any other appointed official subject to this chapter, notify in writing the person who appointed the public official to office of the nature of the conflict, and request that the appointing authority dispose of the matter giving rise to the conflict.’” Therefore, as members of a board appointed by OHA, conflicts of interest shall be governed by DHS policy DHS-060-002.