

## Oregon Council on Health Care Interpreters Meeting

### DRAFT MINUTES

February 9, 2015 | 10:00 – 12:00 pm

Office of Equity and Inclusion, Lincoln Building

#### Attendees

Council Members: Melanie DeLeon (phone), Vanloeuon Ping (phone), Sam Pino, Erin Neff-Minyard

Public: Jeff Wahl, \_\_\_\_\_ Feurele, Michelle Williams, Helen Eby, Natalia \_\_\_\_\_ (phone), Jen \_\_\_\_\_

Staff: April Johnson, April Turner, Lillian Jalali, Carol Cheney

#	Topic	Content
1.	<b>Welcome Agenda Review &amp; Approval</b>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Agenda review, additions, amendments</li> </ul>
2.	<b>Review and Approval of December Minutes</b>	<ul style="list-style-type: none"> <li>• Minutes approval postponed to March due to lack of quorum</li> </ul>
3.	<b>Old Business</b>	<ul style="list-style-type: none"> <li>• Legal Overview of Public Meetings Law               <ul style="list-style-type: none"> <li>○ A quorum is needed before decisions can be made</li> <li>○ Council’s statutory authority: recommendations on standards and criteria for HCIs, recs re: sanctions for HCIs</li> <li>○ A citizen could sue the Council for violation of public meetings law; fine of up to \$1,000; could be personal if it was willful</li> <li>○ Electronic communications can constitute a public meeting—if email is sent to all Council members communicating info or involving discussion/debate, that’s a public meeting.</li> <li>○ Public meetings require advance notice to the public; public doesn’t have a role in the meeting but can be present. If decisions made in violation of public law, they could be invalidated.</li> <li>○ May need to “re-adopt” decisions made via electronic meeting at the next official meeting. If it’s simultaneous communication (email, text), it’s an electronic meeting.</li> <li>○ Executive sessions: (example: Council meeting without public attendance, media can attend) must be a statutory basis for convening executive session; example for Council may be when considering sanctions for an HCI (supporting documentation re: the HCI may include personally identifying health info)</li> <li>○ Need to ID whether OEI is a covered entity under health care operations</li> <li>○ No final decisions can be made in executive session; can have consensus, go back on record (out of executive session), refer to it by a case number (instead of person’s name) state it was discussed, information shared related to the case, and the Council takes a vote on the info discussed in exec session.</li> <li>○ Each member would have to be tallied for the vote on the item</li> </ul> </li> </ul>

		<p>discussed in executive session.</p> <ul style="list-style-type: none"> <li>○ Anytime a vote is made during general meetings, a tally of the vote by name must be recorded in the minutes, unless it's unanimous.</li> <li>○ "Special meetings" require 24 hours' notice.</li> <li>○ Minutes need to be retained and available for at least a year.</li> <li>○ Advisory committees: if advising the Council or making recommendations, may fall under public meetings law.</li> <li>○ Council is not statutorily-mandated to determine/recommend sanctions; however, by rule it's tasked to recommend sanctions. If the recommendation is to a single person, it's not a public meeting because it's outside of our statutory functions. Anything outside of the Council's authority per statutes is not subject to public meetings law.</li> </ul>
4.	<b>Advisory Committee Updates</b>	<ul style="list-style-type: none"> <li>● Legislative and Policy <ul style="list-style-type: none"> <li>○ LPAC objectives revisited</li> <li>○ Status update on ORS <ul style="list-style-type: none"> <li>▪ HB2419-2 is really a clean-up bill (technical changes, not policy changes): primarily makes sure the relevant people are on the Council, adds sign language interpreting. The bill was adopted by the Committee but it hasn't moved out of Committee yet; next stop is likely the House floor for a vote (then Senate side).</li> <li>▪ Issue about "Oregon-certified HCI" could appear to mean that they have to live in Oregon (and possibly have national certification); must meet Oregon's standards to be able to say you're an "Oregon-certified" HCI.</li> <li>▪ Question about how to ensure certified/qualified HCIs in use, especially re: telephonic interpreting. The "whenever possible" allows for the possibility that cert/qual HCIs may not be available.</li> </ul> </li> </ul> </li> </ul>
5.	<b>Agenda &amp; Date Planning</b>	<ul style="list-style-type: none"> <li>● New business agenda items postponed to March : <ul style="list-style-type: none"> <li>○ Charter and Work plan Development</li> <li>○ Set date for Council Elections</li> </ul> </li> </ul>

**Next HCI Council Meeting:**

March 9, 2015  
Lincoln Building, Transformation Center  
421 SW Oak Street, Suite 775  
Portland, Oregon 97204

**Contact**

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