

# Spoken Language Healthcare Interpreter Work Group

DATE: OCTOBER 14, 2025

MINUTES PREPARED BY: LEA BITTNER

LOCATION: VIA TEAMS

## Attendance

- Daniel Monari - member
- Lailee Tung – member
- Marc Sony Cadet - member
- Marisa Rueda – member
- Michele Reither – member
- Munna Yasiri – member
- Rachel Herring – member
- Rick Michals – member
- Rosemond Owens – member
- Lea Bittner – Alliant Consulting
- Kelly Deering – Alliant Consulting
- Jessica Oaxaca – community member
- Dan Endreson - community member
- Susie Emmert - community member
- Bette Zerwas – community member
- Soo Lauby - community member

## Agenda

- Welcome and Project Recap
- Member Introductions
- Meeting Cadence Discussion
- Work Overview, Structure and Timeline
- Draft Charter Review, Discussion and Adoption Vote
- Interpreting Presentation from Member Rachel Herring (tabled for next meeting)
- Open Meeting Law Requirements
- Future Meeting Prep, Next Steps and Closing

## Key Points

- The previous meeting was summarized with a review of the Work Group’s background and founding statute ([Minnesota Laws of 2025, 1st Special Session, Chapter 3, Article 1, section 96 \(https://www.revisor.mn.gov/laws/2025/1/Session+Law/Chapter/3/\)](https://www.revisor.mn.gov/laws/2025/1/Session+Law/Chapter/3/)), including member seats and representation.
- Work Group members in attendance introduced themselves sharing their name, the seat they represent and their hopes for participating in this Work Group.

- The project work (8 topics) specified in statute and associated timeline was reviewed again by members.
  - A revised version of topic order was provided based on member input.
- Responses to the meeting availability poll were reviewed and discussed.
  - Meetings will be twice monthly for 90 minutes.
  - Second Tuesdays 1:00 – 2:30 and the fourth Thursdays 2:00 – 3:30.
  - Adjustments will need to be made for holidays.
- The draft charter was reviewed again, and minor changes were made to include member responsibilities to review meeting summaries prior to engaging in subsequent topic discussion to avoid unnecessary duplication of effort. Members voted to adopt this charter.
- Open Meeting Law requirements were reviewed, including the public’s right to observe (but not participate) in meetings via the links on the [Spoken Language Health Care Interpreter Roster \(https://www.health.state.mn.us/facilities/providers/interpreter/index.html\)](https://www.health.state.mn.us/facilities/providers/interpreter/index.html) website. The public can use the new [SLHCIWG.MDH@state.mn.us](mailto:SLHCIWG.MDH@state.mn.us) email box to submit comments and will also have the opportunity to participate in a formal public comment period.
- The group discussed aiming for the next topic of discussion to be assessing changing needs and consumer quality care via a survey.

## Decisions Made

- Meetings will be twice per month; on the second Tuesday from 1:00 - 2:30 and the fourth Thursday from 2:00 – 3:30.
- Meeting structure will be Meeting 1 on a topic = presentation, review and discussion of literature, resources, SMEs, perspectives on that topic. Meeting 2 = presentation and discussion of proposed recommendations on that topic. The group acknowledged that some recommendations may need to be made after other topics have been discussed.
- The charter was adopted by 9 attending members voting for full approval, following some discussions and revisions during the meeting.

## Next Steps

- Members ensure their availability for the meeting dates and times. A final meeting calendar will be shared with members on 10/30 with adjustments for holidays.
- Work group members are requested to share topic information or suggested subject matter experts (SMEs) to speak to the group on the designated topics ASAP via the new email box: [SLHCIWG.MDH@state.mn.us](mailto:SLHCIWG.MDH@state.mn.us) so that they can be scheduled to address the Work Group. Next topic for Oct 30<sup>th</sup> meeting = consumer changing needs survey.
- Review the approved charter to understand member expectations.

## SPOKEN LANGUAGE HEALTHCARE INTERPRETER WORK GROUP

- Members are expected to RSVP to meeting invites and notify the SLHCIWG email box for any meeting which will be missed. Members can send a delegate in their absence. Contact Rick/MDH ASAP if you cannot fulfill your member responsibilities.
- Members are expected to refer to the meeting summary prior to engaging in any subsequent conversation to ensure timeliness of effort.
- Rick will identify a central document storage for Work Group members to access.
- Rick will share the compensation form with eligible Work Group members for their submission and payment.

Minnesota Department of Health  
Spoken Language Health Care Interpreter Roster  
PO Box 64900  
St. Paul, MN 55164-0900  
651-201-4200  
[health.hci@state.mn.us](mailto:health.hci@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

05/05/2026

*To obtain this information in a different format, call: 651-201-4200.*