

**WCLAH Action and Planning Committees  
October 2004 – September 2005**

The following table provides information on WCLAH's 2004-05 Action and Planning Committees. Committees are expected to accomplish the actual objectives of the Coalition and their work will directly lead to specific products or outcomes. The asterisks denote committee chairs.

WCLAH COMMITTEES	DESCRIPTION OF COMMITTEE'S RESPONSIBILITIES	EXPECTED COMPLETION DATE	CURRENT MEMBERS
<b>Web Site Development</b>	This committee will: <ul style="list-style-type: none"> <li>• Provide oversight to the web site coordinator</li> <li>• Present the final draft web site design to WCLAH for review/approval</li> <li>• Conduct focus groups to get feedback on the site</li> <li>• Launch new web site</li> <li>• Complete a written plan for advertising, maintaining and updating the site</li> </ul>	August 31, 2005 – but dependent on funding availability	Marty Schaller* Char White Joel Davidson  <i>Contact Marty at:            920-652-0238 or            m.schaller.newahec@sbcglobal.net</i>
<b>Interpreter Skills Assessment</b>	This is the Action Committee that will be responsible for objectives set forth in WCLAH's WI Partnership Fund grant application. Tasks will include the following: <ul style="list-style-type: none"> <li>• Share tasks involved in developing an interpreter skills exam</li> <li>• Review current practices of those providers who conduct interpreter skills exams</li> <li>• Interview those involved in administering these exams</li> <li>• Develop a detailed work plan</li> <li>• Assign responsibility for addressing all issues necessary for developing a successful pilot exam.</li> <li>• Contract for the services necessary for training of standardized patients/providers and conducting the pilot exam</li> <li>• Develop a mechanism for enlisting examinees</li> <li>• Review and evaluate the pilot experience</li> </ul>	October 31, 2005	Nancy Sugden * Gina Cowell Sarah Sullivan Kelly Johanning Sue Strugalla  <i>Contact Nancy at:            608-263-4927 or            nasugden@wisc.edu</i>

	<ul style="list-style-type: none"> <li>• Revise the protocol for the exam</li> <li>• Complete a final report</li> </ul>		
<b>Provider and Staff Training</b>	<p>The first task of this Action Committee is to create and pilot provider and staff training modules. After that is completed, the next steps will be to:</p> <ul style="list-style-type: none"> <li>• Consider development of a train-the-trainer curriculum to accompany the modules.</li> <li>• Compile and disseminate curricular materials and information on best practices for provider and staff training on services to LEP patients.</li> </ul>	TBD	<p>Sue Strugalla *          Maria Calarco          Kelli Jones          Adalia Jenson</p> <p><i>Contact Sue at:          414-266-7518 or          sstrugalla@chw.org</i></p>
<b>Continuing Education for Interpreters</b>	<p>Create and conduct continuing education and networking opportunities for people working as health care interpreters in Wisconsin</p>	TBD	<p>Gina Cowell *          Sarah Sullivan          Saul Arteaga          Joel Davidson          Elena Frishman          Elvira Craig de Silva          Kate Thomas</p> <p><i>Contact Gina at:          608-266-3465 or          cowelre@dhfs.state.wi.us</i></p>
<b>WCLAH Planning Committee</b>			
	<p>The full Coalition will provide oversight for the work of the Planning Committee. During this second year of WCLAH, the Planning Committee will:</p> <ul style="list-style-type: none"> <li>• Establish WCLAH goals for coming year</li> <li>• Establish WCLAH operating guidelines</li> <li>• Establish and maintain communications</li> <li>• Provide oversight to Action Committees</li> <li>• Set full Coalition agendas and plan meetings</li> <li>• Seek funding for WCLAH projects, as needed</li> </ul>	<p>Ongoing, but the terms of individual committee members is TBD</p>	<p>Nancy Sugden *          Gina Cowell          Peter Munoz          Lucia Francis          Evelyn Cruz          Sarah Sullivan          Shiva Bidar-Sielaff          Elvira Craig de Silva</p> <p><i>Contact Nancy at:          608-263-4927 or          nasugden@wisc.edu</i></p>