

WASHINGTON STATE
BAR ASSOCIATION

Board of Governors

BOARD OF GOVERNORS MEETING Late Materials November 2-3, 2023 U.W. School of Law, Seattle, WA Zoom and Teleconference	
Description	Page Number
Personnel Committee proposed process for discussion of the Executive Director's evaluation	LM-2
Council on Public Defense proposed letter to court regarding the National Public Defense Workload Study	LM-3

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Governor Brent Williams-Ruth, on behalf of the Personnel Committee
DATE: October 25, 2023
RE: Executive Director’s Annual Evaluation – Process for Executive Session and Results Sharing

DISCUSSION: Personnel Committee’s plan for the discussion of the Executive Director’s evaluation in the November BOG Meeting.

The Executive Director’s performance evaluation for review period October 1, 2022 – September 30, 2023 is complete. The final report was compiled by WSBA HR Director Glynnis Klinefelter Sio and results were reviewed by Personnel Chair Brent Williams-Ruth, President Hunter Abell, and WSBA Executive Director Terra Nevitt, who had the opportunity to respond to the report.

The Personnel Committee proposes the following process for sharing the results of the evaluation:

The final report and any response from Executive Director Nevitt will be shared with all the current and former Board members who were invited to participate in the survey.

- It will be sent as a confidential document to current Board Members via BOX per standard process.
- It will be sent as a confidential, read-only file to former Board Members via BOX and will be available to them until November 4, 2023.

Per [WSBA bylaws](#) (Section VII, B-7), *“Executive Session of the BOG may proceed with no persons present except the President, President-elect, Immediate Past President, Governors, Executive Director, General Counsel, and such other persons as the BOG may authorize on a case by case basis”*

The Personnel Committee is proposing the November 2, 2023 Executive Session of the BOG include:

- Current Board members and Officers
- WSBA General Counsel, Julie Shankland
- WSBA HR Director, Glynnis Klinefelter Sio
- WSBA Executive Director, Terra Nevitt – who will be invited to join in the second half of Executive Session

The results of the report, including overall scores, comments, and the Executive Director’s response will be discussed in Executive Session only. Nothing discussed in Executive Session will be shared in public session.

THE SUPREME COURT

STATE OF WASHINGTON

TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WA 98504-0929



October 11, 2023

Jason Schwarz
Council on Public Defense – Chair
Washington State Bar Association
1325 Fourth Ave., Suite 600
Seattle, WA 98101
Via: jason.schwarz@snoco.org

Maialisa Vanyo
Council on Public Defense – Vice-Chair
Washington State Bar Association
1325 Fourth Ave., Suite 600
Seattle, WA 98101
Via: MVanyo@co.whatcom.wa.us

Re: NCSC and ABA’s National Public Defense Workload Study

Dear Chair Schwarz and Vice-Chair Vanyo,

On September 12, 2023, the National Center for State Courts (NCSC) and the American Bar Association (ABA) released the [National Public Defense Workload Study](#). The study publishes new national public defense workload standards intended to assist in evaluating criminal defense attorneys’ caseloads and ensuring adequate representation.

The Supreme Court discussed the study during its Administrative En Banc Conference last week. The Court formally requests that the WSBA Council on Public Defense (CPD) review the study and advise the Court on any recommendations that the Court should adopt. The Court would like to discuss any recommendations or CPD’s response during its December Administrative En Banc Conference. Please provide your response to the Court byway of the Supreme Court Administrator, Ashley Lipford, at Ashley.Lipford@courts.wa.gov by Wednesday, November 29, 2023.

Sincerely,

Ashley Lipford
Court Administrator
Washington State Supreme Court

cc: (via email)

Chief Justice Steven C. González, Washington State Supreme Court
Justice Sheryl Gordon McCloud, CPD Member
Bonnie Sterken, WSBA CPD Staff