



**Access to Justice Board Meeting Agenda
October 12, 2018 – 10:00 AM to 12:00 PM**

Washington State Bar Association, 1325 4th Ave, #600, Seattle
1-866-577-9294; Access: 52140#

Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers.

4 min	Welcome and Introductions	Sal Mungia		
1 min	September Board Meeting Minutes	Sal Mungia	Action	<i>pp 3-4</i>
10 min	Chair’s Report	Sal Mungia	Report	
5 min	WSBA Restructuring	Sal Mungia	Report	
5 min	Staff Report	Diana Singleton	Report	
	<ul style="list-style-type: none"> • Walla Walla Meetings • State Plan Implementation Update • 2019 ATJ Conference Update 			
20 min	Legal Foundation of Washington Revised Funding Protocols	Sal Mungia	Action	<i>pp 5-6</i>
5 min	ATJ Board Updated Operational Rules	Sal Mungia	Action	<i>pp 7-15</i>
2 min	New ATJ Board Committee Co-Chairs and Liaisons for FY 19	Sal Mungia	Action	<i>pp 16</i>
3 min	ATJ Board Liaison for Judicial Administration – Public Trust and Confidence Committee	Sal Mungia	Discussion	<i>Link to committee</i>

10 min	ATJ Board Technology Principles Update	Sart Rowe and Judge Laura Bradley	Report and Possible Action	<i>Late materials will be distributed week of 10/8</i>
10 min	Northwest Immigrant Rights Project Update	Jorge Barón	Report	
20 min	Funding Reports: <ul style="list-style-type: none"> • Federal • State 	César Torres Jim Bamberger	Report	<i>pp 17</i>
10 min	Equal Justice Coalition Report	Andy Sachs	Report	Link to application details
10 min	WSBA Board of Governors Update	Judge Laura Bradley	Report	Link to past materials here
1 min	Other Updates, Upcoming Events <ul style="list-style-type: none"> • October is Celebrate Pro Bono Month! Check out the Alliance calendar for all the events. • Legal Voice Auction on 10/13 • Gonzaga Law School’s Social Justice Week on 10/16 • Columbia Legal Services Imagine Justice on 10/17 • Tacoma Pro Bono Night on 10/17 • WA Medical Legal Partnership 10th Anniversary on 10/24 • 3rd Annual Bellevue Wine and Justice on 10/25 	All	Report	

The next ATJ Board meeting is on November 9, 2018 from 10:00 to 12:00 at WSBA.



Access to Justice Board Meeting Minutes September 21, 2018, 10:00am – 12:00pm

Washington State Bar Association, 1325 4th Ave, #600, Seattle, WA 98101

Call: 1-866-577-9294; Access: 52140#

Present: Geoff Revelle (chair), Judge Laura Bradley, Francis Adewale, Sal Mungia, Hon. Fred Corbit, Hon. David Keenan, Andy Sachs, Lindy Laurence and Mirya Muñoz-Roach

WSBA Staff: Diana Singleton, Bonnie Sterken

Guests: Kim Risenmay, Espy Borboa, Eloise Barshes, Anabelle Joya, Catherine Brown

Minutes: The July minutes were approved without edits.

Board and Staff Report: Geoff reported that he has been meeting with the Chairs of the other Supreme Court Boards to maintain closer communication between the groups. Diana also reported that the Board continued its internal work on race equity with a mini retreat in August. She reported that SPARC continues to sponsor activities for Alliance providers to gain resources and information about implementing the State Plan. In September there was a webinar on systemic advocacy in partnership with JustLead. Diana also reported that we are working with LFW to collect information from grantees about the work they are doing around the State Plan. Catherine reported that an intake workgroup is looking at the State Plan goals to improve our stateside intake system. Diana reported that the Statewide Advocates Training is coming up and the content was developed with a State Plan lens.

Pro Bono Council Report: Catherine reported on the accomplishments of the Pro Bono Council since it was formed. She explained the purpose of the Pro Bono Council is to strengthen the collective voice of VLPs. She also explained how the network operates. She discussed the ways that the VLPs are committed to implementing the State Plan individually and collectively. She reported that VLPs are growing housing justice projects across the state. Eloise added that Catherine has been a very effective staff manager and that access to the Council has been greatly important to her local VLP work. Espy added how well things are going with the Council. Catherine addressed questions.

A2J Workers Compensation Report: Laura reported on the purpose of this project is to improve how injured workers are able to be represented. The project team, led by Pat Palace, conducted a data collection that the Board helped fund. Laura summarized the proposal that Pat Palace is putting forward based on that data, which includes an amendment to a statute to ensure clients are charged reasonable fees. Laura recommends that the Board write a letter in support of the legislative amendment but not to sign on to the legislation directly. The Board had a discussion. The Board agreed that it makes sense to wait until the legislation has been officially proposed before taking action. Once the legislation is proposed the Board will consider whether to send a letter of support. Laura will let Pat Palace know that the Board is generally in support of the effort and is waiting to see what gets proposed.

Access to Justice Board, 1325 Fourth Avenue – Suite 600, Seattle, WA 98101-2539 • Phone: 206 727-8200, Fax: 206 727-8310

www.wsba.org/atj

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Interpreter Commission Report: Laura reported on her role as liaison. She summarized items of interest for the Board. The Interpreter Commission is revising bench cards regarding the use of interpreters by changing some language to avoid soliciting information about immigration status. She summarized the Commission's recent agenda items and noted that they are holding a listening session in the near future. They are also looking at their ability to regulate people who aren't formal interpreters, looking at online trainings to improve interpreter services, and developing partnerships with other states to pursue trainings in other languages.

Legal Foundation Grantee Protocols: Sal moved to adopt the proposed funding protocols as they are included in the meeting materials, and Geoff seconded. Lindy moved to table any Board action on this item until October to gather additional feedback, and Dave seconded the motion. The Board had a discussion. Lindy reported that she has heard there is additional feedback circulating in the Alliance that she believes the Board should hear and that we should give people a chance to come to the meeting in person in Seattle in October when the vote happens. Sal expressed that he is against the motion to table the vote noting we have collected feedback from providers during earlier listening sessions, and he worries if we delay we won't gather any more information than what we already received. The Board voted to approve the motion to table the vote on the protocols until October with 7 yes and 2 no.

EJC Update: Andy reported on the EJC's strategy in the past year and the current strategy for 2019. The EJC is supporting OCLA's ask for an additional \$11.8 million. Andy also reported on the launch of Legislative Relations Committee. Andy addressed questions.

ATJ Communications Committee: Bonnie reported that the Communication Committee would like to appoint Maria Kolby-Wolfe as a new member. Sal moved to appoint Maria to the Committee, Dave seconded, and all approved to appoint Maria. Bonnie summarized the work of the Communications Committee in the past few months. .

Other updates and upcoming events:

Diana pointed to the events listed in the materials and encouraged people to use the Alliance website to find upcoming events.

Kim reminded about the upcoming BOG meeting. Geoff also thanked Kim for his service and serving as the Board's BOG liaison.

Sal presented Geoff with the Flame of Justice Award and thanked him for his outstanding service as a member and Chair of the ATJ Board.

Meeting adjourned at 11:44 am

The Board then transitioned to a listening session where they learned about RADLab projects led by Heritage University and Whitman College students, the work of the VLP housed at the Blue Mountain Action Council, and efforts to support immigrants in the Walla Walla area from Wendy Hernandez.

PROPOSED FUNDRAISING PROTOCOLS FOR LFW GRANTEES

Grantee Organization Participation Responsibilities

- Encourage 100% giving by Grantee Board Members to the Campaign annually.
- Volunteer for regional Campaign fundraising activities (law firm campaigns, regional phone-a-thons, “Beer & Justice” events, etc.).
- Collaborate with the Campaign on online giving efforts.

LFW Grantee Organizations may:

- Solicit gifts from *outside* the legal community.
- Host event(s) for and solicit sponsorships from the legal community. Event invitations, sponsorship requests, and follow-up appeals may be directed at the legal community, but follow-up must be sent within two weeks of the event. Seek grants outside of LFW’s annual, special, and small grant programs. Grantees will consult with LFW staff about foundations and other grant-making bodies that grantees intend to approach, along with the focus and estimated dollar amount of proposed requests of \$50,000 or more. Grantees are encouraged to, but do not need to, consult with LFW staff about requests for less than \$50,000. Grantees do not need to consult with LFW staff about grants from local governments except for grants from King County. Grant requests to King County will continue to be approached collaboratively with support from the Equal Justice Coalition. The purpose of this communication is to ensure coordination among grantees and LFW, and to avoid situations where LFW and/or more than one grantee are approaching, plan to, or should approach the target foundation or grant-making body. LFW will provide guidance about the grantee’s intended grant proposal if requested to do so.
- Cultivate and pursue individual gifts inside the legal community from supporters and identified potential supporters of the organization in consultation and coordination with LFW. These solicitations are individualized and targeted to specific individuals and not blanket mailing efforts.
- Have “Donate Now” or similar buttons on their websites so long as the grantee does not actively direct potential legal community donors to donate that way except as a way to pay donations from efforts authorized by these protocols. If the grantee has such a website tool, it will also have a notice asking legal community donors to give to the CEJ and provide a link to LFW’s website.
- When funding opportunities arise that have the potential to impact funding for multiple provider organizations, LFW or the Access to Justice Board’s Delivery System Committee will convene provider gatherings to discuss and determine whether joint and collaborative funding proposals are appropriate. Individual provider organizations are

not obligated to participate in such gatherings, nor are organizations obligated to follow or abide by any decisions made by the convened group but are encouraged to do so.



Washington State Access to Justice Board OPERATIONAL RULES

From the Order Reauthorizing the Access to Justice Board (Amended Order, March 4, 2016):

“ . . . [t]he Access to Justice Board is hereby reauthorized and shall continue to be administered by the Washington State Bar Association, and is charged with responsibility to achieve equal access to the civil justice system for those facing economic and other significant barriers.”

Effective 3/9/06; amended 4/14/06, 9/18/09, 12/31/10, 4/1/12, 5/21/14, and 9/21/18. These rules supersede any previous policies covered herein.

- I. Access to Justice Board (the “Board”)
 - A. Composition.*
 1. The Board shall consist of ten members.
 2. The membership shall reflect ethnic, gender, geographic and other diversity.
 3. Recommendations for nominees to the Board shall be solicited broadly, based on experience in and commitment to access to justice issues, consistent with the needs of the Board, and including people affiliated with the Board for Judicial Administration, the Board of Governors (the “BOG”) of Washington State Bar Association (the “WSBA”), Statewide Staffed Legal Services Programs, the Volunteer Legal Services Community, and Other Members of the Washington State Alliance for Equal Justice.
 4. No less than one member of the Board shall be a person who is not an attorney, which is defined as a person who has not graduated from law school and/or has not been licensed to practice law in any jurisdiction.
 - B. Qualifications.*
 1. Board members shall have a demonstrated commitment to, and familiarity with, access to justice issues.
 2. The Board may identify other desirable qualifications, which may change from year to year depending on the needs of the Board.
 3. Board members who are licensed legal professionals must be in good standing with their licensing authority(ies).
 - C. Term.*
 1. Board member appointments are for a three-year term commencing on October 1 of the year of appointment and ending September 30 three years later.
 2. Board members are eligible for reappointment to the Board for one additional term.

* These matters are addressed, in part, by the current Supreme Court Order Reauthorizing the Access to Justice Board (Amended Order March 4, 2016).

3. Mid-term vacancies shall be filled for the unexpired term in the same manner as original appointments, provided, however, the solicitation for nominations may be abbreviated.
4. The appointee for a mid-term vacancy shall fill the remainder of the vacated term and shall be eligible for reappointment for up to two additional terms.
5. Board terms shall be staggered so that no more than three terms begin in any given year.

D. Board Member Duties.

Each Board member shall use best efforts to:

1. Attend each Board meeting;
2. Prepare for participation in Board meetings by reading the meeting materials sent before the meetings;
3. Follow up on tasks assigned at Board meetings;
4. Attend the annual retreat and participate in developing the Board's annual work plan;
5. Attend the Access to Justice Conference;
6. Represent the Board at the request of the Chair;
7. Contribute to the Campaign for Equal Justice once a year; and
8. Advance the work of the Board by serving as an ATJ Committee Co-Chair and/or a liaison to an outside entity. See IV(c)(4) for Committee Co-Chair duties and I(E)(1) for liaison duties.

E. Board Liaison.

1. Duties.

A Board member or volunteer who acts as a liaison to an outside entity will:

- a. Attend meetings of the other entity as often as possible;
- b. Listen to meeting topics with an ear and eye to the potential impact on access to justice and Board priorities, and look for opportunities to work collaboratively;
- c. Report back to the Board regularly or more often if pressing matters arise that need to be brought to the Board's attention; and
- d. Assist the Board in communicating information and requests back to the other entity.

2. Appointment.

- a. On an annual basis, the Board Chair will solicit Board members' preference for which outside entities they would like to serve as a liaison to. The Board Chair will then propose liaison assignments to be approved by the Executive Committee.

II. Board Meetings.

A. Form of Board Meetings.

1. Regular meetings shall be scheduled in advance. The schedule, agenda and materials will be posted online.
2. Special meetings shall be called by the Executive Committee upon notice by mail, e-mail or phone.
3. Meetings are open to the public, but the Board reserves the right to meet in executive session.

B. Frequency.

Board meetings shall be scheduled as often as necessary to conduct the Board's business, but not less frequently than once a quarter.

C. Attendance.

1. Board members may attend meetings in person or by audio or video conference call. In-person attendance is preferred but not mandatory.
2. A Board member who misses more than three meetings in any 12 month period will be considered to have resigned from the Board. The Executive Committee will notify the member of the resignation. Any Board member may go before the Executive Committee to seek relief from this provision.
3. Members who anticipate an absence may attend the Executive Committee meeting prior to the Board meeting they will miss and the absence will not be counted towards the three absences.
4. The Chair will update members by email once they have missed two meetings in a 12-month period.

D. Quorum.

1. A majority of the Board members shall constitute a quorum for any meeting.
2. Once established during a meeting, a quorum shall be deemed to continue for the remainder of the meeting.

E. Manner of Action.

1. The Board may act upon motion or resolution adopted at a meeting at which a quorum is present.
2. A motion or resolution shall be adopted if approved by a majority of those Board members in attendance at the time the vote takes place.
3. There shall be no voting by proxy or email.

III. Board Officers.

A. Chair.*

1. Qualifications.
The Board shall identify desirable qualifications, which may change from year to year depending on the needs of the Board.
2. Selection.
The Chair-Elect shall succeed to the position of Chair at the end of the term of the predecessor. If there is a vacancy in the position of Chair during a two-year term for any reason, the Chair-Elect shall succeed to the position of Chair to serve out the term of the predecessor.
3. Term.*
 - a. The Chair shall serve a two-year term which can extend up to one year beyond the expiration of the Chair's second Board term. In such a case, the Chair shall continue to serve as an eleventh member of the Board until his or her term as Chair expires.
 - b. Each Chair shall serve only one full term, but may serve a full two year term after serving out the term of a predecessor who left office early.
4. Duties.
The Chair shall:
 - a. Serve as spokesperson for the Board;
 - b. Lead Board and Executive Committee meetings; and
 - c. Work to ensure that the Board's initiatives are moving forward.

- B. Chair-Elect.
1. Qualifications.
 - a. Each nominee for Chair-Elect must have served at least one year on the Board.
 - b. The Board shall identify desirable qualifications, which may change from year to year depending on the needs of the Board.
 2. Selection.
 - a. No less than six months in to the second year of the Chair's term, the Executive Committee shall solicit nominations (including self-nominations) of members interested in serving as Chair-Elect. The Executive Committee shall disclose the nominations to the Board at least two months prior to the September meeting in the year of the election.
 - b. The Chair-Elect shall be elected by the Board no later than September 1 in the year of the election. The Board will vote by secret ballot to elect the Chair-Elect. Candidates must receive votes from a majority of the Board to be elected. If necessary, there will be multiple voting rounds until someone receives a majority vote. The votes will be counted by the Chair and by the Access to Justice Manager. The votes will remain secret unless the Board votes to have the voting results made public.
 - c. If there is a vacancy in the position of Chair-Elect for any reason, a new Chair-Elect shall be elected by the Board as soon as possible to serve out the remaining term of the predecessor.
 3. Term.
The Chair-Elect shall serve a one-year term, but may serve less than a one year term after replacing a Chair who left office early.
 4. Duties.
The Chair-Elect shall:
 - a. Succeed to the position of Chair upon the end of the predecessor Chair's term or a vacancy in that position;
 - b. Support the Chair;
 - c. Serve as Chair when the Chair is unable to fulfill his/her obligations, including leading Board and Executive Committee meetings, if necessary; and
 - d. Serve on the Executive Committee.
- C. Executive Committee.
1. Membership.
The Executive Committee shall consist of the Chair, the Chair-Elect and two additional Board members selected annually by the Board. In years when there is no Chair-Elect, three additional members will be selected by the Board. The Board will elect the Executive Committee members by secret ballot with each Board member casting a vote for two or three persons depending on the number of positions being filled. Candidates must receive votes from a majority of the Board to be elected. If necessary, there will be multiple voting rounds until the positions are filled by members receiving a majority vote. The Board Chair and the Access to Justice Manager will count the votes. The votes will remain secret unless the Board votes to have the voting results made public. The Access to Justice Board Manager, serving *ex officio*, shall also participate in Executive Committee meetings.
 2. Executive Committee Meetings.
 - a. Form of Executive Committee Meetings.

- i. Regular meetings shall be scheduled in advance and held approximately 10 days prior to each Board meeting.
 - ii. Special meetings shall be called by the Chair with notice to other Executive Committee members.
 - iii. Meetings are open to all Board members.
 - b. Attendance.
Executive Committee members may attend meetings in person or by audio or video conference call. In person attendance is preferred but not mandatory.
 - c. Quorum.
At least three of the four Executive Committee Board members constitutes a quorum. Once established during a meeting, a quorum shall be deemed to continue for the remainder of the meeting.
 - d. Manner of Action.
 - i. No action may be taken by the Executive Committee except at a meeting with a quorum in attendance.
 - ii. The Executive Committee may act upon motion or resolution adopted at a meeting.
 - iii. A motion or resolution shall be adopted if approved by a majority of the quorum in attendance at the time the vote takes place.
 - iv. There shall be no voting by proxy, mail or e-mail.

D. Executive Committee Duties.

The Executive Committee shall:

- 1. Set agendas for Board meetings;
- 2. Act on behalf of the Board on urgent matters, or otherwise as delegated by the Board; and
- 3. Call special Board meetings.

IV. Committees and Task Forces.

A. Standing Committees.

The Board shall establish standing committees to help the Board accomplish its mission. The Board will, on an annual basis, review the work of each standing committee to determine whether each committee continues to advance the Board's work. The Board may dissolve a standing committee at its discretion. The Board may remove a committee chair, or member, at its discretion. The Board may revise the mission of a standing committee to address changing priorities. The Board may establish new standing committees as necessary and appropriate. The Committees shall follow the committee rules described in the Operational Rules unless the Committee has proposed its own operating rules which were approved by the Board. If the Board has approved a Committee's own rules, those rules shall be incorporated into the Operational Rules as an addendum.

B. Special Initiatives Task Forces.

The Board may establish task forces with limited life spans to work on specific initiatives. The Board Chair will appoint the chairs of all special initiatives and task forces. The Board will provide the specific charges to the task forces and shall establish time frames and reporting requirements for completing the work. In all other respects, these special initiatives task forces, their chairs and members are subject to the same requirements as standing committees.

- C. Committee Chairs.
1. Qualifications
The Board, in appointing Committee Chairs, should take into account the following:
 - a. Committee Chairs should reflect ethnic, gender, geographic and other diversity to the greatest extent possible.
 - b. Committee Chairs who are legal professionals must be in good standing with their licensing authority(ies).
 2. Selection.
 - a. Each Committee will generally be co-chaired by a Board member and a person who is not a Board member except for the Equal Justice Coalition (EJC) and the Pro Bono Council (PBC). The EJC and PBC shall be governed by their respective Operational Rules (see Appendix __ and __).
 - b. On an annual basis, the Board Chair will solicit Board members' preferences for which Committee they would like to co-chair. The Board Chair will then propose co-chair committee assignments to be approved by the Executive Committee.
 - c. At least two months prior to the end of the non-Board Committee Co-Chairs term, the Committee Co-Chairs shall solicit nominations (including self-nominations) from the Committee and the new non-Board Co-Chair shall be selected by majority vote of the committee.
 - d. The Executive Committee has authority to reject or accept proposed Committee Co-Chairs. All Committee Co-Chair appointments are made effective at the start of the ATJ fiscal year which is October 1.
 3. Term.
 - a. Non-Board Committee Co-Chairs shall serve a two-year term, which may be renewed. However, a Non-Board Committee Co-Chair cannot serve for more than four consecutive years.
 - b. The Board Committee Co-Chairs shall serve at least a one-year term which shall be renewable depending on the needs determined by the Board.
 4. Duties.
Each Committee Chair shall:
 - a. Read and follow the Best Practices for Recruiting and Retaining Access to Justice Board Volunteers
 - b. Provide an orientation to new committee members about the work of the committee;
 - c. Serve as spokesperson for the committee and its initiatives;
 - d. Set the agenda for each committee meeting;
 - e. Schedule, convene and lead committee meetings, which may be attended in person or by conference call;
 - f. Ensure notes of the meeting are kept and distributed to committee members; and,
 - g. Direct the development and oversight of committee goals, work plans, deadlines and committee member assignments;
 - h. Facilitate the recruitment and retention of committee members and the succeeding Committee Non-Board Co-Chairs.
- D. Committee Members.
1. Qualifications.
The Board, in appointing committee members, should take into account the following:

- a. Committee membership should reflect ethnic, gender, geographic and other diversity to the greatest extent possible.
 - b. Committee members who are legal professionals must be in good standing with their licensing authority(ies).
 - c. Committees should seek members outside the legal profession who can contribute skills, expertise and ideas that are not legal in nature.
 2. Selection.
Individuals who wish to join the Committee can apply by sending a request to the Committee that includes the following: information about the background, skills and perspective they will offer to the Committee, and a stated commitment to attend regular meetings and engage in the Committee's work. Membership is determined by a majority vote of the Committee. If the Committee votes to accept the applicant, an invitation will be sent by the Committee Co-Chairs.
 3. Term.
Committee member appointments are for a one-year term, which may be renewable. A member may not serve more than three, one-year consecutive terms. If a Committee proposes their own operating procedures which are approved by the Board, then those operating procedures will dictate the Committee's term limits and supersede the term limits here.
- E. Committee Operating Procedures.
The Board recognizes the unique needs of each committee and to the extent possible encourages committee structure and operations that enable the committee to effectively address its mission. The Board has determined that the following operating procedures are necessary:
1. No committee or its members may enter into contracts or negotiations that bind the Board or the WSBA.
 2. No committee may take a formal public position on an issue or represent the Board without the express approval of the Board.
 3. Each committee shall be accountable for establishing a workplan in a timely manner each year, as advised by the Access to Justice Board Manager, and proactively communicating progress with the Board
 - 4.
- V. Other matters.
- A. Staff.
 1. WSBA staff shall provide strategic and leadership support for the work of the Board and its committees (e.g., overall management of Board budget, strategic thinking and delivery on Board goals and initiatives). The Board will work with the Access to Justice Board Manager to prioritize its support based on staff expertise and capacity, and the needs of the Board, committees or task forces.
 2. WSBA staff shall also provide the following administrative support:
 - a. Board, committee and task force roster maintenance;
 - b. Committee e-mail listserv creation and maintenance;
 - c. Logistical arrangements (meeting space at WSBA, conference call numbers, beverage service, meeting notices) for Board, committee and task force meetings; and
 - d. Electronic distribution of Board and Executive Committee meeting materials. Paper copies of materials will not be distributed unless requested.

- e. Staff are not required to attend committee or task force meetings unless a Committee Co-Chair requests, at the beginning of the fiscal ATJ year, that the committee or task force have a staff member attend for the purpose of taking notes and/or providing input to the committee.
Staff will attend all Board and Executive Committee meetings and will take minutes.
- B. Amendments.
The Board may amend these operational rules.
- C. Other Administrative Procedures.
 - 1. The Board shall maintain records as scheduled in the WSBA retention policy.
 - 2. The Board shall record and maintain minutes of its Board and Executive Committee meetings.
 - 3. The Board shall prepare and deliver an annual report to the BOG and the Supreme Court.*
 - 4. The Board shall not enter into contract negotiations nor sign contracts. The Access to Justice Manager may facilitate review and approval of contracts by the WSBA.
 - 5. The Board shall retain copies of all contracts entered into on its behalf by the WSBA.
- D. Website.
The Board shall maintain a web presence, which may include the following:
 - 1. Board meeting minutes for the previous twelve months;
 - 2. Annual Board reports to the BOG and the Supreme Court;
 - 3. Key Board documents, including its authorizing order from the Supreme Court; and
 - 4. A schedule of its regular meetings, which will also be posted on the WSBA website.
- E. Policies.
The Board may adopt policies from time to time.
 - 1. *Use of ATJ Board letterhead (2-27-95)*: There are no restrictions on the use of ATJ Board letterhead. ATJ Board members may use ATJ Board letterhead for any purpose provided the ATJ Board has taken a position on the issue. An exception is private fundraising because judges are prohibited from soliciting money.
 - 2. *Keller rebate policy (3-20-95)*: Expenses associated with lobbying efforts by the ATJ Board in support of continued funding for legal aid programs — which includes letterhead — do not fall within the WSBA's *Keller* rebate policy.
 - 4. *ATJ Board endorsements of candidates for elected office (4-9-04; amended 6-9-06)*: (1) The ATJ Board shall not endorse candidates for elected office. (2) ATJ Board members may endorse candidates for elected office provided they do not identify themselves as Access to Justice Board members. (3) The ATJ Board chair and Chair-Elect shall not endorse candidates for elected office, even in their personal capacities.
 - 5. *Guidelines Regarding Third-Party Requests for ATJ Board Support (6-1-07; amended 7-17-14)*: The ATJ Board periodically receives requests from third parties to sponsor (or co-sponsor), support, or endorse events, initiatives, legislative or policy issues (including substantive and fiscal matters) and court rules.

6. *Pro Bono Council Operational Rules (2014)*
7. *Equal Justice Coalition Operational Rules*
8. *Delivery System Committee Operational Rules*

2018-2019 ATJ BOARD LIAISONS

Organization	ATJ Board Liaison
AOC Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Court User Work Group (CUWG)	Laura Bradley
Board for Judicial Administration (BJA)	David Keenan
Interpreter Commission	Laura Bradley
Equal Justice Coalition	Andy Sachs
Gender and Justice Commission	Sal Mungia
Judicial Information Systems (JIS)	Terry Price
JISC Data Dissemination Committee	Laura Bradley
Limited License Legal Technicians Board	Fred Corbit
Minority and Justice Commission	Esperanza Borboa
Office of Civil Legal Aid Oversight Committee	Fred Corbit
Practice of Law Board	Michelle Lucas
Pro Bono Council	Mirya Muñoz-Roach
Race and Equity Justice Initiative (REJI)	Francis Adewale and Laura Bradley
WSBA Board of Governors (BOG)	Laura Bradley
WSBA Pro Bono and Public Service Committee	Michelle Lucas
Pattern Forms Committee	Lindy Laurence

2018-2019 ATJ COMMITTEE CO-CHAIRS

ATJ COMMITTEE	CO-CHAIR	CO-CHAIR	MEMBERS
Technology	Laura Bradley	Jordan Couch	Terry Price
Rules	David Keenan	Chris Durban	
Communications	Lindy Laurence	VACANT	Michelle Lucas
Delivery System	Sal Mungia	Alex Doolittle	
Pro Bono Council	Ben Haslam	Eva Wescott	
Equal Justice Coalition	Andy Sachs		
Executive Committee	Sal Mungia, Esperanza Borboa, Laura Bradley		



Washington State Office of Civil Legal Aid

1206 Quince St. SE
Olympia, WA 98504
MS 41183
360-704-4135

James A. Bamberger, Director
jim.bamberger@ocla.wa.gov

To: ATJ Board

From: Jim Bamberger, Director

Re: Synopsis of OCLA's Civil Legal Aid Related Budget Requests for FY 2019-21

Date: October 3, 2018

1. Vendor Rate Adjustment – NJP Collective Bargaining Agreement: \$3.078M

Purpose: Protect existing client service capacity, including Civil Justice Reinvestment Plan (CJRP) expansion from erosion due to coast associated with implementing the collective bargaining agreement (CBA) negotiated between Northwest Justice Project and its staff union. Negotiations are expected to be finished by early November. Final numbers will reflect the actual fiscal impact of the ratified CBA.

2. Civil Justice Reinvestment Plan – Phase 2: \$7.737M

Continues the effort to achieve minimum access client service staffing by phasing in an additional 40 FTE attorneys who will be placed in locations that ensure equity of geographic access.

3. Vendor Rate Adjustment – Pro Bono Compensation Equity: \$600,000

Designed to take a first step in achieving compensation equity for staff affiliated with the 17 state-funded non-profit volunteer attorney programs.

Total FY 2019-21 biennial appropriation request for civil legal aid: \$11.415M