

**Limited Practice Board Meeting Agenda**  
**Tuesday, October 5, 2021 – 9:00 AM**  
**Remote**

**Link to access the Zoom meeting:**

<https://wsba.zoom.us/j/88637157405?pwd=N1hTVW15dGkwRm5NMWNIbmpScUNPUT09>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 886 3715 7405 || Passcode: 379556

**PUBLIC SESSION**

<b>Review of August 17, 2021 Minutes</b>	David Bastian	Action
<b>New Member Orientation</b>	Jon Burke	Presentation
<b>Board Committee Development</b>	David Bastian/Jon Burke	Discussion/Action
<b>Applications for LPO Board and Alternate</b>	David Bastian	Action
<b>In-Person Meetings/Budget for Meeting</b>	Jon Burke	Discussion
<b>LPB Forms Update</b>	Jon Burke	Discussion

**Public Meeting Materials**

1. August 17, 2021 Meeting Minutes
2. LPB Meeting Schedule
3. 2022 Budget
4. Applications for LPO Board



**Meeting Minutes**

August 17, 2021

9:00 a.m. Remote Meeting

**Members Present**

- David Bastian, Chair
- Tina Carroll
- Caitlin Finley
- Kim Chose
- Derek Matthews
- Shelley Miner
- Tom Peterson
- Bill Ronhaar
- Lori Smith

**Liaisons and Staff Present**

- Jon Burke, WSBA Staff Liaison
- Shay Adhikari, RSD Paralegal
- Carla Higginson, BOG Liaison
- Renata de Carvalho Garcia, RSD Director
- Bobby Henry, RSD Associate Director

Public Meeting Agenda:

- The meeting was called to order at 9:02 a.m.
- The Board approved the July Minutes.
- The Board discussed the email titled "22U/22V – OSSM" regarding the rule and process on how to prepare OSSM Forms. The Board decided it would be best to prepare and send a responsive email to Michelle Keck and send emails to all LPOs. WSBA Staff to draft response and Shelley Miner to review draft for approval. The Board stated that this is not an approved form and the parties or their agents, not LPOs, should be responsible for preparing and executing this form.
- The Board discussed the new MCLE requirement, which is applicable to LPOs, requiring 1 CLE credit hour on the subject of equity and inclusion per three-year reporting period starting with the 2023-2025 reporting periods
- The Board discussed the TAXICAB Task Force memorandum sent by the executive director regarding the implications of the WSBA Bylaws on the LP Board. The Board decided to table the discussion of the topic until the next meeting to provide board members time to review the materials. Comments by board members should be emailed to Tom Peterson before the next meeting of the LP Board.



Executive Session:

- The Board discussed the grading of the LPO Examination. Individual board members graded the Performance Test portion of the LPO Examination and submitted the grades for those tests during the meeting.
- The meeting adjourned at 10:54 a.m.

Respectfully submitted,

Jon Burke

WSBA Staff Liaison to the LPB



**Limited Practice Board Proposed Meeting Schedule FY2022**

Meetings are usually 9:00 a.m. to 12:00 p.m. on the second Tuesday unless there is a conflict with another event or holiday.

Tuesday, October 5, 2022

Tuesday, January 11, 2022

[LPO Exam: Monday, February 21, 2022]

Tuesday, March 15, 2022

Tuesday, May 10, 2022 [Could be cancelled if not needed.]

Tuesday, June 7, 2022

[LPO Exam: Monday, July 25, 2022]

Tuesday, August 16, 2022



**Washington State Bar Association  
FY2022 Budget v2**

**LPO-Limited Practice Officers**

	FY19 Actuals	FY21 Reforecast	FY22 Budget v2	FY22 Budget vs FY21 Reforecast F/(U)	% of change F/(U)
<b>REVENUE:</b>					
Investigation Fees		1,000	551	(449)	-45%
LPO Examination Fees	-	20,500	24,000	3,500	17%
LPO Exam Late Fee	-	3,200	4,000	800	25%
LPO License Fees	-	172,435	169,209	(3,226)	-2%
LPO Late License Fees	-	3,635	5,100	1,465	40%
LPO License Fees - ReinStates	-		1,000	1,000	100%
<b>TOTAL REVENUE</b>	<b>-</b>	<b>200,770</b>	<b>203,860</b>	<b>3,091</b>	<b>2%</b>
<b>DIRECT EXPENSES:</b>					
Printing & Copying	-	-	200	(200)	100%
Facility, Parking, Food		-	9,000	(9,000)	100%
Exam Writing		9,750	8,400	1,350	14%
Online Legal Research		1,672	1,895	(223)	-13%
Law Library		3,663	3,840	(177)	-5%
LPO Board Expenses	3,049	4	3,000	(2,996)	-68237%
LPO Outreach		-	5,000	(5,000)	100%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,049</b>	<b>15,089</b>	<b>31,335</b>	<b>(16,245)</b>	<b>-108%</b>
<b>INDIRECT EXPENSES:</b>					
Salaries - Salaries	94,435	42,421	49,584	(7,163)	-17%
Staff Replacement Temps	144			-	-100%
Salaries - Vacation & Comp Tir	(35)	249		249	100%
Indirect Allocation In - Salaries		35	262	(227)	-654%
Benefits	33,285	16,426	20,116	(3,689)	-22%
OTHER INDIRECT EXPENSE	30,794	19,789	21,754	(1,965)	-10%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>158,623</b>	<b>78,920</b>	<b>91,715</b>	<b>(12,795)</b>	<b>-16%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>161,672</b>	<b>94,010</b>	<b>123,050</b>	<b>(29,040)</b>	<b>-31%</b>
<b>NET INCOME (LOSS):</b>	<b>(161,672)</b>	<b>106,760</b>	<b>80,811</b>	<b>(25,949)</b>	<b>-24%</b>
<b>FTEs</b>		<b>0.75</b>	<b>0.73</b>		

**FY 2022 Committee Assignments**

LPO Examination Committee: Identify, with Court approval, subjects to be covered on the LPO examination; develop, write and maintain questions and practical problems for the LPO examination; grade essay and problem sections of the examination.

- CHAIR: 1. Bill Ronhaar  
2. David Bastian  
3. Lori Smith  
4. Caitlin Finley

Discipline Committee: Serve as discipline committee under Rules for Enforcement of LPO Conduct (ELPOC) which requires reviewing grievances and making decisions on whether to investigate and/or dismiss. Monitor and make recommendations regarding disciplinary rules.

- CHAIR: 1. Bill Ronhaar

Forms Review Committee: Review proposed forms for use by LPOs, develop forms for use by LPOs when necessary, and make recommendations to the Board for the approval of forms for use by LPOs.

- CHAIR: 1. Tom Peterson  
2. Derek Matthews

Liaison Committee: Establish and maintain communication with entities both inside and outside the WSBA, including the Supreme Court, the Board of Governors and the Department of Financial Institutions (DFI).

- CHAIR: 1. Caitlin Finley  
2. Tom Peterson  
3. Bill Ronhaar

Rules Committee: Reviews rules related to the LPO license, drafts amendments or new rules when necessary and makes recommendations to the Board for the approval of rules.

- CHAIR: 1. Bill Ronhaar  
2. David Bastian  
3. Tom Peterson

