

Meeting Agenda for October 4, 2021

Remote meeting – by Zoom only
1:00 p.m.

Link to access the Zoom meeting: Link to access the Zoom meeting:

<https://wsba.zoom.us/j/87656057258?pwd=MHNOYXV0dGpPT3JkRi9RL0FXQUtrQT09>

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

Meeting ID: 876 5605 7258 || Passcode: 243750

1:00 p.m. PUBLIC SESSION

Welcome and Call to Order	Nancy Ivarinen	
Public Comments		
Review September 13, 2021 Minutes	Nancy Ivarinen	Action
New Member Orientation -	Jon Burke	Presentation
Family Law Practice Area Committee Report	Jennifer Ortega	Discussion
FY 2022 Budget/Budget & Finance Committee	Nancy Ivarinen	Discussion
Update on In-Person Meetings in FY 2022	Nancy Ivarinen	Discussion
Board Committee Development	Nancy Ivarinen/Jon Burke	Discussion
TAXICAB	Geoff Revelle	Discussion
Board Member Comments/Concerns	Nancy Ivarine	Discussion

Adjourn

PUBLIC MEETING MATERIALS

- A. September 13, 2021 Minutes
- B. FY 2022 LLLT Cost Center Budget
- C. FY 2022 LLLT Board Meeting Schedule
- D. TAXICAB



LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

Meeting Minutes for September 13, 2021

Remote meeting only (held via Zoom)

1:00 p.m.

LLLT Board Members in Attendance:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Stephen Crossland, Chair | <input checked="" type="checkbox"/> Crystal Lambert-Schroeder |
| <input checked="" type="checkbox"/> Sarah Bove | <input type="checkbox"/> Carolyn McKinnon (Ex Officio) |
| <input checked="" type="checkbox"/> Margaret Bridewell | <input checked="" type="checkbox"/> Jennifer Ortega |
| <input checked="" type="checkbox"/> Christy Carpenter | <input checked="" type="checkbox"/> Jennifer Petersen |
| | <input checked="" type="checkbox"/> Judith Potter |
| | <input checked="" type="checkbox"/> Geoffrey Revelle |
| | <input checked="" type="checkbox"/> Amy Riedel |

Liaisons in Attendance

- Jon Burke, WSBA Staff Liaison
- PJ Grabicki, BOG Liaison
- Hon. Fred Corbit, ATJ Liaison

Other WSBA Staff in Attendance:

- Renata de Carvalho Garcia, Chief Regulatory Counsel
- Terra Nevitt, Executive Director
- Bobby Henry, RSD Associate Director
- Shay Adhikari, RSD Paralegal

Others in Attendance During Some or All of the Meeting:

Nancy Ivarinen and John Darling

PUBLIC SESSION

Call to Order / Preliminary Matters

The meeting was called to order at 1:05 p.m. by Chair Steve Crossland.

Approval of Meeting Minutes

The Board approved the minutes for the August 9, 2021 meeting.

Outreach and Press Update

Board members discussed an editorial in the Everett Times discussing the LLLT Program



Family Law Practice Area Committee Update

Sarah Bove, Committee Chair of the Family Law Practice Area Committee, discussed the committee's work on two new forms that will be submitted for the Board's approval: (1) a Special Notice Request for the LLLT, and (2) a Praecipe for Subpoena requesting the court to issue subpoenas. The board will consider and vote on the proposed forms at a future meeting after the drafts are finalized.

The Board discussed whether to submit a comment to the Supreme Court on the proposed amendment to General Rule (GR) 40, which authorizes parties to participate in informal domestic relations trials. The Board discussed the implications and possible effect of proposed GR 40 on LLLTs. The Board decided to issue no comment.

Budget/Retreat

The Board discussed the outcome to the LLLT Board's budget proposal at the last meeting of the Budget & Audit Committee. The Board discussed the feasibility of having an in-person retreat and six in-person meetings in light of the current budget. The Board decided to request that the Board of Governors approve a budget request of \$24k to cover the proposed expenses for six in-person meetings. The Board decided that the Chair would present and advocate the LLLT Board's budget request at the upcoming Board of Governor's meeting. Christy Carpenter and Geoff Revelle were assigned the task of preparing written materials for the BOG.

TAXICAB

Geoff Revelle provided an update on the taskforce related to Supreme Court appointed boards. The Board was informed that the task force was seeking information about whether the WSBA Bylaws and other WSBA policies should apply to boards created by the Supreme Court, including the LLLT Board. This topic will be discussed at the next LLLT Board meeting.

Public Comments

None

EXECUTIVE SESSION

Family Law Exam Committee Update

The Board discussed the grading of the LLLT Exam, the passage rate, the number of applicants signed up for the next examination, and technical issues related to the 2021 summer exam.

Adjournment

At 2:53 p.m. the WSBA liaison and WSBA staff left the meeting. The Board continued on with the meeting after WSBA staff had left.

Respectfully submitted,
Jon Burke, WSBA Staff Liaison to LLLT Board



**Washington State Bar Association
FY2022 Budget v2**

LLLT-Limited License Legal Technician

	FY19 Actuals	FY21 Reforecast	FY22 Budget v2	FY22 Budget vs FY21 Reforecast F/(U)	% of change F/(U)
REVENUE:					
Seminar Registrations	25,508	2,319	-	(2,319)	-100%
LLLT Exam Late Fee	-	1,350	600	(750)	-56%
LLLT License Fees	-	9,985	14,449	4,464	45%
LLLT Exam Fees	-	14,300	13,500	(800)	-6%
Investigation Fees	-	100	-	(100)	-100%
LLLT Late License Fees	-	-	1,412	1,412	100%
TOTAL REVENUE	25,508	28,054	29,961	1,907	7%
DIRECT EXPENSES:					
Staff Travel/Parking	431	-	-	-	-100%
LLLT Board	14,649	2,450	6,000	(3,550)	-145%
LLLT Outreach	2,652	-	-	-	-100%
Exam Writing	-	5,375	9,000	(3,625)	-67%
LLLT Education	13,047	-	-	-	-100%
TOTAL DIRECT EXPENSES:	30,779	7,825	15,000	(7,175)	-92%
INDIRECT EXPENSES:					
Salaries - Salaries	121,848	70,940	35,622	35,318	50%
Staff Replacement Temps	192	-	-	-	-100%
Salaries - Vacation & Comp Time	(49)	534	-	534	100%
Indirect Allocation In - Salaries	-	43	172	(128)	-296%
Benefits	45,068	27,070	14,199	12,871	48%
OTHER INDIRECT EXPENSE	40,812	28,009	14,252	13,756	49%
TOTAL INDIRECT EXPENSES:	207,871	126,595	64,245	62,350	49%
TOTAL ALL EXPENSES:	238,650	134,420	79,245	55,176	41%
NET INCOME (LOSS):	(213,142)	(106,367)	(49,284)	57,083	54%
FTEs		0.95	0.48		

FY 2022 LLLT Board Meeting Calendar

(**Primary** meetings in bold are to be held in-person; and “– Supplemental” dates if needed will be remote meetings). Dates are Mondays unless otherwise noted.

October 4, 2021

- November 8, 2021

December 6, 2021

- Thursday, January 20, 2022

February 7, 2022

- March 14, 2022

April 11, 2022

- May 9, 2022

June 13, 2022

- July 11, 2022
- Wednesday, August 10, 2022

September 12, 2022

