

Meeting Agenda for August 9, 2021

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

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/96254583907?pwd=TVBkQ0FocnhLNjY1S0ZjWXNrR01pUT09>

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

Meeting ID: 962 5458 3907 || Passcode: 791177

1:00 p.m. PUBLIC SESSION

Welcome and Call to Order	Steve Crossland	
Public Comments		
Review June 14, 2021 Minutes	Bobby Henry	Action
Outreach and Press Update	Steve Crossland	Discussion
Family Law Practice Area Committee Report	Jennifer Ortega	Discussion
Budget/Retreat	Steve Crossland	Discussion
MCLE Requirements	Bobby Henry	Update

EXECUTIVE SESSION

Exam Discussion/Status	Christy Carpenter	Discussion
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Adjourn

PUBLIC MEETING MATERIALS

- A. June 14, 2021 Minutes
- B. Outreach and Press Update – August 2021
- C. Draft FY 2022 LLLT Cost Center Budget
- D. LLLT Board Expenses FY 2022 Budget Request
- E. FY 2022 LLLT Board Meeting Schedule
- F. APR 11 MCLE Update



LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

Meeting Minutes for June 14, 2021

Remote meeting only (held via Zoom)

1:00 p.m.

LLLT Board Members in Attendance:

- | | |
|---|---|
| <input 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 type="checkbox"/> Margaret Bridewell | <input checked="" type="checkbox"/> Jennifer Ortega |
| <input checked="" type="checkbox"/> Christy Carpenter | <input checked="" type="checkbox"/> Jennifer Petersen |
| | <input type="checkbox"/> Judith Potter |
| | <input checked="" type="checkbox"/> Geoffrey Revelle |
| | <input checked="" type="checkbox"/> Amy Riedel |

Liaisons in Attendance

- Bobby Henry, 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
- Katherine Skinner, RSD Specialist
- Shay Adhikari, RSD Paralegal

Others in Attendance During Some or All of the Meeting:

Nancy Ivarinen

PUBLIC SESSION

Call to Order / Preliminary Matters

The meeting was called to order at 1:00 p.m. by acting Chair Jennifer Ortega.

Approval of Meeting Minutes

The Board approved the minutes for the May 10 & 19, 2021 meetings.

Outreach and Press Update

Board members provided updates about any past or upcoming outreach events they attended or will be attending.



Family Law Practice Area Committee Update

Committee Chair, Sarah Bove, provided a Family Law Practice Area Committee update to the Board. The committee is considering new forms for the Board's approval that LLLTs would be able to use in their practices. The forms relate to: (1) abusive litigation, (2) praecipe for subpoena, and (3) a notice of limited assistance by a LLLT.

The board members provided feedback for the committee to consider.

Nancy Ivarinen reminded the Board that homestead exemption increased and that LLLTs will need to be made aware of this.

Setting Calendar Meetings for Upcoming Fiscal Year 2022

Bobby Henry presented a proposed schedule for the board meetings for FY 2022. The Board decided to have six meetings in-person and to have six alternate meeting dates, if needed, as remote meetings. The approved schedule is as follows:

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

Public Comments

None



EXECUTIVE SESSION

Family Law Exam Committee Update

During the executive session, the Board discussed the potential exam committee meeting days and the LLLT Exam schedule for the final two exams. .

Professional Responsibility Exam Committee Update

During the executive session, the Board had a brief discussion regarding the drafting of the upcoming professional responsibility exam.

Adjournment

The meeting adjourned at 2:55 p.m.



Press and Outreach Update: July/August 2021

Press
<ul style="list-style-type: none">▪ Key Supreme Court Cases and Issues for the New Term – InsideSources▪ Several key Supreme Court cases and issues await in the new term – The News Herald▪ Job Growth Alert: Paralegals In Demand - Legal Talk Network
Statistics
LLLT Statistics: <ul style="list-style-type: none">▪ Active LLLTs: 51▪ 3 LLLTs are inactive; 1 LLLT is administratively suspended; 3 have voluntarily resigned.
Meetings/Events
Recent: <ul style="list-style-type: none">▪ LLLT Board Meeting on June 14, 2021▪ Board of Governors Meeting on July 16-17, 2021 Upcoming: <ul style="list-style-type: none">▪ LLLT Board Meeting on September 13, 2021▪ Budget & Audit Committee on August 11, 2021▪ Board of Governors Meeting on August 20-21, 2021



**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		

LLLT Board Budget Request for FY 2022 LLLT Board Expenses (Direct)

The LLLT Board requests a budget of \$20,000 for the fiscal year of 2021-2022. This request is based upon the need to have a retreat and at least one other in person meeting of the board. The board has not met in person for nearly two years. This upcoming year will be unique in that the board has at least 4 new members who have not been connected with the LLLT concept. The board also has a new chairperson. Finally, the board will need to redefine its future mode of operation based upon the fact that the Supreme Court has chosen to sunset the program. This is only 10% of the annual budget's that the LLLT program has had annually during its existence. Only once in its decade of existence has the LLLT board exceeded its budget and that was early in the last decade when it was necessary to lay all of the operational groundwork to create and make the program functional.



FY 2022 LLLT Board Meeting Calendar

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September 12, 2022



Dear WSBA Board/Committee:

The MCLE Board wishes to update you on the status of their suggested amendment to the Admission and Practice Rule (APR) 11 ethics requirement.

On July 1, 2021, the Washington Supreme Court entered an order ([NO. 257-A-1349](#)) adopting the MCLE Board's suggested amendment, effective September 1, 2022.

The amendment to APR 11 requires, per each three-year reporting period, that each licensed legal professional complete at least one (1) ethics credit in the topic of equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law.

Please see the [MCLE Board webpage](#) for more detailed information. We invite you to share this information within your organization or networks.

Thank you for your time, comments, and valuable feedback throughout this process. Please let me know if you have any questions.

Kind Regards,

The MCLE Board