

**WASHINGTON STATE BOARD OF  
MANDATORY CONTINUING LEGAL EDUCATION**

**MINUTES**

**January 12, 2018**

The meeting of the Washington State Board of Mandatory Continuing Legal Education was called to order by Chair Melissa Skelton at 10:00 a.m. on Friday, January 12, 2018. Board members in attendance were:

- Melissa Skelton, Chair
- Andrew Lee Benjamin
- Scott Bergstedt
- Rebecca Stewart-Levon (via phone)
- Asia Wright (via phone)
- John Bender (via phone, joined at 11:40 am)

Liaisons and Staff attending were:

Jean McElroy	Director, Regulatory Services Dpt.
Adelaine Shay	MCLE Manager/MCLE Board Staff Liaison
Nina Cohen	MCLE Analyst
Paul Swegle	Board of Governors Liaison

**Review of Minutes for October 6, 2017**

The MCLE Board reviewed and approved the minutes from their October 6, 2017 meeting.

**Discussion on Board Recruitment**

The Board brainstormed recruitment strategy to fill one upcoming vacancy. The application timeline was reviewed and a decision was made to schedule a phone meeting with all members of the Board to nominate the ideal MCLE Board candidate.

**MCLE Hardship Petitions**

The Board reviewed and decided on a total of seven member petitions. No listing of these decisions is included in these minutes to protect the confidentiality of the members.

**Exemption Decision Matrix Update**

The Board recommended an update to the MCLE Manager’s exemption decision matrix to provide clarity as to when to bring petitions for exemptions to the Board for review.

### **Course Accreditation Appeals**

**Activity 1052917:** The Board reviewed and considered accreditation for activity 1052917 which was denied for MCLE credit by staff because it did not qualify under the Standards of Approval as laid out in APR11(e)(7-8). The Board voted and upheld the staff's decision to deny accreditation.

**Activity 1051186/1051188:** The Board also reviewed and considered accreditation for activity 1051186/1051188 which was denied for MCLE credit by staff because it did not qualify under the Standards of Approval as laid out in APR11 (h)(1) and (e)(6). The Board voted and upheld the staff's decision to deny accreditation.

### **Course Audit Report**

The Board heard a report from Asia Wright on her audit of WSBA CLE's course, "2017 Corporate Counsel Institute".

### **Writing Credit Discussion**

The Board answered WSBA MCLE staff questions on how to consistently interpret and apply APR 11(e)(5) when reviewing activity applications. The Board provided guidance to MCLE staff using one writing credit application as an example.


### **Member Late Fee Discussion**

The Board discussed MCLE member late fees and decided to make no changes to the existing fee structure for lawyers, though it was recommended to post extra information regarding late fees on the online MCLE member dashboard. The Board moved to increase the LLLT and LPO late fees to match those of lawyers, as the costs of administering late reporting is the same for all license types.

### **Adjournment**

There being no further business at hand, the MCLE Board meeting was adjourned at 1:30 p.m. The next regularly scheduled Board meeting will be at 10:00 a.m. on Friday, April 13, 2018.

Respectfully submitted,



Adelaine Shay  
MCLE Board Staff Liaison