

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2023: October 1, 2022 – September 30, 2023

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2022 – September 30, 2023). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Submission Deadline is Friday, October 13: please submit by emailing barleaders@wsba.org or requesting that your staff liaison submit the report internally.

Name of Entity:	Administrative Law Section
Entity Size: <i>Total Number of Entity/Section Executive Committee Positions</i>	15
Chair or Co-Chairs:	Lea Dickerson
Staff Liaison: <i>Include name, job title, and department if known</i>	Carolyn MacGregor, Section Programs Specialist
Board of Governors Liaison(s):	Francis Adewale and Alec Stephens
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Administrative Law Section is to seek participation of all interested members of the Bar to benefit section members, their clients, and the general public by: exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act, and Open Public Meetings Act, through CLEs, publications, meetings, and other means of communication; Initiating and implementing common projects; improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the	

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development of proposed statutes, and the promotion of uniformity in legislation and administration; and providing other services that may benefit section members, the legal profession, and the public.

Strategy to Fulfill Purpose:

The Section's Diversity Outreach Committee actively solicits and recruits individuals to join the Administrative Law Section through recruiting events. The Section's Nominating Committee actively solicits and recruits individuals to join the Section's Executive Committee when openings arise. The Section's CLE Committee routinely hosts and puts on Mini-CLEs concerning various topics in administrative law that would be of interest to the broad range of professional activities of our diverse membership. The Section's Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions and, where appropriate, provides feedback to the WSBA Legislative Liaison on pending legislation of concern to the section. The Section's Newsletter Committee publishes a Newsletter that includes articles on administrative law and advertises events like the Section's CLEs. The Homan Award Committee solicits and reviews nominations for the Homan Award and awards it to individuals who have shown a strong dedication and commitment to administrative law through their actions and professional accomplishments. The Section's Publications and Practice Manual Committee ensures that the Section's Public Records Act Deskbook and Administrative Law Practice Manual are updated regularly and published.

How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?

The Section's purpose furthers this mission through the exchange of ideas and sharing of knowledge via publications the Section produces (The Public Records Act (PRA) Deskbook & Administrative Law Practice Manual); the CLEs it sponsors and produces; the Newsletter it publishes with articles and case law summaries; tracking proposed legislation and agency actions and best practices; and providing current knowledge on administrative law to the public and members of the Bar. It serves to better the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice.

2022-2023 Entity Accomplishments:

Many of the Administrative Law Section's efforts during FY 23 can best be described as researching and trying out new ways for our membership to connect as we came out of the Covid-19 restrictions. Between October 1, 2022, and September 30, 2023, the Executive Committee held regular monthly meetings via either Zoom or MS Teams video conferencing. These meetings were typically scheduled for the third Monday in each month unless rescheduling was necessary to account for a Monday holiday. In May 2022 after a two-year hiatus the Section hosted its Annual Retreat at the Alderbrook Conference Center in Union, WA. The Section awarded the Frank Homan award for 2022 to Larry Berg, and held an in-person reception at Mercato's in December for the Homan Award recipient. This event also featured a mini-CLE on recent cannabis law issues. The Section produced four mini-CLEs using the Bar's On24 system. The subjects included Cannabis regulation, administrative practices as affected by the pandemic, healthcare professionals' boundary violations, and the health professions disciplinary process. The Section also made efforts

to get the quarterly Newsletter back on track and was able to publish the Newsletter in the spring. The Legislative Committee tracked more than 70 bills during the 2023 Legislative Session. The Diversity and Outreach Committee continued to develop the Mentorship Program and matched up new attorneys with seasoned mentors. The Section posted many of the details about its accomplishments in its Newsletter and Meeting Minutes, all of which are timely available on the Section Website for members.

Looking Ahead: 2023-2024 Top Goals & Priorities:

1	Mini-CLE Program
2	Annual Retreat at Alderbrook w/ CLE
3	Further Development of Mentorship Program
4	Homan Award
5	Increase Newsletter Publication

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

The Administrative Law Section is involved in all areas of administrative law of interest to Washington lawyers, including Washington State administrative law, federal administrative law, tribal administrative law, and interstate compact administrative law. We recognize that most attorneys in Washington practice some type of administrative law, even if they never directly apply the Washington Administrative Procedure Act. The Section welcomes anyone as a member who has an interest in administrative law. Our members include: Assistant attorneys general; Public agency in-house attorneys; City attorneys (on private contract as well as municipal employees); County prosecutors; Private practitioners who represent clients subject to government regulation; Judicial officials; and Administrative Law Judges. The Section’s Executive Committee strives to recruit members and board members from historically underrepresented backgrounds, LGBTQ+ attorneys, young/new attorneys, and attorneys from all over the state. The Section’s Diversity and Outreach co-chairs have focused primarily on both creating awareness within the Section leadership about bias, equality and equity while developing a mentorship program that is designed to provide guidance and support to new and underrepresented attorneys as they begin their practice in administrative law. Instead of working directly with minority bar associations, we are focused on developing a Section that is inclusive and supportive of minorities in the practice area which we hope will foster a diverse population for the practice in the future. In addition, the Section tries to recruit attorneys for the Section Executive Committee and sub-committees who have been practicing for a broad range of years, including attorneys who are planning for retirement and attorneys who have just begun their careers. We encourage all board and committee members—including new attorneys—to serve in all leadership positions, including as Section officers and Committee chairs. The Section’s Young Lawyer Liaison is a voting member of the Section’s Executive Committee.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison(s)*
- *Ideas you have for ways WSBA can continue to strengthen/support your entity.*

The Administrative Law Section has regular communication with our Section liaisons, particularly Carolyn MacGregor. She regularly attends our Section meetings and we could not be happier with the assistance we receive. The liaisons coordinate with the Section’s graphic designer and WSBA legal counsel to review content in the draft Newsletter before publication. WSBA staff assist with the technical details and On24 support that help us create a more successful and accessible continuing legal education program. The Section also has the opportunity to interact with WSBA staff regarding legislation related to administrative law. Also very much appreciated is the annual new leaders orientation sponsored by the Bar in the fall.

SECTIONS ONLY: Please quantify your section’s 2022-2023 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

1	Newsletters/publications produced
4	Mini-CLEs produced
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity
1 Homan Award Reception and CLE in Olympia	Receptions/forums hosted or co-hosted
0	Scholarships, Donations, & Grants
0	New Lawyer Outreach events/benefits
1	Other (please describe): Annual Homan Recognition Award

SECTIONS ONLY: Please quantify your section’s 2022-2023 legislative activity.

70+	Bills Reviewed
Click or tap here to enter text.	Bills tracked
Click or tap here to enter text.	Comments proposed

	Click or tap here to enter text.	Bills proposed/drafted
Entity Detail Report: To Be Completed by WSBA Staff		
Number of Entity Members/Section Executive Committee Members:		13
Number of Section Members: <i>As of September 1, 2023. Note: The Section Membership year runs on the calendar year.</i>		253
Number of Applicants for FY24 Positions: <i>October 1, 2023 – September 30, 2024</i>		8
Do you have vacant positions for the coming year, FY24?		0
FY23 Budgeted Direct Expenses: <i>As of September 30, 2023. For Sections, this does not include the Per-Member-Charge.</i>		\$18,140
FY23 Total Direct Expenses: <i>Draft estimate as of Dec. 1, 2023 For Sections, this does not include the Per-Member-Charge.</i>		\$12,862

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.