

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

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 Boards^j), 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 October 1, 2023 – September 30, 2024. 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 staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Administrative Law Section
Chair or Co-Chairs:	Ed Pesik
Staff Liaison: (include name, job title, and department if known)	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kevin Fay
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>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 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.</p>	
Strategy to Fulfill Purpose:	

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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. The Section's Legislation Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions, and where appropriate gives feedback back 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 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 section'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 enhance the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice.

Top 2023 -2024 Section Accomplishments:

Between October 1, 2023, and September 30, 2024, the Executive Committee held regular meetings via TEAMS video conferencing. These were typically scheduled for the third Monday of each month, unless an alternative date was chosen due to conflicts. In May 2024, the Section hosted its Annual Retreat at the Alderbrook Conference Center in Union, WA. The retreat also featured a mini-CLE. The Section awarded the Frank Homan award for 2023 to the Hon. Johnette Sullivan, and held an in-person reception at Mercato's in December for Judge Sullivan. This event also featured a mini-CLE. The Section produced multiple mini-CLEs. The subjects included the Chevron deference standard litigation, an election law grab bag, ensuring access to justice for disabled person, discipline in the health provider profession, among others.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound

[Use this worksheet](#) (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.

1	Continued development of Mini-CLE presentations
2	Annual retreat with CLE, location TBD

3	Further development of the Mentorship Program
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Increase nominations for the Homan Award
2	Increase Newsletter Publication
3	Prepare for Admin Law Practice Manual Updates
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in 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 in the profession? Other?</i></p> <p>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.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	

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<p>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</p>	
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 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</i> -WSBA entity.
1 Homan Award Reception and CLE in Olympia and 1 CLE with reception hosted at Alderbrook in Union.	Receptions/forums hosted or co-hosted
0	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
7	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
1 Homan Award	Recognitions/Awards given
16 bills were reviewed during the short legislative session that began in January 2024. Our legislative committee also continued to monitor state agency rulemaking by looking for rule proposals that do or should implement the requirements of RCW 42.56.070(5) that state agencies “shall, by rule, establish and implement a system indexing” for final orders in adjudicative proceedings, declaratory orders, interpretive statements, and policy statements. In 2024 the Section submitted written comments in one proceeding, consulted with one agency on ways to implement its rule with a final decisions index to be posted on the agency’s website, and followed up with two agencies that had	Legislative Activity During Short Session

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previously stated they might address the issue in a future rulemaking.			
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>			
Section Membership Information:	238		Membership Size: <i>(As of September 30, 2024)</i>
	\$19,409		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$15,525	\$15,585	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	15		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	10		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

¹ 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.