

WASHINGTON STATE BAR ASSOCIATION
LAW CLERK BOARD

MINUTES
February 3, 2023

Law Clerk Board Members in Attendance

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|---|---|
| <input checked="" type="checkbox"/> Emily Mowrey, Chair | <input type="checkbox"/> Alexa Ritchie |
| <input checked="" type="checkbox"/> Tracy Finnegan | <input checked="" type="checkbox"/> Christell Casey |
| <input type="checkbox"/> Michelle Myers | <input checked="" type="checkbox"/> Paul Drutman |
| <input checked="" type="checkbox"/> John Meyers | <input checked="" type="checkbox"/> Jim Reinhart |
| <input checked="" type="checkbox"/> Leone Reinbold | <input checked="" type="checkbox"/> Gary Epperley |
| <input checked="" type="checkbox"/> Benjamin Phillabaum | |

Staff and others in attendance for some or all of the meeting

Renata Garcia, Director of Regulatory Services Department; Bobby Henry, Associate Director of Regulatory Services Department; Jon Burke, Innovative Licensing Counsel; Katherine Skinner, Law Clerk Program Lead and Anne Trent, RSD Paralegal

Public Session

Approval of December 2, 2022 Meeting Minutes

The December 2, 2022 Law Clerk Board (Board) meeting minutes were approved.

Outreach and Updates

Katherine updated the Board on an upcoming presentation with the Alaska Bar Association. Leone and Emily shared that they will each present about the program to their local bar associations (Whatcom County and Okanagan County). Christell informed the Board that she presents to the Spokane Community College Paralegal Program each year and will continue to do so.

Bar Licensure Task For Alternatives to the Bar Exam

Renata updated the Board on the Bar Licensure Task Force and how it could impact those completing the Law Clerk Program. Renata encouraged the Board to attend the next task force meeting. Renata asked the Board to provide a recommendation or delegate the topic to the task force by the end of February.

Board Policies

Ben inquired with the Board what they would like to see in a draft for liaison guidelines and Board policies. Some suggestions included standardizing responses, creating a form with checkboxes or a policy of language the Board agrees to. The Board agreed they would like to see guidelines for consistency among Board members and for onboarding new members. Katherine will work with Ben to draft guidelines to bring to the next Board meeting.



Jurisprudence Committee

Emily called for volunteers to form a committee to review the program's jurisprudence book. The goal of the committee would be to review, reduce and add new books to the list using a newly developed policy on approving jurisprudence book requests. Leone, Christell, Jim and Gary volunteered for the committee. Any current requests to add a book to the list will be tabled until the new list is approved.

Cost Savings for Travel

Jim asked the Board whether it is cost effective to travel to the WSBA for in-person meetings. Katherine provided the Board with budget information and general projections. The Board agreed that keeping in-person meetings is essential for Board morale and will be sure to maximize ways to be cost conscious.

Executive Session

Requests

- The Board reviewed and approved one fourth year proposal
- The Board deferred four jurisprudence book requests for review with the Jurisprudence Committee

Applications

The Board approved four applications for enrollment in the Law Clerk Program beginning when the final confirmation letter is sent.

Evaluations

- The Board conducted five first-year evaluations and approved continuation in the program upon completion of all remaining first year coursework and book reports.
- The Board conducted one fourth-year evaluations and approved successful completion of the program upon submission of all remaining coursework and book reports.

Respectfully Submitted,

Katherine Skinner, Law Clerk Program Lead

