

**WASHINGTON STATE BAR ASSOCIATION
 LAW CLERK BOARD**

MINUTES
May 3, 2019

Law Clerk Board Members in Attendance

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| <input checked="" type="checkbox"/> Benjamin Phillabaum, Chair | <input checked="" type="checkbox"/> Michelle Myers |
| <input checked="" type="checkbox"/> Christell Casey | <input checked="" type="checkbox"/> Amy Perlman |
| <input checked="" type="checkbox"/> Joyce Heritage | <input checked="" type="checkbox"/> Emily Mowrey |
| <input checked="" type="checkbox"/> John Meyers | |

Staff and Others in Attendance

Katherine Skinner, Innovative Licensing Analyst & Liaison to the Board, Rachel Konkler, Innovative Licensing and Bobby Henry, RSD Associate Director also attended.

BOARD BUSINESS

Public Agenda

The Law Clerk Board (Board) began with introductions as a new member, Joyce Heritage, had joined the Board. The Board discussed outreach updates and upcoming events. Ben Phillabaum presented at the Washington State University and Katherine Skinner attended a career fair at Showalter Middle School.

Katherine Skinner suggested to the Board that the monthly submission requirements should be reviewed and possibly updated. The Board agreed the monthly submissions can be changed to uploading to Box and to their liaison each month.

The Board and WSBA staff revisited and discussed delegation of administrative tasks. The Board agreed to assign program duties as follows:

Administrative Duties	Law Clerk Board	WSBA Employees
Review of applications to the program, recommendation regarding their qualifications for the program, and assignment of a Board Liaison		X



Approval of assistant tutors to teach specific courses with clerk and tutor		X
Approval of petitions by law clerks to take courses or electives out of order	X	
Approval of the 4 th year courses	Courses not in regulations	Courses in regulations
Notices of involuntary withdrawal		X

Confidential Agenda

The Board approved the following via consent agenda:

- Confirmation of involuntary withdrawal.

Minutes of the February 3, 2019 meeting were approved.

Other Actions/Petitions/Requests

- The Board approved a petition to continue in the program.
- Seven applicants were approved to enroll in the Law Clerk Program.
- Two requests for approval of an employment waiver were reviewed at the February meeting. A Board member conducted in person interviews of the new setup with the clerk, tutor and employer. The Board approved the two employment waiver requests.
- Eight assistant tutor applications were approved

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 two fourth-year evaluations and approved successful completion of the program upon submission of all remaining coursework and book reports.

Respectfully Submitted,

Katherine Skinner, Innovative Licensing Analyst

