

**WASHINGTON STATE BAR ASSOCIATION
LAW CLERK BOARD**

MINUTES
February 1, 2019

Law Clerk Board Members in Attendance

- | | |
|--|--|
| <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 type="checkbox"/> Tonya Hebert | <input checked="" type="checkbox"/> Matt McCoy |
| <input checked="" type="checkbox"/> John Meyers | <input checked="" type="checkbox"/> Karen Dinan |
| <input checked="" type="checkbox"/> Emily Mowrey | |

Staff and Others in Attendance

Renata Garcia (Innovative Licensing Programs Manager) Katherine Skinner (RSD Analyst)

Call to Order / Preliminary Matters

- The meeting was called to order at 9:17 a.m.
- Approval of Meeting Minutes
 - The November 2, 2019 meeting minutes were approved.

Board Business

- The Board discussed expectations of Board Liaisons. A concern was raised that there is a lack of communication with Law Clerks. The Board agreed that liaisons should confirm receipt of exams and to provide feedback when necessary.
- The Board agreed that true/false and matching on exams is not appropriate testing and will not be accepted.

Program Agenda Items - Confidential

- The Board reviewed 6 applications for enrollment. The Board approved 6 applicants to enroll into the Law Clerk Program.
 - The Board approved one complete advanced standing request
 - For one applicant, the Board denied advanced standing for one course and approved advanced standing for the other requested course
 - The Board denied an application from a previous enrollment as the employment did not meet the APR requirements of being in Washington State.



- The Board approved two requests to take leave for more than one month from the program.
- The Board approved 6 assistant tutor applications
- The Board approved 2 primary tutor applications
- The Board reviewed 2 requests for an employment waiver and agreed to have a Board member visit and interview the clerk, tutor and employer to confirm the clerks' new set up in the office. The Board will vote on the two employment waivers at the next meeting.
- The Board approved 1 request to add a title to the Jurisprudence Reading List.
- The Board approved 1 applicant to re-enroll into the Law Clerk Program.

Evaluations - Confidential

- The Board conducted 4 first year evaluations and approved continuation in the program.
- The Board conducted 4 fourth year evaluations and approved successful completion of the program upon submission of all remaining coursework and book reports.

Respectfully submitted,

Katherine Skinner, RSD Analyst

