

**WASHINGTON STATE**  
**BAR ASSOCIATION**  
**BOARD OF GOVERNORS**

**Executive Committee Meeting Agenda**  
**August 22, 2022**  
**9:00 AM - 11:00 AM**  
**VIDEO AND TELECONFERENCE ONLY**

REMOTE PARTICIPANT INFORMATION

Conference Call Lines: LOCAL OPTION: (253) 215-8782 | TOLL-FREE OPTION: (888) 788-0099  
 Meeting ID: 822 4951 4301 Passcode: 635971  
<https://wsba.zoom.us/j/82249514301?pwd=K1pzWFJWZGJiaExEcXhza2w5bVR0Zz09>

1. Approve June 13, 2022 Executive Committee Minutes..... 2
2. Review & Advise President Regarding Draft Agenda for the September 22-23, Board Meeting ... 5
  - a. Equity & Disparity Workgroup Update
  - b. JRC Review Committee Recommendation
  - c. Lunch & CLE Program Presentation
  - d. Request for Presentation by State Department of Health
3. Executive Director Update: ETHOS Next Steps
4. Review & Discuss Entity Reports..... 10
  - a. Character & Fitness Board ..... 13
  - b. Client Protection Board..... 17
  - c. Court Rules & Procedures Committee ..... 21
  - d. Disciplinary Advisory Round Table ..... 25
  - e. Disciplinary Board ..... 29

# WASHINGTON STATE BAR ASSOCIATION

## EXECUTIVE COMMITTEE MEETING MINUTES

Held by Video & Telephone Conference

June 13, 2022

The meeting of the Executive Committee of the Washington State Bar Association (WSBA) was called to order by President Brian Tollefson on Monday, June 13, 2022 at 9:02 AM. Committee members in attendance were:

Daniel D. Clark  
Terra Nevitt (non-voting)  
Kyle Sciuchetti (non-voting)  
Brian Tollefson  
Brent Williams-Ruth

Also in attendance were Executive Administrator Shelly Bynum, Chief Disciplinary Counsel Doug Ende, Volunteer Engagement Advisor Paris Eriksen, Associate Director of Regulatory Services Bobby Henry, Human Resources Director and Chief Culture Officer Glynnis Klinefelter Sio, Executive Director Terra Nevitt, Chief Communications Officer Sara Niegowski, Gov. Elect Nam Nguyen, and General Counsel Julie Shankland.

### Review & Advise President Regarding Draft Agenda for the July 21-22, 2022 Board Meeting

Pres. Tollefson asked that the Treasurer's election be moved to Friday to accommodate Gov. Adewale's availability. There was a discussion about the Ad Hoc Group addressing the MBA proposal, including whether it will be ready to present in July and that there may need to be an appointment replacement. Pres. Tollefson suggested moving the agenda item to September. There were no objections. Executive Director Nevitt suggested that Pres. Tollefson make the appointment and that the revised charter be placed on the consent calendar for the July meeting for ratification by the Board. There were no objections. Executive Director Nevitt to work with Pres. Tollefson to rework timing of the agenda with these changes.

### Advise the Executive Director & Executive Director Updates

*ETHOS Meeting.* Executive Director Nevitt sought and received feedback about how and when the Governance Task Force work should be presented. Discussion included background on the request for the Board to consider the issue as part of ETHOS and background on the Task Force. Executive Director Nevitt suggested that the Board review and discuss the report in June and that

those involved in the Task Force be invited to present or make comment at the July meeting, which she noted is the public feedback meeting. There were no objections. Discussion followed about how to structure and communicate about the July meeting in light of concerns raised last time about how the Board will proceed if there is not sufficient public comment to fill the meeting. There was a suggestion to open up the meeting time for all comment, rather than grouping it.

*Next Steps Re Open District 8 Seat on the Board of Governors.* Executive Director Nevitt explained that there is uncertainty about how much time is left in Gov. Williams-Ruth term on the Board because the Bylaws measures the term based on the end of the September meeting and that meeting has not yet been scheduled. As a result it is not clear whether the seat *must* be filled or whether it is subject to a decision by the Board of Governors. She suggested that given the lack of clarity we bring the issue to the Board, either that a special meeting that might allow for a new member to be elected in July or at the July meeting. Pres. Tollefson expressed a preference for addressing the issue at the July meeting, noting that the new governor will not take the seat until after the September meeting. There were no objections.

*New Governor Orientation.* Executive Director Nevitt reported that New Governor Orientation is scheduled to take place during the July Board Meeting and that it is the reason for the later morning starts. She reported that this is the second year that we are conducting orientation in this way. She noted that she had received feedback from a governor that they preferred the one-day, stand-alone orientation and that she would be discussing that feedback with her team.

#### Approve Executive Committee Minutes

Pres. Elect Clark moved for approval of the February 4 minutes. The motion to approve passed unanimously.

#### Review & Discuss Entity Reports

Pres. Tollefson asked if there were any comments or questions about the reports. There were none.

#### Draft Agenda for the July 21-22, 2022 Board Meeting (continued)

*Proposed Conflict of Interest Policy.* General Counsel Shankland noted that there is now a petition for certiorari before the U.S. Supreme Court in a matter that relates to the genesis of this proposal and commented on how that might impact the discussion and action. Discussion followed about what to bring forward, including a suggestion that the same policy should come back before the Board. It was noted that because of the motion to table at the May meeting, there will need to be a parliamentary action before the Board can take the issue up again.

*USPS Mail Delays & Feedback from Court Rules and Procedures Committee.* Executive Director Nevitt recapped the issue and sought feedback from the Committee on what additional steps should be taken. Feedback included that it's still a significant issue and WSBA should take some action to address it.

*Checking in on Future of WSBA Space.* Chief Communications Officer Sara Niegowski reported that the Long-Range Strategic Planning Council intends to report on the future of the WSBA office space after its lease expires at Puget Sound Plaza at the end of 2026. She noted that the Council is looking for Board feedback, input, and buy-in as WSBA looks to undertake a significant amount of work on a time sensitive project. Pres. Tollefson directed that it be added to the agenda. Feedback was given about WSBA's about approach to subletting.

### **ADJOURNMENT**

There being no further business, Pres. Tollefson adjourned the meeting at 9:57 AM.

Respectfully submitted,

Terra Nevitt  
WSBA Executive Director & Secretary

*ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS*

THURSDAY, SEPTEMBER 22, 2022

Times provided below are estimates and do not appear on the public agenda

9:00 AM – CALL TO ORDER & WELCOME

The WSBA is committed to full access and participation by persons with disabilities to Board of Governors meetings. If you require accommodation for these meetings, please contact Shelly Bynum at [shellyb@wsba.org](mailto:shellyb@wsba.org).

Equity and Diversity Council, Gov. Sunitha Anjilvel, Co-Chair  
 Long-Range Strategic Planning Council, Pres. Brian Tollefson, Chair  
 Member Engagement Council, Treas. Bryn Peterson and Gov. Francis Adewale, Co-Chairs  
 Budget & Audit Committee, Treas. Bryn Peterson, Chair  
 Equity & Disparity Workgroup, Gov. Alec Stephens, Chair  
 Supreme Court Bar Licensure Task Force, Gov. Williams-Ruth, BOG Rep.  
 TAXICAB, Immediate Past Pres. Kyle Sciuchetti

#### GOVERNOR ELECTIONS

**10:00 AM CANDIDATE INTERVIEWS FOR DISTRICT 4**

**10:30 AM CANDIDATE INTERVIEWS FOR DISTRICT 8**

**11:00 AM ELECTION OF 2022-2024 DISTRICT 4 AND 2022-2023 DISTRICT 8 GOVERNORS**

The election will be conducted by secret electronic ballot. If no candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes will be voted on in a run-off election. The candidate with the most votes in the run-off will be deemed the winner.

**Opportunity for a 10-minute break to vote and for election results to be obtained**

#### SPECIAL REPORTS

**11:40 PM LEGAL FOUNDATION OF WASHINGTON ANNUAL REPORT**

Pending availability.

**12:00 PM – RECESS FOR LUNCH**

#### AGENDA ITEMS & UNFINISHED BUSINESS

**1:00 PM BUDGET AND AUDIT COMMITTEE ITEMS**

Approve Fiscal Year 2023 Budget  
 Approve 2024 License Fees  
 Approve Revisions to Fiscal Policies and Procedures

**2:30 PM APPROVE 2023 KELLER DEDUCTION**

**2:50 AM UPDATE ON THE EXECUTIVE DIRECTOR EVALUATION**

**3:10 AM REVIEW VOLUNTEER VACCINATION POLICY**

#### SPECIAL REPORTS

**3:40 PM CONTINUING LEGAL EDUCATION COMMITTEE REPORT**

**4:00 PM ABA ANNUAL MEETING REPORT**

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NEW BUSINESS
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4:15 PM GOVERNOR ROUNDTABLE (Governors' issues of interest)

SWEARING IN OF OFFICERS AND GOVERNORS
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4:25 PM HONORING OF OUTGOING GOVERNORS & OFFICERS

4:35 PM SWEARING-IN OF FY23 WSBA TREASURER FRANCIS ADEWALE

4:40 PM SWEARING-IN OF FY23 WSBA PRESIDENT-ELECT HUNTER ABELL

4:45 PM SWEARING-IN OF FY23 WSBA PRESIDENT DAN CLARK

4:55 PM SWEARING IN OF WSBA GOVERNORS

5:15 PM – RECESS FOR PRESIDENT'S RECEPTION

FRIDAY, SEPTEMBER 23, 2022

9:00 AM – RESUME MEETING

AGENDA ITEMS & UNFINISHED BUSINESS CONTINUED
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9:00 AM COURT RULES AND PROCEDURES COMMITTEE: PROPOSED COURT RULE AMENDMENTS

9:45 AM PROPOSED CONFLICT OF INTEREST POLICY

This topic was tabled by the Board in May and will need action before it can be taken up

DISCUSSION WITH LAW SCHOOL DEANS
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10:15 AM ANNUAL DISCUSSION WITH DEANS

Pending availability

11:45 AM – RECESS FOR LUNCH

There will be a CLE presentation during lunch.

CLE PRESENTATION
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12:00 PM (UN)WELCOME TO THE BAR! CHALLENGING ASSUMPTIONS AND DECISIONS TOWARD  
A MORE WELCOMING PROFESSION, Judge David Keenan and Commissioner Jonathan Lack

1:30 PM – RECESS

2:00 PM – RESUME MEETING

WASHINGTON STATE BAR FOUNDATION ANNUAL MEETING
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2:00 PM ANNUAL MEETING OF THE FOUNDATION MEMBERS

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<b>AGENDA ITEMS &amp; UNFINISHED BUSINESS CONTINUED</b>
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**2:30 PM** SUGGESTED AMENDMENTS TO APR, GR, AND LPO RPCS

**3:15 PM** SECOND PRESENTATION: REQUEST TO PROVIDE INPUT ON MCLE BOARD SUGGESTED AMENDMENT TO PRACTICE RULE 11

**3:45 PM** LLLT BOARD PROPOSED AMENDMENT TO APR 28

**5:00 PM** – ADJOURN

**INFORMATION**

General Information

Monthly Financial Reports, Unaudited





# WASHINGTON STATE B A R A S S O C I A T I O N

## Board of Governors Executive Committee Entity Annual Report Review Guide

### WSBA Mission

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

### Introduction & Process

It is important that the WSBA Board of Governors [the Board] have a structure to facilitate an ongoing and evaluative dialogue with each entity whether created to further the mission or by Court Order. Per the WSBA Bylaws, all committees, and other bar groups are required to submit an annual report. This report will be provided to the full Board. The timeline and template for the annual report document will be implemented by the Office of the Executive Director each year.

At a designated Board of Governors Executive Committee<sup>1</sup> meeting, a portion, or ‘batch’ of the annual reports will be reviewed by the Executive Committee. The entity chair, staff liaison and BOG liaison will be notified in advance of this review. Representatives from the entity are welcome, but not required to attend the Executive Committee meeting.

Court-created entities that are administered by the WSBA are asked to submit an annual report each year and to meet with the full Board on a three year rotation. The submitted annual report will be the same report submitted to the court annually.

### Executive Committee Annual Report Review

The below questions are intended to guide the executive committee annual report review discussion. Board members and other attendees to the meeting may invite other topics and questions for discussion.

### Questions for WSBA Entities

1. Does the work of the entity continue to further the mission of the WSBA? If there are concerns with ‘mission drift,’ what guidance or direction would the Executive Committee like to provide to the entity?

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<sup>1</sup> A BOG standing committee, the Board Executive Committee is comprised of the Immediate Past President, President, President-elect, Treasurer, Executive Director and one current Board member from each year.

2. How has this entity addressed previous guidance or direction provided by the Executive Committee, if any?
3. What are the long-term goals, if any? Do these goals align with the long-range strategic planning goals outlined by the Long Range Strategic Planning Council?
4. Is the entity inclusive of diverse thought, background and perspectives?

**Question for Court-Created Entities:**

1. Court-Created Entities: As stated in [General Rule 12.3](#), is this entity in ‘compliance with the rules and orders that authorize and regulate them?’ Please refer to relevant court rule for more information. This should be included with the materials if not stated in the annual report.

**This procedure applies to the following entities:**

- Adjunct Disciplinary Counsel Panel
- Board of Bar Examiners
- Character and Fitness Board
- Client Protection Board
- Committee on Professional Ethics
- Continuing Legal Education Committee
- Council on Public Defense
- Court Rules and Procedures Committee
- Disciplinary Advisory Round Table
- Disciplinary Board
- Diversity Committee
- Editorial Advisory Committee
- Equity and Disparity Work Group
- Judicial Recommendation Committee
- Law Clerk Board
- Legislative Review Committee
- Limited Licensed Legal Technician Board
- Long Range Strategic Planning Council
- Mandatory Continuing Legal Education Board
- Small Town and Rural Committee
- Pro Bono and Public Service Committee
- Washington Young Lawyers Committee
- Future Committees, Boards or Other Bar Entities as defined by the WSBA Bylaws

**Exceptions:**

The following entities are not included in the above process:

- Adjunct Disciplinary Counsel Panel (not required to submit an annual report)
- Disciplinary Selection Panel (not required to submit an annual report)
- Hearing Officer Panel (the Chief Hearing Officer provides an annual report to the Board of Governors)
- Section Executive Committees (required to submit an annual report to the Executive Director but not included in these procedures at this time.)



# WASHINGTON STATE BAR ASSOCIATION

## WSBA ENTITY ANNUAL REPORT

**FY 2021: October 1, 2020 – September 30, 2021**

*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<sup>i</sup>), 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, 2020 – September 30, 2021. 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 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

<b>Name of Entity:</b>	Character and Fitness Board(CFB)
<b>Chair or Co-Chairs:</b>	Knowrasa Patrick, Chair
<b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>	Renata Garcia, Chief Regulatory Counsel
<b>Board of Governors Liaison:</b>	Bryn Peterson
<b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Character and Fitness Board (CFB) derives its authority from the Washington Supreme Court under APR 20 - 25.6, most recently amended in 2016. The CFB conducts hearings upon referral from Regulatory Services Counsel to determine: (1) if applicants to take the Bar Examination or waiving in from another jurisdiction or transferring their UBE score have demonstrated current good moral character and fitness to be admitted or re-admitted to the practice of law, or (2) have met the requirements to be reinstated after disbarment.	
<b>Strategy to Fulfill Purpose:</b>	
Upon referral from Bar counsel after review of application materials and supplemental information, the CFB conducts hearings, prepares written findings, and makes recommendations to the Washington Supreme Court (which makes the final decision on all admission/licensing recommendations). By conducting hearings, Viewing Witnesses, and reviewing voluminous materials, the CFB Assesses the credibility of applicants and witnesses and thus serves as a critical fact-finding body on behalf of the Supreme Court. The CFB meets as frequently as necessary, generally meeting one day a month for	

hearings. Hearings are generally scheduled to last one-half to one day, and the CFB may complete up to two hearings in one meeting.

**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 public is directly impacted by the character and fitness of persons admitted to the practice of law in this state; therefore, attempting to ensure that applicants are of current good moral character and have the fitness to practice law serves a direct public protection function.

**2020-2021 Entity Accomplishments:**

For the fiscal year 2021, the Board met 8 times via Zoom, including twice for implicit bias training. The Board conducted a total of 6 hearings. Four other hearings were continued upon request from the applicants.

**Looking Ahead: 2021-2022 Top Goals & Priorities:**

<b>1</b>	Fill all open positions on the Board and conduct new member training
<b>2</b>	Continue to use electronic tools (Box, templates, etc.) and provide Board members with staff assistance in order to produce written recommendations in a timely fashion while ensuring the confidentiality of the underlying proceedings
<b>3</b>	Continue to conduct hearings as necessary, completing all written findings and recommendations in a timely fashion
<b>4</b>	
<b>5</b>	

**Please report 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 CFB's makeup is governed by Court rule (APR 23(a)). The members of the CFB come from each congressional district, a wide variety of practice areas and settings, and a variety of ethnic, racial, gender, sexual orientation, disability, and other diversity factors, and therefore represent broad geographic, practice, and experiential diversity. The Board also includes community representatives and it can include additional members from each Congressional district (which occurs sometimes in order to include additional members from historically underrepresented backgrounds). The Chair encourages discussion and invites input from all members, and the CFB works cooperatively, even when there are significant disagreements in particular cases; diversity of viewpoints is paramount to the deliberative process.

**Please describe the relationship with WSBA staff and the Board of Governors.**

*For example:*

- *Quality of WSBA staff support/services*
- *Involvement with Board of Governors, including assigned BOG liaison*

<ul style="list-style-type: none"> <li>Ideas you have on ways WSBA can continue to strengthen/support your entity.</li> </ul>		
The CFB would appreciate additional assistance with recruitment.		
<b>SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:</b>  <i>For example:</i> <ul style="list-style-type: none"> <li>\$3000 Scholarships, donations, grants awarded;</li> <li>4 mini-CLEs produced</li> </ul>		Newsletters/publications produced
		Mini-CLEs produced
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
		Receptions/forums hosted or co-hosted
		Recognitions/Awards given
		New Lawyer Outreach events/benefits
		Other (please describe):
<b>Entity Detail &amp; Demographics Report:</b> <i>To Be Completed by WSBA Staff</i>		
<b>Size of Entity:</b>	15	
<b>Membership Size:</b> <b>(for Sections Only)</b> <i>(As of September 30, 2021)</i>		
<b>Number of Applicants for FY22</b> <i>(October 1, 2021 – September 30, 2022)</i>	10	
<b>How many current volunteer position vacancies for this entity?</b>	3	
<b>FY21 Revenue (\$):</b> <b>For Sections Only:</b> <i>As of September 30, 2021</i>		
<b>FY21 Budgeted Direct Expenses:</b>	\$1,000	
<b>FY21 Budgeted Indirect Expenses:</b>	\$74,231	
<b>FY21 Demographics:</b>		

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

<b>Disability</b>	No	85%
	Chose Not to Respond	8%
	Yes	8%
<b>District</b>	1	8%
	10	8%
	2	8%
	3	8%
	4	8%
	5	8%
	6	8%
	7N	15%
	8	15%
<b>Ethnicity</b>	Asian-South Asian	8%
	Black, African American, or African Descent	8%
	White or European Descent	69%
	Multi Racial or Bi Racial	8%
	Chose Not to Respond	8%
<b>Gender</b>	Female	46%
	Male	54%
	Chose Not to Respond	0%
<b>Sexual Orientation</b>	Asexual	8%
	Heterosexual	38%
	No	31%
	Chose Not to Respond	23%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

<sup>i</sup> 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.



# WASHINGTON STATE BAR ASSOCIATION

## WSBA ENTITY ANNUAL REPORT

**FY 2021: October 1, 2020 – September 30, 2021**

*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<sup>i</sup>), 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, 2020 – September 30, 2021. 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 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

<b>Name of Entity:</b>	Client Protection Board
<b>Chair or Co-Chairs:</b>	Carrie Umland
<b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>	Nicole Gustine, Assistant General Counsel, OGC Brenda Jackson, Client Protection Fund Analyst, OGC
<b>Board of Governors Liaison:</b>	Carla Higginson
<b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The Client Protection Board derives its authority from Admission and Practice Rules (APR) 15. The WSBA Board of Governors (BOG) serve as trustees of the Fund, while the CP Board, working with WSBA staff, administers it. The Washington Supreme Court has ordered an annual assessment on all active lawyer and LLLT members, to be held in trust for the purposes of the fund. The CP Board helps relieve or mitigate pecuniary losses sustained by clients by reason of the dishonesty of, or failure to account for money or property entrusted to, their lawyers. The CP Board reviews fund applications investigated by WSBA staff. Under APR 15, a decision by the CP Board to make a payment on an application for \$25,000 or less is final; a decision on an application for above \$25,000 is a recommendation and must be approved by the BOG.</p>	
<b>Strategy to Fulfill Purpose:</b>	
<p>The CP Board has a staff analyst and counsel/liaison in the WSBA Office of General Counsel. The CP Board meets four times per year to review applications. In accordance with APR 15, the CP Board provides a detailed report to the BOG and the Washington Supreme Court annually.</p>	

October 1, 2020 – September 30, 2021 (FY21)

**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 CP Board serves the public and members of the Bar by righting the wrongs of members of the legal profession who dishonestly deprive clients of their funds. The CP Board promotes public confidence in the administration of justice and the integrity of the legal profession. Relieving or mitigating the pecuniary loss of injured members of the public often has a deep impact on their lives, and their view of the legal profession

**2020-2021 Entity Accomplishments:**

1) Educate WSBA members about the CP Board. 2) Increase public awareness of the CP Board. 3) Continue to operate a fiscally responsible fund. 4) Continue to work to decide difficult claims.

**Looking Ahead: 2021-2022 Top Goals & Priorities:**

<b>1</b>	Continue to educate WSBA members about the Client Protection Board
<b>2</b>	Increase public awareness of the Client Protection Board and uses of the fund.
<b>3</b>	Continue to operate a fiscally responsible fund.
<b>4</b>	Continue to work to decide difficult claims.
<b>5</b>	Increase applications to positions on the board from a diverse array of lawyer and public members.

**Please report 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?*

1. The CP Board is not using specific tools; however it is cognizant of diversity and prioritizes it.
2. The CP Board has been trained by the Diversity Specialist.
3. The CP Board actively recruits members from different backgrounds and areas of the state. It includes members who work in government, solo practice and in larger firms, as well as two community members.
4. The CP Board respects the voice and vote of each member. Each application is discussed extensively before a vote is taken. The CP Board consists of eleven lawyers and two community members. It currently has a diverse membership.

**Please describe the relationship with WSBA staff and the Board of Governors.**

*For example:*

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

CP Board applications are prepared by WSBA analyst who also attends the meetings. BOG liaison attends our meetings. BOG can continue to strengthen/support by assisting in the promotion of diverse candidates for the CP Board.

<b>SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:</b>  <i>For example:</i> <ul style="list-style-type: none"> <li>\$3000 Scholarships, donations, grants awarded;</li> <li>4 mini-CLEs produced</li> </ul>		Newsletters/publications produced
		Mini-CLEs produced
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
		Receptions/forums hosted or co-hosted
		Recognitions/Awards given
		New Lawyer Outreach events/benefits
		Other (please describe):
<b>Entity Detail &amp; Demographics Report:</b> <b><i>To Be Completed by WSBA Staff</i></b>		
<b>Size of Entity:</b>	13: 11 lawyer members, 2 public members	
<b>Membership Size:</b> <b>(for Sections Only)</b> <i>(As of September 30, 2021)</i>		
<b>Number of Applicants for FY22</b> <i>(October 1, 2021 – September 30, 2022)</i>		
<b>How many current volunteer position vacancies for this entity?</b>	1	
<b>FY21 Revenue (\$):</b> <b>For Sections Only:</b> <i>As of September 30, 2021</i>		
<b>FY21 Budgeted Direct Expenses:</b>	\$877	
<b>FY21 Budgeted Indirect Expenses:</b>	\$139,383	
<b>FY21 Demographics:</b> The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.  Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.		

<b>Disability</b>	No	75%
	Chose Not to Respond	25%
<b>District*</b>	1	8%
	5	8%
	6	17%
	7S	25%
	8	8%
	9	17%
<b>Ethnicity</b>	Black, African American, or African Descent	8%
	White or European Descent	33%
	Hispanic or Latino/a or Latinx	17%
	Multi Racial or Bi Racial	17%
	Chose Not to Respond	17%
	Other: Senior	8%
<b>Gender</b>	Female	50%
	Male	33%
	Chose Not to Respond	17%
<b>Sexual Orientation</b>	Gay, Lesbian, Bisexual, Pansexual, or Queer	25%
	Heterosexual	50%
	No	17%
	Chose Not to Respond	8%
<p>The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.</p>		

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<sup>i</sup> 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.

# WASHINGTON STATE BAR ASSOCIATION

## WSBA ENTITY ANNUAL REPORT

**FY 2021: October 1, 2020 – September 30, 2021**

*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<sup>i</sup>), 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, 2020 – September 30, 2021. 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 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

<b>Name of Entity:</b>	Court Rules and Procedures Committee
<b>Chair or Co-Chairs:</b>	Isham Reavis
<b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>	Nicole Gustine, Assistant General Counsel, OGC Kyla Jones, Paralegal II, OGC
<b>Board of Governors Liaison:</b>	Lauren Boyd
<b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Court Rules and Procedure Committee (Committee) studies and develops suggested amendments to designated sets of Washington court rules on a regular cycle of review established by the Washington State Supreme Court. It occasionally responds to requests for comment from the Supreme Court on proposals developed by others. The Committee performs the rules-study function outlined in General Rule 9 and reports its recommendations to the BOG.	
<b>Strategy to Fulfill Purpose:</b>	
The Committee consists of several subcommittees that review the court rules and obtain input from stakeholders as to possible amendments. Evolution in case law, changes in statutes, or other new developments since last amendment drive amendments to rules. The subcommittees vet, draft, and discuss proposed amendments and submit them to the full Committee for discussion and approval. Proposed amendments approved by the Committee are forwarded to the BOG for approval. If the BOG approves, the proposed amendments are forwarded to the Supreme Court in accordance with General Rule 9.	

October 1, 2020 – September 30, 2021 (FY21)

<b>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"?</b>	
The legal profession and the public depend on a legal system which is accessible, and which renders consistent and just results. Such a system requires court rules which are clearly understandable, internally consistent, and which function as their drafters intended. The Committee ensures our court rules are clear, consistent, and functioning through periodic review of standing rules, and review of proposed rules as directed by the BOG.	
<b>2020-2021 Entity Accomplishments:</b>	
The committee continues to carefully vet new proposals. In 2020-2021 the Committee reviewed the Rules of Appellate Procedure and the Rules for Appeal from Decisions of Courts of Limited Jurisdiction	
<b>Looking Ahead: 2021-2022 Top Goals &amp; Priorities:</b>	
<b>1</b>	According to the schedule for review, the Criminal Rules for Superior Courts and the Criminal Rules for Courts of Limited Jurisdiction will be reviewed in 2021-2022.
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>Please report how this entity is addressing diversity, equity, and inclusion:</b> <i>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?</i>	
<ol style="list-style-type: none"> <li>1. The Committee is cognizant of diversity in selecting its members. It is an important factor in recruitment and consideration of applicants.</li> <li>2. The Committee has received training from the Diversity Specialist.</li> <li>3. The Committee seeks input from a wide variety of stakeholders before finalizing proposals, including reaching out to several minority bar associations. The Committee also reaches out to organizations that represent minority viewpoints that might not normally be aware of the Committee's work</li> <li>4. During the application period, the current Chair reached out to the leadership of several specialty and minority bar associations to encourage their membership to apply to be on the Committee.</li> <li>5. The Committee is composed of members with a wide range of backgrounds, experiences, and identities.</li> <li>6. The current chair has attempted to spread subcommittee chair assignments across the state to ensure broad, geographic representation.</li> </ol>	
<b>Please describe the relationship with WSBA staff and the Board of Governors.</b> <i>For example:</i> <ul style="list-style-type: none"> <li>• Quality of WSBA staff support/services</li> <li>• Involvement with Board of Governors, including assigned BOG liaison</li> </ul>	

- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

Over the past year, the Committee has continued to depend on the invaluable work of WSBA support staff. The Committee has also enjoyed a good working relationship with the BOG, which has been responsive in taking up matters sent to it by the Committee, and in referring matters to the Committee for consideration. As proponents of changes to the court rules increasingly present those proposals directly to the Washington State Supreme Court, the Committee has increasingly looked to the BOG for direction to consider such proposals.

**SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:**

*For example:*

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

Newsletters/publications produced

Mini-CLEs produced

Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA

Co-sponsored half-day, full-day and/or multi-day CLE seminars with *non*-WSBA entity

Receptions/forums hosted or co-hosted

Recognitions/Awards given

New Lawyer Outreach events/benefits

Click or tap here to enter text.

Other (please describe):

**Entity Detail & Demographics Report:  
To Be Completed by WSBA Staff**

**Size of Entity:**

28

**Membership Size:  
(for Sections Only)**

*(As of September 30, 2021)*

**Number of Applicants for FY22**

*(October 1, 2021 – September 30, 2022)*

15

**How many current volunteer position vacancies for this entity?**

2

**FY21 Revenue (\$):  
For Sections Only:**

*As of September 30, 2021*

<b>FY21 Budgeted Direct Expenses:</b>	\$1,195
<b>FY21 Budgeted Indirect Expenses:</b>	\$10,397

**FY21 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

<b>Disability</b>	No	89%
	Chose Not to Respond	11%
<b>District*</b>	0	7%
	1	7%
	10	4%
	2	7%
	3	4%
	5	7%
	6	4%
	7N	18%
	7S	32%
	8	7%
	9	4%
<b>Ethnicity</b>	White or European Descent	68%
	Middle Eastern Descent	7%
	Multi Racial or Bi Racial	4%
	Chose Not to Respond	21%
<b>Gender</b>	Female	50%
	Male	36%
	Chose Not to Respond	14%
<b>Sexual Orientation</b>	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	50%
	No	7%
	Chose Not to Respond	25%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

<sup>1</sup> 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.



# WASHINGTON STATE BAR ASSOCIATION

## WSBA ENTITY ANNUAL REPORT

**FY 2021: October 1, 2020 – September 30, 2021**

*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<sup>i</sup>), 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, 2020 – September 30, 2021. 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 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

<b>Name of Entity:</b>	Discipline Advisory Round Table
<b>Chair or Co-Chairs:</b>	Justice Mary I. Yu
<b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>	Darlene Neumann, Paralegal III, OGC
<b>Board of Governors Liaison:</b>	Russell Knight
<b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The duties and responsibilities of the Disciplinary Advisory Round Table (DART) are as follows: The DART acts as a forum for the identification and discussion of issues and concerns relating to the lawyer, LLLT and LPO disciplinary systems in Washington; The DART may make recommendations for change to discipline-system rules and procedures; The DART shall provide an annual report to the Supreme Court and the WSBA Board of Governors addressing how it has performed the duties and responsibilities set forth in this Charter and, as appropriate, outlining its future work plans; and The DART has no independent decision-making authority or regulatory authority. ☐	
<b>Strategy to Fulfill Purpose:</b>	
The DART meets on an ad hoc basis when issues concerning the discipline system are identified, and a discussion forum with key participants of the system, WSBA executive leadership, and others would be helpful. The DART may make recommendations for change to the discipline system rules or procedures as appropriate. ☐	

<b>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"?</b>	
The DART's sole purpose is on the discipline system, which is integral to maintaining the integrity of the legal profession. The work of DART supports the policy of a well-regulated profession that can effectively serve the public and members of the Bar and champion justice. ☐	
<b>2020-2021 Entity Accomplishments:</b>	
The DART convened twice for four hours to discuss the proposed Rules for Discipline and Incapacity (RDI) which are intended to replace the current disciplinary system rules (ELC). The proposed rules are pending before the Court. The DART meetings provided an opportunity for the chair, a member of the Washington Supreme Court, to hear directly from DART members regarding their perspectives. ☐	
<b>Looking Ahead: 2021-2022 Top Goals &amp; Priorities:</b>	
<b>1</b>	The DART will monitor actions related to the proposed RDI and continue to meet as needed to fulfill its purpose to identify and discuss issues or concerns related to the discipline systems, rules and procedures.
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>Please report how this entity is addressing diversity, equity, and inclusion:</b> <i>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?</i>	
The DART charter specifies member positions that represent all participants in the discipline system, as well as nonparticipants, minority bar representative, public members, the executive leadership of the Bar, and Board of Governor. Members who represent constituents in the discipline system (respondents counsel, MBAs) elicit input from their members to bring back to DART.	
<b>Please describe the relationship with WSBA staff and the Board of Governors.</b> <i>For example:</i> <ul style="list-style-type: none"> <li>• Quality of WSBA staff support/services</li> <li>• Involvement with Board of Governors, including assigned BOG liaison</li> <li>• Ideas you have on ways WSBA can continue to strengthen/support your entity.</li> </ul>	
The WSBA staff liaison has provided good administrative support to the chair and members and performed tasks as directed by the chair. This past year, the Board of Governor member did not attend any meetings, but offered to provide assistance with the BOG if needed. ☐	

<b>SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:</b>  <i>For example:</i> <ul style="list-style-type: none"> <li>• \$3000 Scholarships, donations, grants awarded;</li> <li>• 4 mini-CLEs produced</li> </ul>		Newsletters/publications produced
		Mini-CLEs produced
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
		Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
		Receptions/forums hosted or co-hosted
		Recognitions/Awards given
		New Lawyer Outreach events/benefits
		Other (please describe):
<b>Entity Detail &amp; Demographics Report:</b> <b><i>To Be Completed by WSBA Staff</i></b>		
<b>Size of Entity:</b>	17	
<b>Membership Size:</b> <b>(for Sections Only)</b> <i>(As of September 30, 2021)</i>		
<b>Number of Applicants for FY22</b> <i>(October 1, 2021 – September 30, 2022)</i>	5	
<b>How many current volunteer position vacancies for this entity?</b>	4	
<b>FY21 Revenue (\$):</b> <b>For Sections Only:</b> <i>As of September 30, 2021</i>		
<b>FY21 Direct Budgeted Expenses:</b>	\$375	
<b>FY21 Indirect Budgeted Expenses:</b>	\$6,064	

**FY21 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

<b>Disability</b>	No	71%
	Chose Not to Respond	14%
	Yes	14%
<b>District*</b>	1	14%
	7N	43%
	7S	14%
<b>Ethnicity</b>	American Indian, Native American, Alaskan Native: ENROLLED	14%
	White or European Descent	57%
	Hispanic or Latino/a or Latinx	14%
	Chose Not to Respond	14%
<b>Gender</b>	Female	57%
	Male	29%
	Chose Not to Respond	14%
<b>Sexual Orientation</b>	Heterosexual	29%
	No	43%
	Chose Not to Respond	29%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘ Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

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<sup>i</sup> 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.

# WASHINGTON STATE B A R A S S O C I A T I O N

## WSBA ENTITY ANNUAL REPORT

**FY 2021: October 1, 2020 – September 30, 2021**

*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<sup>i</sup>), 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, 2020 – September 30, 2021. 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 15:** please submit by emailing [barleaders@wsba.org](mailto:barleaders@wsba.org) or requesting that your staff liaison submit the report internally.

<b>Name of Entity:</b>	Disciplinary Board
<b>Chair or Co-Chairs:</b>	Elizabeth Rene, Chair V. Paige Pratter, Vice Chair
<b>Staff Liaison:</b> <i>(include name, job title, and department if known)</i>	Nicole Gustine, Assistant General Counsel, OGC Allison Sato, Discipline System Analyst, OGC
<b>Board of Governors Liaison:</b>	Not applicable
<b>Purpose of Entity:</b> <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Disciplinary Board (D-Board) derives its authority from the Supreme Court (see ELC 2.3). The D-Board performs an important role in the disciplinary/regulation process by: (1) serving as an intermediate appellate body for contested disciplinary and disability matters; (2) approving, conditionally approving or rejecting certain stipulations negotiated by the Office of Disciplinary Counsel (ODC) and respondents; and (3) through its review committees, acting on requests from the ODC to order matters to hearing, and on requests from grievants for review of matters that have been dismissed by ODC.	
<b>Strategy to Fulfill Purpose:</b>	
The D-Board is made up of the board chair and vice-chair, plus 12 members composing four review committees, one of which meets every three weeks. The D-Board meets six times each year as a full board. At these meetings, the D-Board reviews hearing officer recommendations for suspension and disbarment when a timely request for review/appeal is filed (or sua sponte review is ordered by the	

October 1, 2020 – September 30, 2021 (FY21)

Board), and automatically reviews stipulations for suspension or disbarment. The D-Board issues a written recommendation to the Supreme Court in contested matters. The D-Board holds oral arguments in some cases, which are open to the public. The four review committees meet to review requests for hearings and grievant appeals from dismissals. The review committees' work is confidential and not open to the public.

**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 D-Board serves important functions in the disciplinary process, and protects the public by upholding professionalism and ethical conduct among legal practitioners.

**2020-2021 Entity Accomplishments:**

In 2020, the review committees of the Disciplinary Board met 16 times to consider 375 matters. They issued 269 dismissals, ordered 42 matters to hearing, ordered investigation in 33 matters, issued four advisory letters and one admonition, and decided 26 other non-routine matters, such as orders on deferrals, costs, etc. In 2020, the full Disciplinary Board considered 16 disciplinary and disability matters and ordered the transfer of six lawyers to disability inactive status. The full board reviewed and issued orders on two cases on appeal, and on 13 stipulations, and heard one oral argument. Per court rule, they considered whether to order or deny sua sponte review in two cases involving a recommendation of suspension or disbarment.

**Looking Ahead: 2021-2022 Top Goals & Priorities:**

<b>1</b>	The Disciplinary-Board's work is determined by Court Rule (Rules for Enforcement of Lawyer Conduct). The goal is to continue to perform high quality work in a timely manner in accordance with Court Rules.
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<b>2</b>	
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<b>3</b>	
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<b>5</b>	
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**Please report 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?*

1. The Disciplinary Selection Panel (DSP), which is a separate entity from the D-Board, makes nominations to the BOG for members to serve on the Board. Under ELC 2.2(f), the DSP considers diversity in gender, ethnicity, disability status, sexual orientation, geography, area of practice and practice experience.
2. The D-Board has been trained by the Diversity Specialist.
3. The D-Board seeks input from all of its members, who must vote on each order/decision in matters involving the full Board. The D-Board has four public members, who each provide different perspectives. One public member serves on each review committee.

4. By court rule, the D-Board has ten lawyer members and four community representative members. The current D-Board includes members self-identified as from several different races/ethnicities. The DSP interviews prospective members and makes nominations to the BOG. As noted above, ELC 2.2(f) states that in making selections, the DSP and the BOG consider diversity.
5. The D-Board provides many leadership opportunities for interested Board members to serve, as Chair or Vice-Chair of the full Board, or as Chairs of each of the four review committees.

**Please describe the relationship with WSBA staff and the Board of Governors.**

*For example:*

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

The COVID-19 public health emergency has not adversely impacted the D-Board's functions. WSBA staff continues to upload case files and coordinate meetings. The D-Board is conducting its full board meetings and review committee meetings by video-conference. Pursuant to temporary authority granted by the Chief Justice of the Supreme Court, the chair was involved in the issuance of emergency orders for the administration of the discipline and disability system. Per ELC 2.2(b) the Board of Governors have no right or responsibility to review hearing officer, review committee, or Disciplinary Board decisions or recommendations in specific cases. The Disciplinary Board welcomes BOG support in the form of recruitment of eligible lawyer and public members from diverse backgrounds.

**SECTIONS ONLY: Please quantify your section's 2020-2021 member benefits:**

*For example:*

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

Newsletters/publications produced

Mini-CLEs produced

Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA

Co-sponsored half-day, full-day and/or multi-day CLE seminars with *non-WSBA* entity

Receptions/forums hosted or co-hosted

Recognitions/Awards given

New Lawyer Outreach events/benefits

Other (please describe):

**Entity Detail & Demographics Report:**

***To Be Completed by WSBA Staff***

**Size of Entity:**

14: 10 lawyers, 4 nonlawyers

**Membership Size:**

**(for Sections Only)**

*(As of September 30, 2021)*

<b>Number of Applicants for FY22</b> <i>(October 1, 2021 – September 30, 2022)</i>	6
<b>How many current volunteer position vacancies for this entity?</b>	0
<b>FY21 Revenue (\$):</b> <b>For Sections Only:</b> <i>As of September 30, 2021</i>	
<b>FY21 Budgeted Direct Expenses:</b>	\$1,274
<b>FY21 Budgeted Indirect Expenses:</b>	\$100,327

**FY21 Demographics:**

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

<b>Disability</b>	No	80%
	Chose Not to Respond	0%
	Yes	20%
<b>District*</b>	0	7%
	1	7%
	10	13%
	2	7%
	6	7%
	7S	20%
	9	13%
<b>Ethnicity</b>	White or European Descent	87%
	Hispanic or Latino/a or Latinx	7%
	Chose Not to Respond	7%
<b>Gender</b>	Female	60%
	Male	33%
	Chose Not to Respond	7%
<b>Sexual Orientation</b>	Heterosexual	73%
	No	13%
	Chose Not to Respond	7%
	Yes	7%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.



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<sup>i</sup> 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.