

**WASHINGTON STATE BAR ASSOCIATION  
LAW CLERK BOARD**

**MINUTES**  
**November 1, 2019**

**Law Clerk Board Members in Attendance**

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

**Staff and Others in Attendance**

Hunter Abell, BOG liaison, Renata Garcia, Innovative Licensing Programs Manager and Katherine Skinner, Innovative Licensing Analyst and staff liaison to the Board also attended.

**BOARD BUSINESS**

**Public Agenda**

Robin Nussbaum presented the Diversity and Inclusion training.

The Law Clerk Board (Board) began with introductions as there are three new Board members. Ben talked about the importance of Board member liaisons to clerk/tutor pairs staying engaged with their assigned clerks and providing feedback to the clerks and tutors as they submit monthly exams and book reports.

The Board approved the minutes of the August 2, 2019 meeting.

The Board continued the discussion from their August meeting regarding outreach and events for the Law Clerk Program. The Board would like to create an outreach committee to further discuss outreach options for the program.

Renata updated the Board on the Law Clerk video that is currently in production.

The Board discussed whether it is appropriate for a BOG liaison or someone with access to other clerk materials to also be a tutor in the Law Clerk Program. The Board decided that in a situation like this, the



person would not be given access to other law clerk files and would only have access to Board meeting materials. In addition, the persons would have to recuse themselves from any conversation on the agenda regarding their clerk.

The Board voted to remove *Bitter Waters of Medicine Creek* as the first book to read for the jurisprudence book report requirement.

### Confidential Agenda

#### Actions/Petitions/Requests

- Nine applicants were approved to enroll in the Law Clerk Program beginning December 1, 2019
- Two requests to take courses out of order were denied
- A request to take two courses at the same time was denied
- Three assistant tutor applications were approved
- A request to substitute an online legal writing course for a fourth year course for was denied
- A request for a fourth year course not on the approved course list was denied
- Two primary tutor applications were approved
- A request for a six month leave was approved
- Two requests for a two month leave were approved
- One Primary tutor application was approved
- One employment waiver was approved
- A request to add a title to the Jurisprudence reading list was approved
- The Board approved a request to continue into the fourth year after not completing third year book reports based on special circumstances.

#### Evaluations

- The Board conducted four 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

