

**MINUTES**

**February 2, 2018**

The Law Clerk Board met at the WSBA office on February 2, 2018 for the purpose of a regular Board meeting. Participating Board members were: Ben Phillabaum, Chair, Christell Casey, Tonya Hebert, John Meyers (Remote), Emily Mowrey, Raphael Nwokike, Maureen Wickert and Dan Clark, BOG liaison (Remote); Bobby Henry, RSD Associate Director (Remote); and Chris Coleman, Staff Liaison to the Board also attended.

**BOARD BUSINESS**

Public Agenda

The Board confirmed the New Board Member Orientation materials will be reviewed individually.

The Board and WSBA staff discussed delegation of administrative tasks. The Board assigned program duties as follows:

<b>Administration Duties</b>	<b>Law Clerk Board</b>	<b>WSBA Staff</b>
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	x	
Approval of leaves of absence of less than 12 months (and more than one month)	x	
Approval of petitions by law clerks to take courses or electives out of order	x	
Approval of the 4th year courses	Courses not in regulations	Courses in regulations
Notices of involuntary withdrawal	x	

The Board reviewed a proposal from a member of the public to amend the education requirements in APR 6. The proposal was to change the education requirement for enrollment into the program from a four-year degree to a two-year degree. The Board decided to write a comment letter against the proposal because 1) a four-year degree is a prerequisite to law school, 2) individuals should have an established educational foundation, 3) four years demonstrates an individual’s dedication and ability to complete a course of study, and 4) it is different from California’s system where a “baby” bar exam is required after the first year of law school. Staff will draft a letter for the Chair.



The Board reviewed 10 applications for. The Board approved 9 applicants to enroll into the program. For one applicant, the Board raised concerns with the clerk/tutor's employment arrangement because it appeared to be a virtual/remote office set up. Staff and the board liaison will provide and discuss with the applicant the Guidelines for Virtual Office Scenario. . The Board deferred the application to the next meeting provided that the applicant complies with the guidelines.

Confidential Agenda

- The Board approved the November 3, 2017 meeting minutes.
- The Board approved four assistant tutors for two clerks.
- The Board approved two change of tutors for two clerks.

Evaluations

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

Respectfully Submitted,

Chris Coleman, RSD Analyst

