

LIMITED PRACTICE BOARD
Meeting Minutes for March 11, 2025
In-Person Meeting
9:00 a.m.

LPB Members Present

- ☒ Angela Balconi
- ☒ Kim Chose
- ☐ Carla Higginson
- ☒ Jeff Leghorn
- ☒ Tom Peterson, Chair
- ☒ Nate Scott
- ☒ Lori Smith
- ☒ Ursula Jennings
- ☒ Lisa Hamilton

Liaisons and Staff Present

- ☒ Cathy Biestek, WSBA Staff Liaison
- ☐ Renata de Carvalho Garcia, RSD Director
- ☐ Bobby Henry, RSD Associate Director
- ☐ Todd Bloom, BOG Liaison
- ☐ Katherine Skinner, RSD Lead
- ☒ Anne Trent, RSD Paralegal

PUBLIC SESSION

Call to Order

The meeting was called to order at 9:06 a.m. The Chair confirmed that a quorum was present.

October 8, 2024, Meeting Minutes

The Limited Practice Board (Board) approved the January 14, 2025, meeting minutes.

LPO Exam Study-Topic List Check-In

The Board discussed status of review of LPO exam study-topic list, which was last revised in 2009. Jeff completed review of the exam question bank, and Carla is in the process of reviewing. Jeff stated that based on his review of the exam question bank there were no major changes to the exam study-topic list that he would propose, except that the Board might want to consider adding the topic of common interest ownership communities. Staff will follow up with Carla Higginson for her tracked edits/comments on the exam question bank. Board decided to move forward with the study-topic list revisions. The Board will complete a second reading of and vote on the suggested revisions to the study-topic list at the next Board meeting.

Committee on Professional Ethics Procedures

The Committee on Professional Ethics (CPE) reviews the rules of professional conduct for lawyers, issues advisory opinions, and provides regulatory guidance. WSBA regulatory staff has suggested that when the CPE recommends an amendment to a rule of lawyer conduct, it would be helpful if the CPE would also assess whether similar rules exist for Limited License Legal Technicians (LLLTs) and Legal Professionals Officers (LPOs) and whether a similar amendment to the limited license rules is warranted to ensure the proposed change is made to governing rules across license types. If the CPE recommends an amendment, it is then forwarded to the Board of Governors (BOG) for approval. WSBA regulatory staff is exploring whether the CPE would review the RPCs for LPOs and, as needed, submit any recommendations for LPO RPC amendments to the Board. Board members discussed and were open to this idea.



LPB FY2026 Budget

The Board reviewed the budget. It was proposed that \$4,000.00 is a sufficient amount for two in-person meetings per year.

LPB member position openings for FY2026

Carla Higginson and Jeff Leghorn will both complete their current terms on the Board on 9/30/2025, and both are eligible to reapply to serve on the Board for a second term.

Public Comments

None

Adjournment

The public portion of the meeting adjourned at 9:28am.

EXECUTIVE SESSION

Grade Winter 2025 LPO Exam

The Board completed the grading of the Winter 2025 LPO exam.

Adjournment

The meeting was adjourned at 10:45 a.m. by Chair Tom Peterson.

Respectfully submitted,

Cathy Biestek
WSBA Staff Liaison to the Limited Practice Board