LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

Meeting Minutes for April 8, 2019

Washington State Bar Association
1325 Fourth Avenue – Suite 600
Seattle, Washington 98101

LLLT Board Members in Attendance:

☒ Stephen Crossland, Chair
☒ Sarah Bove
☒ Glen Bristow (remote)
☒ Catherine Brown
☒ Christy Carpenter
☒ Brenda Cothary
☒ Jeanne Dawes (remote)
☐ Stephanie Delaney
☐ Gail Hammer
☒ Nancy Ivarinen
☐ Andrea Jarmon
☒ Genevieve Mann (remote)
☐ Ruth McIntyre
☒ Jennifer Petersen
☒ Amy Riedel

Staff and Others in Attendance during some or all of the meeting:
Renata Garcia (Innovative Licensing Programs Manager), Katherine Skinner (RSD Analyst), Rachel Konkler (Innovative Licensing Analyst), Kathy Goebel (remote)

Call to Order / Preliminary Matters
The meeting was called to order at 1:02 p.m.

Outreach Update
Sarah Bove reported that she went to a career fair at Showalter middle school and Foster high school to speak with students about the LLLT license.

Sarah Bove reported that she attended the NALS conference and was on a discussion panel to discuss the LLLT license. She said that there were about five paralegals that were interested in
the education requirements. She said the paralegals were surprised the educational requirements were easier to get than they thought.

Amy Riedel reported having a conference call with Yakima – Whatcom community college. She said they do not want to take on a full paralegal program, but are excited to have a foundational course taught online.

**Approval of Meeting Minutes**
The March 11, 2019 meeting minutes were approved.

**Nominations Committee Recommendation**
The Board recommended applicants to the LLLT Board. The Board recommended Judith Potter, Stacy Davis, Crystal Lambert-Schroeder and Nicole Schiling to serve on the Board, also recommended Charlotte Frock as an alternate.

**Vice Chair Selection**
The Board discussed selecting a Vice Chair for the LLLT Board. Steve Crossland asked the Board to think about this and discuss it at the following meeting in May.

**Washington Forms Online Presentation**
Laurie Garber from the Northwest Justice Project presented to the Board. Laurie confirmed that it is acceptable for LLLTs to use forms that clients bring from the website.

**Committee Reports**
Nancy Ivarinen reported that the New Practice Area Committee met and is still searching for an answer to the collection agency licensing issue. Nancy reported that work and school and housing will be their next new practice area focus.

**Adjournment**
The meeting adjourned at 3:51 p.m.