

**LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD**  
**Meeting Minutes for December 9, 2019**

Washington State Bar Association  
1325 4<sup>th</sup> Avenue, Suite 600  
Seattle, WA 98101  
1:00 p.m. to 4:00 p.m.

**LLLT Board Members in Attendance:**

- Stephen Crossland, Chair
- Zachary Ashby (remote)
- Sarah Bove
- Catherine Brown
- Christy Carpenter
- Stacy Davis
- Stephanie Delaney
- Charlotte Frock
- Nancy Ivarinen
- Andrea Jarmon

- Carolyn McKinnon (Ex Officio)
- Jennifer Ortega
- Jennifer Petersen
- Judith Potter
- Amy Riedel

**WSBA Staff in Attendance:**

- Renata de Carvalho Garcia
- Rachel Konkler
- Jean McElroy

**Others in Attendance During Some or All of the Meeting:**

Nancy Hawkins, P.J. Grabicki (BOG Liaison), and Justice Steven Gonzales.

**OPEN SESSION**

**Call to Order / Preliminary Matters**

The meeting was called to order at 1:00 p.m.

**Approval of Meeting Minutes**

The minutes of the October 7, 2019 meeting were approved.



### **Outreach Update**

The Board received an update on outreach efforts which are outlined in the December 2019 Outreach Update document in the meeting materials. The Board also received an update on the Washington State Bar Association's Moderate Means Program, which LLLTs are now fully incorporated into.

Staff shared new rack cards with the Board, which are the first materials created specifically for public outreach to spread awareness about LLLTs and the services they can provide to those in need of affordable family law help.

**Diversity, Equity, and Inclusion Training** - Dana Barnett (WSBA Diversity, Equity, & Inclusion Specialist) and Paige Hardy (WSBA Public Service Specialist)

### **Discussion of Waiver and Experience Requirement**

The Board discussed the limited time waiver and 3,000 substantive legal work experience requirement. In order to receive a limited waiver, which waives the Associate's degree and core education requirement for the license, candidates must (1) have at least 10 years of substantive legal work experience signed off by their supervising lawyer(s); (2) have passed one of the approved paralegal competency exams; and (3) hold an active certification with a national paralegal organization qualify for a limited-time waiver. All applicants for LLLT licensing are required to complete 3,000 hours of substantive legal work experience under the supervision of a licensed lawyer. Board members Amy and Sarah, and Ex Officio member Carolyn, will research education and experience equivalencies to help the Board evaluate whether the requirements for the waiver, as well as the 3,000 hour work experience requirement, are adequate assessments of a candidates' knowledge.

### **Committee Reports**

The Board received reports from the Family Law Exam Committee, Rules of Professional Conduct Committee, and Family Law Practice Area Committee. The Family Law Exam and Rules of Professional Conduct committees are developing the Winter 2020 and Summer 2020 exams. The Family Law Practice Area Committee is continuing its work developing a judicial bench card and course outcomes for the Family Law Practice Area Curriculum.

### **Staff Report**

The WSBA Budget and Audit Committee has requested that the LLLT Board provide a strategic plan to make the LLLT program self-sustaining by June 2020. A plan for the strategic plan is due by January 2020 for the LLLT Board's report to the Budget and Audit Committee in February 2020.

There was a motion to approve a plan to have the LLLT Board meet with the WSBA Chief Financial Officer, Jorge Perez, and the Budget and Audit Committee Chair, Dan Clark, to discuss the LLLT Board budget and finances. The motion passed.



**CLOSED SESSION**

**LLLT Exam Handbook**

The Board approved the revised LLLT Board Exam Handbook, which is a confidential exam development tool.

**Adjournment**

The meeting adjourned at 3:57 p.m.

