

LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD
Meeting Minutes for January 13, 2020

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

LLLT Board Members in Attendance:

- | | |
|----------------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Stephen Crossland, Chair | <input checked="" type="checkbox"/> Crystal Lambert-Schroeder |
| <input checked="" type="checkbox"/> Zachary Ashby (remote) | <input checked="" type="checkbox"/> Carolyn McKinnon (Ex Officio) (remote) |
| <input checked="" type="checkbox"/> Sarah Bove (remote) | <input type="checkbox"/> Jennifer Ortega |
| <input type="checkbox"/> Catherine Brown | <input checked="" type="checkbox"/> Jennifer Petersen |
| <input checked="" type="checkbox"/> Christy Carpenter (remote) | <input checked="" type="checkbox"/> Judith Potter |
| <input checked="" type="checkbox"/> Stacy Davis (remote) | <input checked="" type="checkbox"/> Amy Riedel (remote) |
| <input type="checkbox"/> Stephanie Delaney | |
| <input type="checkbox"/> Charlotte Frock | |
| <input checked="" type="checkbox"/> Nancy Ivarinen | |
| <input type="checkbox"/> Andrea Jarmon | |

WSBA Staff in Attendance:

- Renata de Carvalho Garcia
- Rachel Konkler
- Jean McElroy

Others in Attendance During Some or All of the Meeting:

Nancy Hawkins (WSBA Member)

PUBLIC SESSION

Call to Order / Preliminary Matters

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

Steve Crossland announced that two Board members, Stephanie Delaney and Andrea Jarmon, will be stepping off the Board. The effective date of their resignation is to be determined.



Public Comments

There were no public comments made during the first public comment period.

Approval of December 9, 2019 Meeting Minutes

The minutes were approved by a vote. There was one abstention.

Outreach Update

Jen Petersen, Andrea Jarmon, and Nancy Ivarinen are writing a chapter for the Family Law Deskbook.

Board members and staff have started to distribute newly created rack cards, which are intended to inform the public about the legal services that LLLTs can provide.

LLLT Program Pipeline Update

Staff provided an update on the LLLT Program Pipeline, which breaks down where LLLT candidates are in the program, which requirements they are working on, and provides an estimated timeline of when the candidates are likely to become licensed LLLTs. Staff estimate that there are at least 255 people interested in the LLLT license.

Response to Proposed Changes to BOG Membership

The Chair of the Board will prepare a letter in response to the proposed WSBA bylaw amendments, which would remove the designated seat for an LLLT. Two Board members plan to attend the January 17, 2020 Board of Governors meeting to comment on the proposed bylaw amendments.

Committee Reports

The Family Law Exam Committee reported that it has finished the performance prompt and essay questions. A final review will be conducted at the January 29, 2020 meeting.

The Family Law Practice Area Committee finalized the learning objectives for the Family Law Practice Area Curriculum. The LLLT Bench Card, designed to inform judicial officers about the role of LLLTs in the courtroom and their scope of practice, was finalized after additional revisions.

The New Practice Area Committee has begun researching Administrative Law as a potential new practice area for LLLTs. The committee will continue researching and developing Eviction and Debt Assistance (formerly known as Consumer, Money, and Debt) as another potential new practice area for LLLTs.

Education Equivalency Research Update

Board members Amy and Sarah, and Ex Officio member Carolyn, provided an update on their research on the education and experience equivalencies. This research is being done 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.



Public Comments

There were no public comments made during the second public comment period.

LLLT Budget and Key Performance Indicators

Renata presented a draft key performance indicators documents that can be used in the budgeting process and LLLT business plan. Board members are encouraged to send staff updates about ongoing LLLT Board projects for staff to track. The Board will further define the metrics that should be used to develop the LLLT Board's business plan. The WSBA Budget and Audit Committee 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.

LLLT Board Meeting Schedule

The Board will hold its April 13, 2020 meeting by phone only in order to prepare for its annual meeting with the Supreme Court.

Adjournment

The meeting adjourned at 3:36 p.m.

