



# WSBA

## LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

### Meeting Minutes for September 21, 2017

Washington State Bar Association  
1325 Fourth Avenue – Suite 600  
Seattle, Washington 98101  
1:30 p.m. to 4:30 p.m.

Those attending in person were: Sara Bove (waiting for admission as a LLLT), Cristy Carpenter (LLLT #113), Steve Crossland, Greg Dallaire, Kendra Hodgson (Ex Officio), Nancy Ivarinen, Genevieve Mann, Ruth McIntyre, Jennifer Ortega (LLLT #118), and Geoff Revelle (ATJ Board Liaison)

Those attending remotely were: Brenda Cothary, Jeanne Dawes, Lynn Fleischbein, Laura Genoves (LLLT #122), and Gail Hammer.

Also in attendance were: Jean McElroy, Chief Regulatory Counsel; Renata de Carvalho Garcia, Innovative Licensing Programs Manager; and Joe Terrenzio, LLLT Program Lead.

#### **Call to Order/Preliminary Matters**

The meeting was called to order at 1:32 pm.

- **Outreach Update**

Outreach updates were provided by board chair Steve Crossland, board member Nancy Ivarinen, board member Amy Riedel, board member Brenda Cothary, Renata Garcia, and Sarah Bove.

- **Approval of Meeting Minutes**

Board member Ruth McIntyre moved to approve the August 17, 2017 meeting minutes. The minutes were unanimously approved.

#### **New Practice Area – Immigration Subcommittee Report**

New Practice Area Committee Chair Greg Dellaire reported that the immigration subcommittee had a productive discussion. The committee discussed whether there is an unmet need, looked at and circulated a report from the American Immigration Council. The consensus is there is a need. The unanswered question is whether LLLTs can address the need. The committee plans to look more closely at whether LLLTs can do this work by looking at the anatomy of an immigration action at its next meeting.

### **New Practice Area - Personal Services Subcommittee Report**

Board member Nancy Ivarinen reported that the subcommittee is looking at mandatory forms on the Washington Court website and forms and information on WashingtonLawHelp.org as demonstrating areas that have an unmet need where LLLTs can advise pro se clients. Examples include garnishments and Fair Debt Collection Practices Act matters for debtors.

Board chair Steve Crossland and board member Greg Dallaire gave an overview of how the family law practice area was determined and how new practice areas are assessed and developed. They also discussed what clients the LLLT license is designed to serve which includes those earning up to 400% of the federal poverty guidelines.

### **Family Law Advisory Committee Report**

Committee chair Nancy Ivarinen reported that 12 examinees sat the Fall LLLT Exam and six passed. The Committee reviewed the questions and will continue to evaluate the examination materials. The Committee also considered the fact that some examinees have taken the exam three times and there is no limit on the number of times an individual can take the exam.

The Board discussed the progress towards unifying the admissions and licensing systems to have LLLTs, LPOs, and lawyers on the same schedules and systems. This would involve the LLLT exam moving to be February and July from the prior schedule of March and August. The board listened to concerns about the timing between finishing the Practice Area Curriculum and sitting for the Exam and ensuring there are enough materials to help students prepare.

The Board encouraged everyone who has feedback on this shift to please provide those comments as we continue this conversation.

### **RPC Committee Discussion**

Renata Garcia provided an update on the status of APR 28 and explained that we should not submit the enhancements to APR 28 without making the necessary changes to the LLLT RPCs. It was pointed out that the board's RPC Committee does not currently have a chair. The board will review committees and their membership at its October meeting.

Board member Nancy Ivarinen moved to approve the LLLT RPC draft as written, have WSBA staff continue to review the draft LLLT RPC changes and make any additional necessary changes. If there are problems, those problems may be brought before the board at the October meeting. The motion was seconded and unanimously approved.

### **Review of Subcommittees**

The Board will review all subcommittees and rosters at the October meeting. Staff will create rosters and sign-up sheets for all Committees.

### **LLLT and Court Facilitators**

The Board reviewed and discussed a question about how LLLTs fit in with Skagit County's Family Law Facilitators program and the County's requirements for pro se litigants to have their documents reviewed by a Facilitator. Does the requirement apply if a LLLT prepares the documents?

Board chair Steve Crossland suggested that staff look at the various local rules to see what issues and inconsistencies there may be across the 39 counties. The board will then be able to determine what its role should be in these kinds of questions. In the meantime, staff will attempt to find out what Skagit County has to say about this requirement.

### **UW Site Visit**

The site visit team is working on scheduling a meeting to review the UW paralegal program's application and before scheduling a site visit. The board discussed the fact that the UW paralegal program is through the UW continuing education program, not through the UW academic colleges. This means there program has a different accreditation standard and there may be other differences. The site visit team will consider how those differences apply to the standards for approval that the board previously approved.

### **Report and Recommendation from Nominations Committee**

Board member Nancy Ivarinen reported that the Nominations Committee, after reviewing all applications, unanimously recommends Stephanie Delaney for the open Board member seat.

No public members applied. The Board discussed the need to have another public member and where to focus outreach to solicit public members.

Board member Greg Dallaire moved to nominate Stephanie Delaney. The motion was seconded and unanimously approved. Stephanie Delaney will be recommended to the Court for nomination to the LLLT Board.

### **Adjournment and Next Meeting**

The meeting was adjourned at 4:12 pm. The next meeting will be held on October 19 at 1:30 pm.