

**LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD**  
**Meeting Minutes for February 15, 2018**

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

**LLLT Board Members in Attendance:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Stephen Crossland – LLLT Board Chair | <input checked="" type="checkbox"/> Nancy Ivarinen                      |
| <input checked="" type="checkbox"/> Sarah Bove                           | <input checked="" type="checkbox"/> Andrea Jarmon                       |
| <input checked="" type="checkbox"/> Brenda Cothary                       | <input checked="" type="checkbox"/> Genevieve Mann (Remote)             |
| <input checked="" type="checkbox"/> Greg Dallaire                        | <input checked="" type="checkbox"/> Ruth McIntyre                       |
| <input checked="" type="checkbox"/> Jeanne Dawes (Remote)                | <input checked="" type="checkbox"/> Jennifer Petersen                   |
| <input checked="" type="checkbox"/> Stephanie Delaney                    | <input checked="" type="checkbox"/> Amy Riedel                          |
| <input type="checkbox"/> Lynn Fleischbein                                | <input checked="" type="checkbox"/> Kendra Hodgson, Ex Officio (Remote) |
| <input checked="" type="checkbox"/> Gail Hammer (Remote)                 |   |

**Staff and Others in Attendance:**

Bobby Henry (RSD Associate Director), Christy Carpenter (LLLT #113), Barbara Esselstrom (LLLT #105) via phone, Jennifer Ortega (LLLT #118 ).

**Call to Order/Preliminary Matters**

The meeting was called to order at 1:05 pm.

• **Outreach Update**

Greg reported that meetings continue with immigration lawyers and officials to seek out a resolution to the federal preemption issue blocking the immigration practice area. Amy reported that Whatcom Community College is creating a certificate program for the LLLT core curriculum requirements. Stephanie reported that the site team will be meeting with the University of Washington paralegal program in the Spring. Barbara reported that she will be going to the middle and high schools in the Spokane area to promote the LLLT license as a career choice. Steve went to Saskatchewan where they are very interested in the LLLT license and are likely to start a similar program soon. Steve reported that Wenatchee Community College is very interested in a LLLT education program. He also reported that he and bar leadership will be meeting with Yakima Valley College in February to discuss starting a core



curriculum program there. Steve stressed the importance of getting the LLLT student pipeline full so there are more LLLTs. One way to do that is to get as many colleges as possible delivering the LLLT core curriculum.

- **Approval of Meeting Minutes**

The January 2018 meeting minutes were approved.

- **Staff Update**

Steve reported that Joe Terrenzio is no longer with the WSBA. Bobby Henry reported that Ellen Reed will be filling in on a temporary, part-time basis.

### **Nominations Committee Report**

Brenda reported on the status of board member appointments. The board is still short one public member. To date there are no applications for the next fiscal year. Eligible board members were reminded to reapply. Steve announced that, after discussion with Chief Justice Fairhurst and Justice Madsen, he is eligible for another term. There was no opposition to his remaining on the board.

### **New Practice Area Committee Report**

Nancy Ivarinen reported that the new practice area committee had finished its work on the proposed practice area called Consumer, Money, and Debt Law. The committee will finalize a report for the Board's review at the March meeting. She reported that the committee recommends a 60 day comment period. The Board discussed how it should inform the Court about the proposed practice area. The Board agreed that it should inform the Court about the proposed practice area before or when comments are requested and that information provided to the Court should be brief and general.

Nancy also reported on the Committee's efforts to develop additional practice areas. One possible area is tentatively called "Work and School". The committee reviewed topics that may fit within this area and is working to narrow down and identify areas of administrative law that may also fit within this area. Nancy stressed the importance of keeping records and minutes of what topics were considered and why they were or were not included in the practice area as a sort of legislative history.

### **LLLT and Client Outreach/Communication**

Ruth stressed the importance of getting the word out to students and the public about the LLLT license. The WSBA Communications and Outreach Department continue on their work to develop an outreach plan.

In addition, Andrea suggested that the Board create a video for the purposes of getting the word out about the LLLT license. The Board discussed items to include in the video including client testimonials.



### **Meeting with Court**

The Board discussed preparing for the meeting with the Court in early April. The Board decided that a short, maybe two to three page, report highlighting achievements, progress and goals would be sufficient information for the Court.

### **Board Retreat**

The Board discussed having a retreat. The board's consensus was that a retreat should be held with a preference to holding the retreat some distance from the Seattle area. The board settled on holding a retreat on June 22 and 23 in lieu of its June meeting on June 21. Staff will investigate options for holding the retreat in central Washington at that time. Board members should send ideas for topics to discuss at the retreat to Steve.

### **Adjournment and Next Meeting**

The meeting was adjourned at 2:50 pm. The next meeting will be held on March 15, 2018 at 1:00 p.m.

Submitted by Bobby Henry.

