

**PRO BONO AND PUBLIC SERVICE COMMITTEE**

**Meeting Agenda**

**April 12, 2022 1 – 2 p.m.**, or until all business is completed

**Remote Participant Information:**

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/85282066460?pwd=cVRLbWdoNEsxVXJrL251YTRkQkdHdz09>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 852 8206 6460 || Passcode: 200331

*The Pro Bono and Public Service Committee serves WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.*

2 minutes	Welcome	Bonnie Rosinbum		
<b>2 minutes</b>	<b>March Meeting Minutes</b>	<b>Michael Addams</b>	<b>Action</b>	<b>Pg 2-3</b>
20 minutes	Subcommittee Updates <ul style="list-style-type: none"> <li>• Communications</li> <li>• Rules and Policy</li> <li>• Technology</li> <li>• CLE</li> <li>• Strategic Planning</li> </ul>	All	Discussion	
<b>15 minutes</b>	<b>Memo: Community Liaison Position and Proposed Community Engagement Plan</b>	<b>Bonnie Rosinbum Michael Addams</b>	<b>Discussion &amp; Action</b>	<b>Pg 4-8</b>
5 minutes	FY 23 New Member Recruitment - Who have you invited to apply? Who will you invite to apply?	All	Discussion	
5 minutes	WSBA COVID-19 Vaccination Policy Amendment	Saleena Salango	Discussion	<b>Pg 9-11</b>
5 minutes	BOG Liaison Updates	Matthew Dresden	Report	
5 minutes	ATJ Board Liaison Updates	Lindy Laurence	Report	
3 minutes	Additional news/updates	All	Discussion	

**Next meeting will be Tuesday, May 10th, 2022 1 – 2 p.m.**

**PRO BONO AND PUBLIC SERVICE COMMITTEE**  
**March 8, 2022 Meeting Minutes**

Present: Michael Addams, Sandy Garcia, Natalie Reber, Erin Fortney, Thuy Nguyen, David Weafer, Jacquelyn Merrill Martin, Tacy Gillespie, Ritu Jain

WSBA Staff: Saleena Salango  
BOG Liaison: Matthew Dresden  
ATJ Board Liaison: Lindy Laurence

Meeting began 1:08 PM

**February Meeting Minutes**

David Weafer made a motion to approve February meeting minutes, seconded by Sandy Garcia. Approved with no amendments.

**Subcommittee Updates**

*Communications Subcommittee* – Michael Addams reported that efforts to update the community liaison position list are still in progress. David Weafer reported that an article related to Individual Education Plans (IEP), legal rights and how people should approach them is currently being written for the July August issue or the September issue of the *Bar News*. Michael Addams also reported that the subcommittee is working on a feature for the October issue to highlight public service organizations and individuals.

*Rules & Policy Subcommittee* – Thuy Nguyen reported that the subcommittee is gathering feedback on the proposed rule changes to QLSP eligibility and Pro Bono/Emeritus status. Deborah Perluss is attending the Pro Bono Council meeting to get community feedback from Volunteer Lawyer Programs, which are all Qualified Legal Services Providers. Saleena Salango shared that the expansion of eligibility would ensure that government-sponsored pro bono programs can access Bar resources, however, the preliminary feedback offered is that expanding the definition too broadly might cause frustration with volunteer lawyers and pro bono organizations.

*Technology Workgroup* – Jacquelyn Merrill Martin shared that the technology WG did not meet. They are awaiting a decision from WSBA General Counsel on the legal limitations of the Cases/Opportunities feature. From there, the workgroup hopes to enable this feature.

*CLE Subcommittee* – Erin Fortney shared that this subcommittee met on February 24<sup>th</sup> with the WSBA CLE Department Barbara Del Mar Robles and Shanthi Ragu to plan for the October Legal Lunchbox. They are hoping to offer a program that will fill a gap in the current public service education library offerings. They also discussed free programming options and found that CLE programs cannot be offered free live and in the free public service education library, unless it is a Legal Lunchbox. The subcommittee will meet next Tuesday to discuss opportunities for partnership with Sections or other groups on another CLE. Erin



Fortney reported that the February Legal Lunchbox done in partnership with the Diversity Committee on voter suppression and voting rights went very well. Bonnie Rosinbum and Erin Fortney moderated Q&A portion of the Legal Lunchbox.

*Strategic Planning Subcommittee* – Tacy Gillespie reported that the Strategic Planning Subcommittee met the previous week. This meeting consisted of Tacy, Bonnie Rosinbum and Saleena. A key discussion took place on the challenges with staying community informed and making changes to the community liaison position.

### **FY 23 New Member Recruitment**

Saleena Salango shared the application deadlines for members applying for re-appointment, and urged members to invite at least one other person to join the committee.

### **In-Person Meetings Discussion**

Multiple members expressed an interest in meeting in person. Saleena Salango shared budget limitations and COVID-19 guidelines. The guidelines for in-person meetings currently require that all people be fully vaccinated or have an appropriate exemption; a measure to require booster vaccinations is also under consideration. We will consider dates for an in-person meetings at a future date.

### **BOG Liaison Update**

Matthew Dresden shared that the next BOG meeting is Thursday March 10<sup>th</sup> and Friday March 11<sup>th</sup> in Olympia, WA. One agenda item is related to revisiting vaccination requirements for volunteer, staff, board members. Jacquelyn Merrill Martin shared support for continuing to require vaccination with accommodations for whom it is not appropriate. Creation of committee to explore and advise the BOG on the future of all committees, workgroups, sections, etc. and the structure of the work in response to constitutional challenges to integrated bar. This will be a meta-committee to look at all WSBA committees to review mission, whether they are living up to mission, and what can be improved (evaluating mission drift). If committee members feel strongly about these items, please email Matthew Dresden to provide comments.

### **ATJ Board Liaison Update**

Lindy Laurence reported that the Access to Justice Board is focused on Access to Justice Conference in 2023. Currently, they are in the process of selecting co-chairs to lead and develop conference – please reach out to Lindy Laurence if interested in being a chair for this conference. Lindy also shared that there is a Board meeting coming up on Friday, March 11<sup>th</sup> at 10 a.m.

Meeting adjourned 1:50 p.m.



TO: Pro Bono and Public Service Committee  
 FROM: Bonnie Rosinbum and Michael Addams (co-chairs), Saleena Salango (staff liaison)  
 DATE: April 6, 2022  
 RE: Community Liaison Position and Proposed Community Engagement Plan

**DISCUSSION / POTENTIAL ACTION:** To disband the Community Liaison Position and replace it with a community engagement plan that is designed and implemented by the Pro Bono and Public Service Committee.

**Background**

The Community Liaison Position was developed in 2018 with the goal staying community-informed and ensuring the Pro Bono and Public Service Committee’s work was de-siloed and sustainable. Each member was assigned to one to three justice partner organizations.

Duties of Liaisons <i>(to entities with regularly-scheduled meetings)</i>	Duties of Liaisons <i>(to entities without regularly-scheduled meetings)</i>
<ol style="list-style-type: none"> <li>1. <i>Attend meetings as scheduling permits/as often as possible</i></li> <li>2. <i>Listen to meeting topics with an ear and eye to the potential impact on PBPSC priorities</i></li> <li>3. <i>Serve as conduit for communication between PBPSC and other entity</i> <ul style="list-style-type: none"> <li>○ <i>Report back to PBPSC regularly or more often if pressing matters arise that need to be brought to the committee’s attention</i></li> <li>○ <i>Assist PBPSC in communicating information and requests back to the other entity</i></li> </ul> </li> <li>4. <i>Identify opportunities for collaboration</i></li> </ol>	<ol style="list-style-type: none"> <li>1. <i>Schedule a meeting (in-person preferred, when possible)</i></li> <li>2. <i>Learn about the program—successes and challenges of their programs</i></li> <li>3. <i>Report back to PSPSC</i></li> <li>4. <i>Identify opportunities for collaboration</i></li> </ol>

Multiple discussions from members have demonstrated that the community liaison position was not achieving the primary goal of keeping the community-informed due to the lack of engagement from the organizations on the community liaison position list.

This memo is designed to build on this discussion and put forth a **draft** proposal for the Pro Bono and Public Service Committee’s revision, discussion, and approval. This proposal includes disbanding the Community Liaison roles and instead putting forth a Community Engagement plan that will make changes

to our Committee's meeting structure, outline high-priority actions, and potential long-term projects with the goal of staying community-informed.

### **Challenges: Community Engagement**

One key challenge the Committee has faced is in engaging community members from justice partner organizations. Some members who did outreach within their assigned Community Liaison Position did not receive consistent responses and required a lot of labor to follow up, while other members who were already connected to organizations on the list felt overwhelmed with the amount of information received in their assigned position. There are multiple specific factors contributing to a lack of engagement from the community organizations, including but not limited to the following:

- Many of the organizations on the list are generally understaffed, small, or busy organizations that do not have time to respond to inquiries.
- Limited avenues of engagement – we have historically sent emails or Google forms to receive feedback and input, which might not be the best way for people or organizations to engage.
- While the Committee has privileges to be able to interface with the Board of Governors, propose rule or policy changes, connect organizations to resources, and promote pro bono programs for organizations using WSBA's extensive network of members, some organizations are unaware of the work WSBA and/or the Committee does and how we can/should partner.

A lack of community engagement can also stem from asking for input from community without first building trust, transparency, or accountability mechanisms. In order to ensure community involvement, the Pro Bono and Public Service Committee will take steps to move farther along [the Spectrum of Community Engagement](#), where appropriate in our committee's daily work and defined projects. This includes being more intentional about involving community partners or community members to not tokenize or just gather input as a reaction to our work, and considering how the Committee can center community partner organizations to propose, collaborate, and co-develop Committee projects and proposals. In addition, the Committee should offer multiple avenues of engagement for community partners and be more transparent about our goals, how we are achieving those goals, and what we are positioned to do as a WSBA committee.

### **Building Trust and Accountability**

Community engagement only works when we have built trust and avenues of accountability. The full committee and subcommittee should work to build trust with community partners by being responsive, accountable, and transparent. A non-comprehensive list of how we can begin to do so is below:

- The committee should be clear about expectations, intentions, goals, and what we can and cannot offer when asking for input from community partners.
- The committee should acknowledge the expertise and input of community partners.
- When gathering input on projects, the committee should follow up with all people who offered input and explain how we did or did not incorporate their feedback and why.
- The committee should respond to inquiries in a timely manner and follow through on feasible requests from community partners.
- The committee should be present in the community by attending outside meetings where possible and listen to community members.

**Proposal**

Based on the factors and recommendations outlined above, and the Committee’s [core values](#) of *teamwork, community, trust, and problem-solving*, below is a proposed list of action items that the committee should take in lieu of continuing the Community Liaison Positions.

**NOTE: The table below is not meant to be a comprehensive list of action items or projects, but rather a suggestion to move from discussion toward action as it relates to community engagement.**

<b>Proposed Structural/Ongoing Committee Changes</b>		
<b>What:</b> Proposed action, project, or change	<b>Why?</b>	<b>How</b> will we make this happen? <b>Who</b> will own the work?
<b>Invite guests from organizations on the Community Liaison List to each full committee meeting</b> to share their organization’s work and foster opportunities for shared collaboration.	This will help the Committee stay informed about the work that different organizations are doing and potential collaborations.	1) <b>Co-chairs</b> will ensure that community updates or community presentations are reflected in the full committee agenda  2) <b>Co-chairs</b> and <b>staff liaison</b> will send out invitations to partner organizations at each meeting  -OR-  <b>Each committee member</b> will be assigned a month to invite a community partner (with support from <b>staff liaison</b> )
<b>Invite staff and non-attorney volunteers from QLSPs or VLPs to participate as non-voting members.</b>	This can provide valuable feedback about our work that is less WSBA-member centered.	
<b>Attend partner organization meetings</b>  Examples: <ul style="list-style-type: none"> <li>- Pro Bono Council</li> <li>- ATJ Delivery Systems Committee Meeting</li> <li>- Regional Pro Bono Coordinator meetings (such as Seattle Area Pro Bono Coordinators)</li> </ul>	1) The Committee will remain informed about the work pro bono organizations are doing and identify potential collaborations  2) The Committee will ensure we are not duplicating but complementing the systemic work being done by the broader Access to Justice	1) <b>Staff liaison</b> can send out regular emails;  2) <b>Committee members</b> will sign up to attend meetings as a PBPSC representative based on availability and report back at full committee meetings.

	community.	
<b>Develop and implement a PBPSC Member recruitment plan</b> to help ensure that PBPSC has a diverse, rounded committee membership.	<p>This will help ensure that Committee members have staff and volunteers with pro bono organizations, civil legal aid, and volunteer lawyer programs as members who can not only provide input on the work but also have voting authority.</p> <p>In addition to offering a broader array of perspectives, a demonstrated commitment to diversity, equity, and inclusion can also lessen turnover and burnout of volunteers.</p>	<p><b>1) Communications Subcommittee</b> – develop blurbs about volunteer positions for recruitment efforts.</p> <p><b>2) Strategic Planning Subcommittee</b> – consider who committee members represent and identify who is missing, potential areas to recruit.</p> <p><b>3) Co-Chairs and staff liaison</b> -- respond to inquiries about the Committee.</p>
<b>Priority Projects or Action Items</b>		
<b>Evaluate and propose changes to the structure and goals of the committee, including subcommittees</b>	This will allow us to clarify what we would like to achieve as a committee, and how we can ensure we can meet those goals efficiently and sustainably.	<b>Strategic Planning Subcommittee</b> , with final approval from full committee
<b>Define “community,”</b> potentially starting with a gap analysis of the community liaison list or a mapping project.	This will force us to reflect on who we should remain accountable to and who we would like to center in this work.	
<b>Develop an introductory communication piece about PBPSC</b> including the roles within WSBA, structure, and what we can/can't do	This will create clarity for community partner organizations to better understand how we can support them	<b>Communications Subcommittee</b> , with input from full committee
<b>Create a centralized mailing list</b> based off of the Community Liaison Position list	This will allow for more efficient lines of communication.	



<b>Build a regular newsletter</b> for the mailing list to send updates on the Committee's work.	This will increase clarity about the work the Committee is doing and offer multiple opportunities to engage.	
<b><i>Potential Long-Term Projects</i></b>		
<b>Propose a change to the bylaws to allow a community member seat on the Committee</b>	Based on feedback from QLSPs and Pro Bono Council – offering a community member seat would provide valuable feedback to the committee's work.	<b><i>Rules &amp; Policy Subcommittee</i></b> , with assistance from <b><i>Communications Subcommittee</i></b> and final approval from full committee
<b>Town hall event with community partner organizations</b> (First one in FY22 or FY23, with potential to do so annually)	Creating a space to share the committee's work, gather pro bono organizations in one place to inform the work, and build relationships.	<b><i>TBD</i></b> (likely various subcommittee with full committee support)
<b>Pro Bono Pledge Project</b> with a potential partnership with QLSPs, OMVLA, or Pro Bono Council (VLPs)	This would help us to fulfill overall goals of committee to promote pro bono while develop an intentional and collaborative project with community partner(s)	<b><i>TBD</i></b> (likely various subcommittee with full committee support)



# WASHINGTON STATE BAR ASSOCIATION

## POLICY

### **WSBA VOLUNTEER COVID-19 VACCINATION MANDATE FOR WSBA IN-PERSON MEETINGS AND EVENTS**

**Approved August 21, 2021**

**Amended March 11, 2022**

WHEREAS, on February 29, 2020, Governor Inslee proclaimed a state of emergency due to the novel coronavirus disease (COVID-19) outbreak in Washington; and on March 13, 2020, President Trump declared a national emergency due to the COVID-19 outbreak across the United States; and on February 24, 2021, President Biden continued the national emergency; and

WHEREAS, the Supreme Court of Washington has strongly encouraged the Washington State Bar Association to adopt and implement similar vaccination requirements for their Workers as set forth in their order No. 25700-B-669 of August 18, 2021, mandating vaccines for all Supreme Court workers, which includes any “employee, independent contractor, service provider, volunteer, or through any other formal or informal agreement to provide goods or services, whether compensated or uncompensated”; and

WHEREAS, it is the duty of every employer to protect the health and safety of employees by establishing and maintaining a healthy and safe work environment and by requiring all volunteers who appear in-person at our events or on-site at our facilities, to comply with health and safety measures; and

WHEREAS, the WSBA has regulatory functions and provides services, to the members and the public in every county in our state with the use of volunteers, and many of our volunteers have the potential to interact with the members, the staff, or the public on a regular basis, and they all interact with some portion of the community at large to varying degrees before and/or after volunteer hours;

and

WHEREAS this board has the authority to set policies that are reasonably necessary for carrying out and fulfilling its duties under GR 12, RCW 2.48, and our Bylaws.

NOW, THEREFORE, the following policy applicable to volunteers is hereby ADOPTED:

1. **Prohibitions.** This policy prohibits any volunteer, including the Board of Governors, from engaging in in-person volunteer work for the WSBA, or as a representative of WSBA, if the volunteer has not been fully vaccinated, which includes a booster dose, against COVID-19. A volunteer must either be vaccinated or qualify for an exemption to be eligible to volunteer in-person or on-site.
2. **Exemptions from Vaccine Requirement.**
  - a) Volunteers are not required to get vaccinated against COVID-19 if they are entitled under the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964 (Title VII), the Washington Law Against Discrimination (WLAD), or any other applicable law to a disability-related reasonable accommodation or a sincerely held religious belief accommodation to the requirements of this order.
  - b) To the extent permitted by law, before providing a disability-related reasonable accommodation to the requirements of this order, the WSBA must obtain from the individual requesting the accommodation documentation from an appropriate healthcare or rehabilitation professional authorized to practice in the State of Washington stating that the individual has a disability that necessitates the accommodation and the probable duration of the need for the accommodation.
  - c) To the extent permitted by law, before providing a sincerely held religious belief accommodation to the requirements of this policy, the WSBA must document that the request for an accommodation has been made and the document must include a statement regarding the way in which vaccinations conflict with the religious observance, practice, or belief of the volunteer.

- d) Reasonable accommodations will be determined by the Executive Director on an individualized basis and, where a volunteer is exempt from this mandate, accommodations may include but are not limited to requirements to wear a mask, obtain viral testing regularly, socially distance, appear virtually, or work remotely.
- e) Like the Independent Contractors mentioned in §4(c) of the Supreme Court's Order this policy applies to volunteers only when their services are performed in person or on site, regardless of frequency, and regardless of whether other staff or volunteers are present.

3. Acceptable Proof of Full Vaccination Against COVID-19: Where required above, volunteers

for the WSBA must provide proof of full vaccination against COVID-19. Acceptable proof may include:

- a) CDC COVID-19 Vaccination Record Card or photo of the card;
- b) Documentation of vaccination from a health care provider or electronic health record;
- c) State immunization information system record;
- d) Other forms approved by Human Resources.

Personal attestation is not an acceptable form of verification of COVID-19 vaccination.

This policy will take effect on 8/22/21 and shall remain in effect until further policy change.

Approved by the WSBA Board of Governors on August 21, 2021.



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Kyle D. Sciuchetti, WSBA# 26264  
WSBA President, 2020-2021