

PRO BONO AND PUBLIC SERVICE COMMITTEE
Meeting Agenda
May 10, 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		
2 minutes	April Meeting Minutes	Michael Addams	Action	Pg 2-4
20 minutes	Subcommittee Updates <ul style="list-style-type: none"> • Communications / Technology • Rules and Policy • CLE • Strategic Planning 	All	Discussion	
15 minutes	Memo: Community Liaison Position and Proposed Community Engagement Plan	Bonnie Rosinbum Michael Addams	Discussion	Pg 5-9
5 minutes	FY 23 Member Recruitment <ul style="list-style-type: none"> • June 3rd deadline extension • Co-chair announcement 	Michael Addams	Discussion	
5 minutes	In-Person Meeting Planning	Bonnie Rosinbum	Discussion	
5 minutes	BOG Liaison Updates	Matthew Dresden	Report	
5 minutes	ATJ Board Liaison Updates	Saleena Salango	Report	
3 minutes	Additional news/updates	All	Discussion	

Next meeting will be Tuesday, June 14, 2022 1 – 2 p.m.

PRO BONO AND PUBLIC SERVICE COMMITTEE
April 12, 2022 Meeting Minutes

Present: Jacqueline (Jacqui) Merrill Martin, Michael (Mike) Addams, Bonnie Rosinbum, Ritu Jain, Yuan Ting, David Weafer, Sandy Garcia, Tacy Gillespie.

WSBA Staff: Saleena Salango, Diana Singleton
BOG Liaison: Matthew Dresden

Meeting called to order at 1:03 PM

March Meeting Minutes

Motion to approve by Jacqui, seconded by Mike; Approved with no amendments.

Subcommittee Updates

Communications Subcommittee – Michael Addams shared that the Communications Subcommittee has not met. Member have contacted all members on the Community Liaison position list, noting people who haven't responded. They are still working on articles mentioned in previous committee meeting.

Rules & Policy Subcommittee – Yuan Ting shared updates on proposed changes to QLSP eligibility and Pro Bono Status rules. Deborah Perluss attended the last Pro Bono Council meeting, and received mixed feedback. The expansion of Pro Bono Status rule change to include public interest organizations was not supported by the PBC, with significant concern that the rule change would take the focus off of serving low-income Washingtonians. The QLSP eligibility status change feedback received was mixed. The PBC members believed that the Attorney General or Public Defender's Office might have conflicts that prevent them from providing pro bono services elsewhere; Thurston County Volunteer Lawyer Program had concerns that there is a large number of volunteers from the Attorney General's Office and that QLSP status changes will mean they could provide pro bono services to their existing clients and receive QLSP benefits, meaning they could lose those volunteers. The subcommittee has asked the AG's office to provide more information and understand 1) who they want to attract for own program (internal or outside attorneys), and 2) if the request to expand the definition is influenced by their staff attorneys who would like to volunteer with their in-house program and receive benefits, which might ultimately lessen the attorneys who want to volunteer for volunteer lawyer programs. Bonnie Rosinbum also shared that the Counsel Professional Ethics has brought forth a proposed change to RPC 1.8E related to providing expenses to indigent clients. There is an open comment period of one year. The subcommittee will discuss at the next monthly meeting in April whether they would like for the committee to submit comments in support of this proposed rule change.

Technology Workgroup – Jacqui reported that the workgroup has not met. Michael and Jacqui have discussed merging workgroup with the Communications Subcommittee. Saleena reported that WSBA GC has requested additional information in order to determine what the legal limitations are for the Cases/Opportunities feature.



CLE Subcommittee – Sandy Garcia reported that the CLE subcommittee does not have any updates. They will meet next Monday to review potential topics for the October Legal Lunchbox, and a potential additional CLE at some point in the year, and to review some feedback from the WSBA CLE team.

Strategic Planning Subcommittee – Bonnie reported that the Strategic Planning Subcommittee met last week to develop a plan to put in place of the Community Liaison Position.

Memo RE: Community Liaison Position – Discussion

Bonnie and Michael led a discussion on the Community Liaison Role and developing an alternate plan to help the committee stay community-informed and live up to the stated value of Community. Michael and Jacqui discussed a potential to restructure and dissolve the Technology Workgroup to the Communication Subcommittee and shifting focus from building the Pro Bono WA site to ensuring fresh content for the site.

Jacqui offered that inviting guests to committee meetings combined with a regular newsletter to facilitate two-way collaboration, offering multiple ways to engage including email, attending partner organization meetings. Jacqui suggested getting more information before proposing bylaw changes to open community member seat. Matthew Dresden echoed Jacqui's feedback and offered suggestion to identify priorities given that some projects might require a lot of time and effort.

Saleena and Diana reported that one of the potential long term projects outlined, opening a seat for a community member, may require a proposed exception to the WSBA committee bylaws. This was a suggestion from multiple staff members at QLSPs and from the Pro Bono Council Manager, Michael Terasaki. Saleena will do some additional research about whether this is possible and how the Committee might go about this to inform our decision about taking on this project. No action was taken; further discussion will occur at the Strategic Planning Subcommittee and full committee meeting next May.

FY 23 New Member Recruitment

The priority deadline to apply is April 15th. Please apply for re-appointment by this date. New members can apply after this deadline, as we still have open seats on the committee. Applications are through MyWSBA.org.

WSBA Vaccination Policy Amendment

In-person events now require proof of fully vaccination including a booster. The policy and portal to submit vaccination records are available [here](#) on the WSBA site.

BOG Liaison Update

Matthew Dresden will share the information about ETHOS and proposed changes to the Bar structure with the PBPSC listserv.

ATJ Board Liaison Update

Diana Singleton shared that Lindy Laurence resigned from ATJ Board. Esperanza Borboa will be the Committee's new ATJ Board Liaison, but cannot begin until June. We don't have an official liaison until then, but Diana will ensure Saleena is informed of ATJ Board updates.

Meeting adjourned 2:02 p.m.

DRAFT



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

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.

Proposed Structural/Ongoing Committee Changes		
What: Proposed action, project, or change	Why?	How will we make this happen? Who will own the work?
Invite guests from organizations on the Community Liaison List to each full committee meeting 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) Co-chairs will ensure that community updates or community presentations are reflected in the full committee agenda
Invite staff and non-attorney volunteers from QLSPs or VLPs to participate as non-voting members.	This can provide valuable feedback about our work that is less WSBA-member centered.	2) Co-chairs and staff liaison will send out invitations to partner organizations at each meeting -OR- Each committee member will be assigned a month to invite a community partner (with support from staff liaison)
Attend partner organization meetings Examples: <ul style="list-style-type: none"> - Pro Bono Council - ATJ Delivery Systems Committee Meeting - Regional Pro Bono Coordinator meetings (such as Seattle Area Pro Bono Coordinators) 	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) Staff liaison can send out regular emails; 2) Committee members will sign up to attend meetings as a PBPS representative based on availability and report back at full committee meetings.

	community.	
Develop and implement a PBPSC Member recruitment plan 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>1) Communications Subcommittee – develop blurbs about volunteer positions for recruitment efforts.</p> <p>2) Strategic Planning Subcommittee – consider who committee members represent and identify who is missing, potential areas to recruit.</p> <p>3) Co-Chairs and staff liaison -- respond to inquiries about the Committee.</p>
Priority Projects or Action Items		
Evaluate and propose changes to the structure and goals of the committee, including subcommittees	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.	Strategic Planning Subcommittee , with final approval from full committee
Define “community,” 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.	
Develop an introductory communication piece about PBPSC 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	Communications Subcommittee , with input from full committee
Create a centralized mailing list based off of the Community Liaison Position list	This will allow for more efficient lines of communication.	

Build a regular newsletter 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.	
Potential Long-Term Projects		
Propose a change to the bylaws to allow a community member seat on the Committee	Based on feedback from QLSPs and Pro Bono Council – offering a community member seat would provide valuable feedback to the committee's work.	Rules & Policy Subcommittee , with assistance from Communications Subcommittee and final approval from full committee
Town hall event with community partner organizations (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.	TBD (likely various subcommittee with full committee support)
Pro Bono Pledge Project 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)	TBD (likely various subcommittee with full committee support)