Administrative Law Section
of the Washington State Bar Association

Administrative Law Section Executive Committee
Telephonic Meeting September 21, 2020


Also Present: John Gray, Selina Kang, Eileen Trang.

Absent Executive Committee Members: Jonathon Bashford (Immediate Past Chair), Scott Boyce (2018-2021), Bob Murphy (2017-2020), Chad Standifer (2017-2020).

Meeting called to order at 12:04 p.m.

1. Approval of Minutes (all)
   A motion was made (Robert) and seconded (Margie) to approve the minutes from the August 17, 2020, meeting; the motion passed unanimously.

2. Approval of Agenda (all)
   The agenda was proposed, as distributed by Robert Krabill prior to the meeting. A motion was made and seconded to approve the agenda; the motion passed unanimously.

3. Financial update (Katy Hatfield)
   Katy provided an update. We have received the most recent accounting (June) from WSBA. Publications revenue is reported quarterly, and was recently added to our account.

4. Retreat Update (Marjorie Gray)
   Margie provided an update that Alderbrook is asking us to sign a contract, but she has not wanted to move forward because we don’t know if it will be safe to meet in person in June. Eileen stated that WSBA will not sign a contract for any in-person events right now.

5. Committee updates
   5.1 Legislative (Richard Potter)
   Richard provided an update. Growth Management Hearings Board has a website regarding hearings decisions but has not updated its website with recent decisions because of lack of funding allocated to that purpose. Richard has reviewed 250 state agencies to determine
which agencies have the ability to do administrative hearings. He determined there are 130 agencies that do administrative hearings, but only 14 have promulgated rules regarding a significant decisions index meeting the requirements of the statute. Only 8 have an index posted online. Richard is considering sending a letter from himself personally to agencies, asking if they have the required significant decisions index. It is not within the authority of the Section, so he would send the letters in his personal capacity.

5.2 Publications and Practice Manual (Robert Krabill, Richelle Little, Selina Kang)

Robert Krabill as Section Chair has appointed Selina Kang (section member) and Richelle Little (Secretary) to the Publications and Practice Manual Committee.

A motion was made (Robert) and seconded (Margie) to approve the agreement with WSBA regarding the PRA Deskbook revenue sharing. The motion passed unanimously. Selina will contact the correct party at WSBA.

Lexis Nexis has reached out regarding updates of two chapters that were due this month for the Administrative Law Practice Manual and the committee is working on providing something to Lexis Nexis.

5.3 CLE (Eileen Keiffer, Robert Krabill, Susan Pierini, Lea Dickerson)

We had approximately 50 attendees at the recent DFI mini-CLE in September. Some were non-paying employees of DFI, so we are not sure yet whether the event was profitable financially.

We will not have a CLE in October, and at this point do not have a CLE planned for November. Lea has been working on the Homan Award event combined with CLE for a tentative date in December.

5.4 Diversity and Outreach (Alexis Hartwell-Gobeske / Robert Rhodes)

Alexis provided an update. The committee is working with Gonzaga and other WSBA sections on a virtual event with law students in October.

5.5 Homan Award (Lea Anne Dickerson)

The award is being granted to Richard Potter this year. Lea is working with the CLE committee to present a CLE in conjunction with the presentation of the award.

5.6 Newsletter (Bill Pardee)

Bill is working with Ed on the handoff of the newsletter duties. He also let Ed know that there is an opportunity to be considered for appointment to an open at-large position, and we are waiting to hear back from Ed if he is interested.

5.7 Elections (Robert Krabill, Lea Dickerson)

The elections committee did not have an update. There are three open positions for At-Large Members on the Executive Committee, which are addressed in Paragraph 8, below.
6. **Bylaw Amendment**

A motion was made by Margie Gray Robert Krabill and seconded by Bill Pardee to approve the proposed amendment to bylaw section 7.7. The motion passed unanimously. The proposal is attached to these minutes. Richelle will submit the amendment to WSBA for approval by the BOG.

7. **Superior Court Recovery Task Force - Appellate Committee (Eileen)**

Eileen has attended one meeting of the task force. The task force is working on expanding APA certification to the appellate court, in order to relieve the backlog of administrative appeals in superior court. The APA amendment would allow certification to the appellate court if all parties agree, or if certain criteria are met. LUPA appeals would require all parties to consent.

8. **Appointments to Vacant Positions**

8.1 A motion was made (Robert) and seconded to appoint Sophie Geduchadze to one of the At-Large vacancies. The motion passed unanimously.

8.2 A motion was made (Robert) and seconded to appoint Selina Kang to one of the At-Large vacancies. The motion passed unanimously.

8.3 There is one remaining At-Large vacancy. Bill Pardee is checking with our incoming newsletter chair, Ed Pesik, to see if he would like to be considered.

9. **Ratification of Business Decisions made without a quorum.**

A motion was made (Robert) and seconded (Margie) to ratify the following decisions made by a majority vote of those present on August 17, 2020.

9.1 Approval of the July 20, 2020, minutes.

9.2 Approval of creation of a section committee regarding the Superior Court Recovery Task Force - Appellate Committee.

The motion passed unanimously.

10. **Transfer of the Gavel**

As of October 1, 2020, Eileen will take over as section Chair.

11. **Good of the Order**

11.1 Eileen reminded everyone that there is a Section Leaders Orientation coming up that we are encouraged to attend. At least one representative of each section needs to attend.

11.2 Michael Addams noted that this will be his last meeting as Young Lawyer Liaison. He may attend future meetings as a general section member, as his schedule allows.

12. **Next Meeting**

Next meeting is October 19, 2020 at 12:00 p.m.
The meeting adjourned at 1:01 p.m.

**Attachments:**

- Selina Kang letter of interest and resume
- Approved bylaw amendment (needs approval by BOG before effective)
Current

7.7 If there is a vacancy on the executive committee between elections, the voting members of the executive committee, by majority vote, shall appoint a successor to serve for the remainder of the unexpired term. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.

Redline

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Proposed

7.7 If there is a vacancy on the executive committee between elections, the voting members of the executive committee, by majority vote, shall appoint a section member to fill the vacancy until the next annual election, when an individual will be elected to serve the remainder of the vacated term.

Note: majority vote is defined as follows:

5.4 A majority of the voting members of the executive committee present in person, by telephone, or by videoconference constitutes a quorum. Action by the executive committee is determined by a majority vote of the executive committee members present once a quorum is established. Votes may be conducted by email in accordance with the Bar’s Bylaws.”
August 26, 2020

Administrative Law Section
Washington State Bar Association (WSBA)
Seattle, WA 98101

Dear Sir or Madam:

Re: Letter of Interest

Please accept this letter and the attached resume as my application for the At-Large position of the executive of the Administrative Law Section of the WSBA.

I became a member of the Washington State Bar in 2007. I have experience in a broad range of legal matters, notably in international information privacy and data protection, compliance, procurement, and contract negotiation and administration. I am a certified member of the International Association of Privacy Professionals (CIPP, CIPM) where I am pursuing a Fellowship in Information Privacy. I am fully trilingual (English, Punjabi, and Hindi).

Recently, I was appointed to the WSBA’s Legislative Review Committee. I am also a current executive member of the WSBA Health Law section. I am a past executive member of the Women Lawyers Forum, the legislative review committee of the Privacy Law sections of the CBA and ABA, a past executive member of the International Practice Section, and a past executive member of the ABA Young Lawyers Division. I am a member of the WEB Alliance of Women’s Business Network where I serve on the committee for the Economic Forum: Women as a Catalyst for Growth. Lastly, I am a new member of the ChIPs network, a nonprofit organization that advances and connects women in technology, law, and policy.

My credentials offer a unique combination of experience and training are well suited for the At-Large Position. I feel that my diverse background will help me bring a fresh perspective to the WSBA Administrative Law Section.

Thank you in advance for your consideration and I look forward to continuing to serve the legal community.

Sincerely,

Selina Kang
Experienced, dynamic privacy lawyer with nearly a decade of experience in both the private and public sectors. Specialized expertise in global data protection and privacy laws, compliance, and risk management. Provides pragmatic and coordinated advice across the business enterprise. A motivated individual with a strong work ethic, professional etiquette, and a proven track record of developing a rapport with clients and stakeholders in a fast-paced environment. Effective democratic and coaching leadership style. Fully trilingual (English, Punjabi, and Hindi).

PROFESSIONAL EXPERIENCE

NLG, PLLC  
Attorney  
Feb 2020 - Present  
- Contract lawyer at a Boutique Law Firm in the areas of civil litigation, employment law, business law, immigration law, data privacy law, and general business matters

PHSA  
Manager, Provincial Privacy Services and Privacy Law Advisor  
May 2016 - Jan 2020  
- Provided strategic data privacy advice across all levels of the organization  
- Breach management team to ensure timely containment, notification, and risk mitigation  
- Privacy audit and investigations team for incident response. Achieved streamlining all privacy audits to our central department  
- Led privacy team for the digital Health initiative for provincial rollout  
- Negotiated data privacy and security provisions in master services agreements, supplier agreements, etc.  
- Advised and conducted privacy reviews and privacy impact assessments on new or existing systems and proposals to comply with privacy legislation and best practices  
- Developed and delivered education and training programs  
- Advised on the development of internal and external facing privacy policies and procedures  
- Led privacy awareness and compliance initiatives  
- Managed direct reports (recruitment, on-boarding, training, etc.) for assignment of work, portfolio development, performance reviews, etc.

ALLC  
Lawyer  
Nov 2014 - Apr 2016  
- Specialized in the areas of privacy, data protection, and access to information law, administrative law, employment law, business law, and cross border law  
- Researched and drafted submissions, opinions, and memoranda  
- Negotiated and drafted a broad range of legal agreements  
- Analyzed legal issues to provide practical advice to clients and senior counsel  
- Advocated for clients before administrative bodies and in other proceedings

DLLP  
Associate Lawyer  
Sep 2012 - Nov 2014  
- General cross-border law practice at a National Law Firm in the areas of business immigration, information privacy and access to information law, employment and administrative law  
- Analyzed legal issues and provided strategic, tactical advice directly to senior level executives for multinational organizations and commercial enterprises  
- Successfully represented and drafted submissions for corporate clients on cross border employment matters  
- Successfully represented clients in administrative hearings  
- Reviewed, negotiated, and drafted a variety of agreements and contracts  
- Created and developed precedents in cross-border law  
- Supervised staff including assignment of work, coaching and mentoring, career development, etc.
ALLC
Lawyer  

February 2010 - August 2012

- General law practice at a Boutique Law Firm in the areas of information privacy, data protection and access to information law, health law, employment law, cross-border law, administrative and regulatory law, and general business matters
- Analyzed legal issues to provide practical advice to clients and senior counsel
- Researched and drafted submissions, legal opinions, affidavits, and memoranda
- Advocated for clients before administrative bodies
- Oversaw files independently as well as on behalf of senior counsel

PROFESSIONAL DESIGNATIONS

International Association of Privacy Professionals, Portsmouth, NH  
Certified Information Privacy Professional (CIPP) and Management Professional (CIPM)  
Fellowship in Privacy (expected Summer 2020)  
December 2017

Washington State Bar Association, Seattle, WA  
November 2007

EDUCATION

FCSL
Juris Doctorate, Certificates in Advanced Legal Writing and International Law
Honors: Moot Court Honour Board, Executive Member; Bradley Memorial Scholarship for Moot Championship; Governor’s Scholar Scholarship; Phyllis Stansell Award (Convocation); Honour in Pro Bono Commitment (Convocation)

UBC
Bachelor of Arts, Political Sciences and International Relations
Honors: Passport to Education Scholarship

HIGHLIGHTS OF PROFESSIONAL ACTIVITIES

WSBA Legislative Review Committee  
2020 - Present

2014 - Present

Privacy Professionals Forum, Speaker on Privacy Case Law Updates  
2012 - Present

Washington State Bar Association  
Executive Member, International Practice Section (2011 - 2013)
Executive Member, Health Law Section (2020-Present)
Executive Member, Administrative Law Section (2020-Present)

Washington State Bar Association  
Executive Member, International Practice Section (2011 - 2013)
Executive Member, Health Law Section (2020-Present)
Executive Member, Administrative Law Section (2020-Present)

American Bar Association, International Practice Section  
2007 - Present

Privacy Section, CBABC  
Past
Co-Chair - Working Group, Legislative Review Committee
- Researched privacy implications on legislation changes
- Key drafter of subsection’s submissions to the Federal Government Special Committee to Review

INTERESTS

Interests include traveling, triathlon, recreational sports, yoga, reading English Literature, and Seahawks

selinapkang@gmail.com