

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2022: October 1, 2021 – September 30, 2022

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2021 – September 30, 2022. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Monday, October 17: Please submit by emailing to Sections Program Specialist Carolyn MacGregor at carolynm@wsba.org.

Name of Entity:	Administrative Law Section
Chair or Co-Chairs:	Lea Dickerson, incoming Chair; Bill Pardee, outgoing Chair
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist
Board of Governors Liaison:	Brett Purtzer
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Administrative Law Section is to seek participation of all interested members of the Bar to benefit section members, their clients, and the general public by: Exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act, and Open Public Meetings Act, through CLEs, publications, meetings, and other means of communication; Initiating and implementing common projects; Improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the development of proposed statutes, and the promotion of uniformity in legislation and administration; and providing other services that may benefit section members, the legal profession, and the public.	
Strategy to Fulfill Purpose:	
The Section's Diversity Outreach Committee actively solicits and recruits individuals to join the Administrative Law Section through recruiting events. The Section's Nominating Committee actively	

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solicits and recruits individuals to join the Section's Executive Committee when openings arise. The Section's CLE Committee routinely hosts and puts on Mini-CLEs concerning various topics in administrative law. The Section's Legislation Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions, and where appropriate gives feedback back to the WSBA Legislative Liaison on pending legislation of concern to the section. The Section's Newsletter Committee publishes a Newsletter that includes articles on administrative law, and advertises events like the Section's CLEs; the Homan Award Committee solicits and reviews nominations for the Homan Award and awards it to individuals who have shown a strong dedication and commitment to administrative law through their actions and accomplishments. The Section's Publications and Practice Manual Committee ensures that the Section's Public Records Act Deskbook and Administrative Law Practice Manual are updated regularly and published.

How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?

The Section's purpose furthers this mission through the exchange of ideas and sharing of knowledge via publications the Section produces (The Public Records Act (PRA) Deskbook & Administrative Law Practice Manual); the CLEs it sponsors and produces; the Newsletter it publishes with articles and case law summaries; tracking proposed legislation and agency actions and best practices; and providing current knowledge on administrative law to the public and members of the Bar. It serves to better the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice.

2021-2022 Entity Accomplishments:

Between October 1, 2021 and September 30, 2022, the Executive Committee held regular monthly meetings via Zoom. It hosted a fall picnic in 2022 for board members. The Section awarded the Frank Homan award for 2021 to John Gray, and held an in-person reception at Mercato's in December 2021 for the 2021 Homan Award recipient as well as provided a Zoom link to attend remotely. The Section produced four mini-CLEs by webinar. It selected the 2022 Homan Award Winner. It published its Newsletter and continued to track a number of bills during the 2022 Legislative Session. The Section posts details about its accomplishments in its Newsletters and Meeting Minutes.

Looking Ahead: 2022-2023 Top Goals & Priorities:

1	Mini-CLE program
2	Annual Board Retreat
3	Mentoring program
4	Homan Award Recipient
5	Publish Newsletter

Please report how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

The Administrative Law Section is involved in all areas of administrative law of interest to Washington lawyers, including Washington State administrative law, federal administrative law, tribal administrative law, and interstate compact administrative law. We recognize that most attorneys in Washington practice some type of administrative law, even if they never directly apply the Washington Administrative Procedure Act. The Section welcomes anyone as a member who has an interest in administrative law. Our members include: Assistant attorneys general; Public agency in-house attorneys; City attorneys (on private contract as well as municipal employees); County prosecutors; Private practitioners who represent clients subject to government regulation; Judicial officials; and Administrative Law Judges. The Section’s Executive Committee strives to recruit members and board members from historically underrepresented backgrounds, LGBTQ+ attorneys, young/new attorneys, and attorneys from all over the state. The Section’s Diversity and Outreach co-chairs have focused primarily on both creating awareness within the Section leadership about bias, equality and equity while developing a mentorship program that is designed to provide guidance and support to new and underrepresented attorneys as they begin their practice in administrative law. Instead of working directly with minority bar associations, we are focused on developing a Section that is inclusive and supportive of minorities in the practice area which we hope will foster a diverse population for the practice in the future. In addition, the Section tries to recruit attorneys for the Section Executive Committee and sub-committees who have been practicing for a broad range of years, including attorneys who are planning for retirement and attorneys who have just begun their careers. We encourage all board and committee members—including new attorneys—to serve in all leadership positions, including as Section officers and Committee chairs. The Section’s Young Lawyer Liaison is a voting member of the Section’s Executive Committee, and past Young Lawyer Liaisons have gone on to other leadership roles, including President.

Please describe the relationship with WSBA staff and the Board of Governors.

For example:

- *Quality of WSBA staff support/services*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

We regularly communicated with our Section liaisons. The WSBA staff liaisons attend Section meetings when invited. The liaisons coordinate with the Section’s graphic designer and WSBA legal counsel to review content in the draft Newsletter before publication. WSBA staff assist with mini-CLEs. The Section also interacted with WSBA staff regarding legislation related to administrative law.

SECTIONS ONLY: Please quantify your section’s 2021-2022 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

1	Newsletters/publications produced
4	Mini-CLEs produced
0, due to COVID pandemic	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0, due to COVID pandemic	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity
1 Reception both in person and via	Hosted Homan Award Reception indoors and remotely

	Zoom for recipient John Gray	
	1 Board Picnic	Hosted outdoor picnic
	1 Homan Award given to 2021 recipient John Gray (1 Homan Award Nomination and Vote for 2022 recipient)	Recognitions/Awards given
	1 by hosting a remote networking event for current law students and alumni	New Lawyer Outreach events/benefits
	Several	Bills Tracked During the 2022 Legislative Session

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Size of Entity:	15
Membership Size: (for Sections Only) <i>(As of September 30, 2022)</i>	255
Number of Applicants for FY22 <i>(October 1, 2021 – September 30, 2022)</i>	6
How many current volunteer position vacancies for this entity?	1
FY21 Revenue (\$): For Sections Only: <i>As of September 30, 2022</i>	\$15,038.91
Direct Expenses: <i>As of September 30, 2022. For Sections, this does not include the Per-Member-Charge.</i>	\$6,526.20

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to October 1, 2021 – September 30, 2022(FY22)

provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.