

**UTAH STATE BAR
BOARD OF BAR COMMISSIONERS
MINUTES**

APRIL 14, 2017

LAW AND JUSTICE CENTER

In Attendance: President Rob Rice, President-elect John Lund, Commissioners: Grace Acosta, John Bradley, Steven Burt, H. Dickson Burton, Kate Conyers, Heather Farnsworth, Liisa Hancock, Michelle Mumford, Herm Olsen, Cara Tangaro, Heather Thuet, and Katie Woods.

Ex-Officio Members: Nate Alder, Jaelynn Jenkins, Michelle Kennedy, Margaret Plane, Dean Gordon Smith, Chris Wharton, and Supreme Court Liaison James Ishida.

Not in Attendance: Mary Kay Griffin; Ex-Officio Members: Dean Robert Adler, Julie Emery, Amy Fowler, Noella Sudbury, Melinda Bowen, and Angelina Tsu.

Also in Attendance: Executive Director John C. Baldwin, Assistant Executive Director Richard Dibblee and General Counsel Elizabeth A. Wright.

Minutes: 9:00 a.m. start

1. President's Report: Rob Rice

1.1 Presentation of Raymond Uno Award to Judge Vernice Trease. Judge Trease was not able to be in St. George in March to receive the award so the Commission presented her with the award at the Commission meeting.

1.2 Admissions Committee Report on Rule Changes. In response to a request from the Commission, the Admissions Committee presented a proposed temporary practice rule under which lawyers licensed in other jurisdictions could practice law in Utah after submitting an application and waiting for full admission to the Bar. The applicants would have to meet certain conditions including supervision by a Utah attorney.

Heather Thuet was assigned to compile the Commissioner's questions and concerns regarding the rule and propose redline edits for discussion at the next Commission Meeting.

2. Action Items

2.1 Nominate 5th District Judicial Nominating Commissioners. After the Commission discussed the applicants, John Lund moved to nominate **Katie Woods, Ryan Stout, Terry Wade, and Michael Edwards** to present to the Governor for the 5th Judicial

District Nominating Commission. **Kate Conyers** seconded the motion which passed unopposed. **Katie Woods** recused herself from the discussion and the vote.

2.2 Resolution in Support of Legal Services Funding. The Commission discussed a resolution urging Congress to continue funding the Legal Services Corporation. Margaret Plane proposed some changes to the language. **Herm Olsen moved to approve the Resolution with the proposed changes. Liisa Hancock seconded the motion which passed unopposed.**

2.3 WIPFLi Reports and Recommendations. John Baldwin prepared a series of proposed actions to be implemented in response to the recommendations made by WIPFLi in its Fiscal Process Review and Wage Comparability Study that was presented to the Commission at the March 9, 2017 meeting.

WIPFLi Fiscal Review.

Proposed Action #1 (Reassignment of some administrative duties). **Michelle Mumford** moved to approve proposed action #1. Herm Olsen seconded the motion which passed unopposed. **John Lund** moved that action on Proposed Action #1 was conditional on Proposed Action #2. **Heather Farnsworth** seconded the motion which passed unopposed.

Proposed Action #2 (Review of staff responsibilities and operations and an expenditure of up to \$20,000 to change a part-time position to a full-time position). **Kate Conyers** moved to approve Proposed Action #2. **John Lund** seconded the motion which passed unopposed.

Proposed Action #3 (\$3375 per month for an outside IT vendor to cover some IT duties in order to free up 20 hours per week of current IT Director's time). **Dickson Burton** moved to approve Proposed Action #3 with the provision that a more permanent plan for WIPFLi's IT recommendations be made within six months. **Liisa Hancock** seconded the motion which passed unopposed.

Proposed Actions #4-7 (Commission and staff more involved in budgeting procedures). **Michelle Mumford** moved to approve Proposed Actions 4-7. **Heather Farnsworth** seconded the motion which passed unopposed.

Proposed Action #19 (Succession plans for several long-term staff nearing retirement to be prepared within 6 months). **John Lund** moved to approve Proposed Action #19. **Katie Woods** seconded the motion which passed unopposed.

Proposed Action #8 (staff compliance with new accounting procedures), Proposed Action #9 (improved invoicing procedures), Proposed Action #18 (Commission review of need for three annual conferences) and Proposed Action #20 (yearly performance review of long and short term goals). **John Lund** moved to approve Proposed Actions 8, 9, 18 and 20. **Herm Olsen** seconded the motion which passed unopposed.

WIPFLi Wage Comparability Study

Rob Rice was happy to report that, for the most part, the review of the Bar's wages and benefits showed that Bar employee wages and benefits are in line with those offered by comparable organizations. WIPFLi developed a proposed wage structure that groups similarly valued jobs into "Grades" that have minimum, midpoint and maximum salaries for the Grade. Under the proposed wage structure, six Bar employees are slightly underpaid. Bringing those six employees up to the proposed wage structure will cost \$31,000.

John Lund moved to adopt WIPFLi wage structure with a modification for adding two types of OPC Assistant Counsels and to have the Executive Director adjust the six staff salaries to conform to the wage structure over time as the Executive Director sees fit. **Michelle Mumford** seconded the motion which passed unopposed.

3. Discussion Items

- 3.1 2017-2018 Proposed Budget.** Bar Finance Director Kellie Bartz joined the meeting to explain the proposed budget. John Lund and Kellie Bartz presented to the Commission regarding the Bar's budgeting process. Kellie explained the terms used in the spreadsheets and the methods used to track and allocate expenses and revenue. The purpose of the presentation was to familiarize the Commissioners with the budget and budgeting issues well before the budget must be approved in July. Commissioners were asked to closely review the proposed budget for discussion at the next meeting.
- 3.2 Approval of May 2017 Admittees.** The Commissioners were presented with a list of May 2017 Bar admittees. **Herm Olsen moved that the people on the list be approved for admission to the Bar. Kate Conyers seconded the motion which passed unopposed.**

The meeting adjourned at 12:00 noon

Consent Agenda

1. Approved Minutes from the March 9, 2017 Commission Meeting.