

**PARALEGAL PRACTITIONER
STEERING COMMITTEE
MEETING**

**Minutes
Thursday, February 16, 2017
Executive Dining Room
Matheson Courthouse
Salt Lake City, Utah**

Justice Deno Himonas, Presiding

ATTENDEES:

Justice Deno Himonas
Dean Robert W. Adler
John Baldwin
Terry Conaway
Sue Crismon
James Deans
Judge Royal Hansen
Dixie Jackson
Ellen Maycock
Daniel O'Bannon
Judge Kate Toomey
Elizabeth Wright

GUESTS:

Miles Pope

STAFF:

James Ishida
Jody Gonzales

EXCUSED:

Adam Caldwell
Dr. Thomas Clarke
Dean Benson Dastrup
Julie Emery
Jim Jardine
Scott Jensen
Steven Johnson
Comm. Kim Luhn
Rob Rice
Monte Sleight
Senator Stephen Urquhart

1. WELCOME AND APPROVAL OF MINUTES: (Justice Deno Himonas)

Justice Himonas welcomed everyone to the meeting. He reported that Dean Allison Belnap has resigned as a member of the steering committee due to personal reasons. He acknowledged Dean Belnap's efforts and contributions made on behalf of the steering committee. Dean Benson Dastrup has agreed to step in and fill the vacancy.

Motion: Judge Toomey moved to approve the December 15 committee minutes. Dean Adler seconded the motion, and it passed unanimously.

2. SUBCOMMITTEE UPDATES:

Admissions and Administration Subcommittee:

Ms. Elizabeth Wright and Mr. John Baldwin highlighted the following regarding the work of the Admissions and Administration Subcommittee:

- The draft rules are almost ready to launch, they need one more review by the subcommittee. The intent of the subcommittee is to distribute the draft rules to members of the steering committee prior to the next meeting scheduled in April.

- Discussion has taken place between the Admissions and Administration and the Education Subcommittees and the appropriate staff from Washington State regarding the testing relative to their Limited Legal Licensing Technician Program. Mr. Baldwin noted that Washington State contracts with a local group to write their examinations. A request has been made for a copy of the examinations used by Washington State. Washington State tests in three areas similar to what is being considered by the Admissions and Administration Subcommittee to include: 1) a basic core competency examination, 2) specific area examinations and 3) an ethics examination.
- Proposals on administration of the licensing exams, more specifically, the national examination, the specific area examinations and the ethics examination are forthcoming.

Discussion took place.

Justice Himonas suggested that members of the current subcommittees provide names for consideration to staff a Licensing Exam Subcommittee and an MCLE Subcommittee at the April steering committee meeting. Structure of these two new subcommittees will be developed at the next Executive Subcommittee meeting.

A determination on whether a dollar amount limit for debt collection cases should be made. Discussion took place. Everyone was in agreement to set the amount for debt collection cases similar to what is set for small claims cases.

Ethics and Discipline Subcommittee:

Judge Toomey reported that the rules developed by the Ethics and Discipline Subcommittee are undergoing extensive proofreading efforts by its members. She sought feedback on the type of improvements that should be made to the draft rules. It was suggested to make grammatical improvements as necessary.

Education Subcommittee:

Dean Adler reported that the final proposed learning outcomes have been circulated. The goal of the Education Subcommittee was to make them complete, but general and not prescriptive.

A meeting with a representative from Utah Valley University's (UVU) Continuing Education Department will be held to discuss development of a training program they would like to see made available online.

Dean Adler suggested that the entire group take the next 3-4 weeks to review the proposed learning outcomes and provide any feedback, in writing, to him or Mr. Ishida by that time.

Forms analysis work to determine the appropriate forms to be used by the licensed paralegal practitioner will be addressed at the subcommittee's March meeting. Information will be shared with the steering committee at the April meeting regarding the best use of forms as proposed by the Education Subcommittee.

Executive Subcommittee:

Justice Himonas reported that all action items needing to be addressed were discussed during today's meeting.

3. OTHER BUSINESS

Members of the steering committee agreed to schedule future meetings for April 20 and June 15.

It was noted that the new Forms Committee has been approved by the Judicial Council, and the membership has been approved by the Management Committee at their February meeting and will be placed on the February Judicial Council consent calendar for final approval.

4. ADJOURN

The meeting was adjourned.