

# Wyoming State Bar Board of Officers & Commissioners Meeting

January 24, 2020

Hampton Inn

Rock Springs, Wyoming

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**In Attendance:** Kelly M. Neville, President; Billie LM Addleman, President-Elect; J. Kenneth Barbe, Vice President; James L. Edwards, Treasurer; Weston T. Graham (by phone), Immediate Past President; Stefanie L. Boster, First Judicial District Commissioner; Sarah L. Chavez, Second Judicial District Commissioner; Teresa S. Thybo, Third Judicial District Commissioner; Jeremy K. Kisling; Fourth Judicial District Commissioner; R. Scott Kath, Fifth Judicial District Commissioner; Alison O. Gee, Sixth Judicial District Commissioner; Shawn G. Wilde, Eighth Judicial District Commissioner; Callie A. Capraro, Young Lawyers Section Chair; Sharon Wilkinson, Executive Director; Mark W. Gifford, Bar Counsel and Cathy Duncil, Admissions Director

**Absent:** Charles S. Chapin, Seventh Judicial District Commissioner, and James T. Whiting, Ninth Judicial District Commissioner

**Guests:** Wayne Herr, Partner at McGee, Hearne & Paiz, LLP; Mike Merback (by phone), Financial Advisor at RBC Wealth Management; and Honorable Joseph B. Bluemel, State Delegate to the American Bar Association

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President Kelly M. Neville convened the meeting at 12:32 p.m. on Friday, January 24, 2020.

## Approval of Agenda

President Neville asked that we add an item to the agenda, as Executive Director Sharon Wilkinson would like to discuss the staff's ideas for the Strategic Plan. Commissioner Kisling made a motion to amend the agenda accordingly. President-Elect Addleman seconded the motion. The motion carried unanimously.

## 2019 Audit Report

Wayne Herr, Partner at McGee, Hearne & Paiz, LLP in Cheyenne, joined the meeting to report on the annual financial audit. To begin, Mr. Herr provided a brief presentation on the Board's duties and responsibilities for the Bar's finances. Following his presentation, Mr. Herr distributed the 2019 audit report and discussed the various types of auditing procedures and the analysis his firm does during the audit. He thanked the staff for its hard work in preparation for the audit. He directed the Board's attention to the Financial and Compliance Report, including the independent auditor's report, the management representation letter, financial statements and required supplementary information, and internal control report.

As in years past, Mr. Herr reminded the Board that his firm is required by the Government Accounting Standards to include the Bar's share of the Wyoming State Retirement unfunded

pension liability on the financial statements even though that may never be paid out. He reported that the retirement system is 78% funded, which means they have plenty of assets to pay all of the current retirees and those who retire in the years to come. He shared that the pension expense shown is \$137,000; however, the actual amount the Bar paid is \$84,000.

Mr. Herr reported that each year, his staff brainstorms to see what it can introduce in the audit that would be unpredictable to the Bar staff. This year they looked at the I-9s in the payroll files but did not find anything out of order. He also reported that there were no disagreements over the accounting treatment, the staff was very prepared, there were no restrictions on the scope of the audit and they were not denied access to any documentation. He reported that there was nothing in the audit letter that would raise a red flag. He commended Cathy Duncil for continued good performance as the Bar's bookkeeper.

Mark Gifford asked Mr. Herr if there was anything he needed to discuss with the Board without the staff present. Mr. Herr indicated that was not necessary.

President Neville asked Mr. Herr if his firm rotated the audit team this year, and Mr. Herr indicated that it did.

President Neville thanked Cathy Duncil, Bookkeeper; Ken Barbe, former Treasurer; Jim Edwards, current Treasurer; and Executive Director Wilkinson for their good work on the finances and commended them on another impressive and clean audit.

Commissioner Gee made a motion to accept the 2019 audit report. Commissioner Thybo seconded the motion. The motion carried unanimously.

### **Annual Investment Report**

Mike Merback, the Bar's financial advisor from RBC Wealth Management, joined the meeting by phone. He provided a brief history of the Bar's investment accounts and commented that 2019 was a very good year for the Bar's investment portfolio. He shared that he wished to review three topics: 1) the investment allocation as of December 31, 2019; 2) the investment performance as of end of year; and 3) a review of the Bar's investment policy. He reported that the consolidated investment account was up 16.61% and shared that since inception, the annualized return is 6.76%. He reminded the Board that the investment policy that the Board adopted in 2018 is still valid today—5% in cash, 60% in fixed income, 25% in U.S. equity and 10% international equity.

Mark Gifford reminded the Board that none of this would have happened without Past President Weston Graham. He shared that in the past, the Bar had invested excess cash in CDs, but Past President Graham wished to find a better return on the Bar's investments. The Bar's current investments are earning triple or more of past returns.

Vice President Ken Barbe asked Mr. Merback if there is a risk of putting short-term cash into bonds in the event that interest rates go up. Mr. Merback indicated that it is a risk; however, he shared that he does not see interest rates going up any time soon. He shared that if and

when he anticipates a rising interest rate environment, he would recommend that the Bar hold onto the cash. He advised that there are no restrictions on withdrawing cash from the Bar's bond portfolio.

Commissioner Gee asked if there is a plan to bring the investment account into balance with the target investment portfolio mix contained in the Investment Policy Statement. Mr. Merback acknowledge that the portfolio is currently heavy on bonds as a result of the Bar's recent decision to "park" excess cash received during the 2019/2020 license fee cycle and that this imbalance will be self-correcting as the Bar draws on those funds to satisfy operating needs.

Commissioner Gee made a motion to renew and approve the current investment policy but consider setting a target return in the portfolio. Commissioner Boster seconded the motion.

Mr. Merback clarified that we do have a target rate of return for each of the asset classes. He shared that the composite accounts did better than 16% during 2019 and our target rate of return is 4.1%.

The motion carried unanimously.

#### **Approval of Minutes**

Commissioner Thybo made a motion to approve the minutes from the November 15, 2019, meeting. President-Elect Addleman seconded the motion. The motion carried unanimously.

#### **Executive Committee Meeting Minutes**

President Neville asked if anybody had any questions about the minutes from the Executive Committee's meeting minutes. There were no questions.

#### **Admissions Report**

Cathy Duncil, Admissions Director, reported that there are 31 applicants scheduled to sit for the February Bar exam and most of those are taking the exam for the second time.

Ms. Duncil shared that she and Darin Scheer, member of the Board of Law Examiners, recently attended a Uniform Bar Exam (UBE) Forum in San Diego, California. She found the conference to be very beneficial, as representatives from all of the 36 UBE jurisdictions were present.

Ms. Duncil reported that she and Mark Gifford recently conducted an applicant's hearing before the Character and Fitness Committee. Mr. Gifford shared that since the Bar moved to this new hearing structure, there have been more character and fitness hearings than there have been disciplinary hearings. He shared that these hearings are typically half a day and most often involve applicants who did not disclose or under-reported criminal or substance abuse history on their applications for admission. He reported that there have been two applicants who were denied admission.

### **Mandatory Continuing Legal Education (CLE)**

Executive Director Wilkinson reported that 183 members of the Bar were delinquent on their CLE requirements after the January 15<sup>th</sup> compliance deadline. She reported that the majority of these members were assessed the required \$300 delinquency fee; however, a few of them requested either a waiver or extension from the Board of Continuing Legal Education. Executive Director Wilkinson shared that these delinquent members have until March 1<sup>st</sup> to come into compliance. Those who do not will be assessed an additional \$300 noncompliance fee and recommended for suspension by the Wyoming Supreme Court.

### **Office of Bar Counsel**

Mark Gifford reported that 2019 saw five private reprimands and six public disciplines and shared that all but one of those were achieved by stipulated discipline. He reported that both the number of complaints received and the number of sanctions handed down hold remarkably steady over the years. Mr. Gifford reported that his office is seeing a higher incidence of lawyers who are not functioning well and have checked out of their practices. He continues to struggle to know what to do with these lawyers, as he wants to ensure accountability but also wants to provide the support that these lawyers need.

President-Elect Addleman asked Mr. Gifford if he had received any requests for formal charge documents since that rule went into effect last fall. Mr. Gifford reported that he has only one disciplinary case in the formal charge phase and he not only received a request from the media for those documents but also from a member of the lawyer's family. He reported that the underlying matter is a high-profile criminal conviction case which was reversed and remanded by the Supreme Court due to his extensive prosecutorial misconduct.

### **Fee Arbitration**

Mark Gifford reported that the fee arbitration program is run by his assistant, Shannon Howshar, and Tim Woznick, Chair of the Fee Arbitration Committee, and they do an incredible job. He shared that Mr. Woznick reviews the petition to ensure it fits jurisdictional requirements for fee arbitration and then he helps the parties mediate the issue. He reported that there have been some cases go to hearing before an arbitration panel.

### **Unauthorized Practice of Law (UPL)**

Mark Gifford reported that in December 2019 the Unauthorized Practice of Law (UPL) Committee held the first UPL hearing in the history of the Bar. He reported that the respondent did not show for the hearing; however, they still put on the case. He shared that the respondent is an elderly dentist who had written a trust agreement for a couple that left everything to himself. Some Wyoming lawyers had to get involved to undo the damage the respondent had done. Mr. Gifford shared that the UPL Committee's report and recommendation to the Supreme Court is to issue an injunction and order the respondent to pay restitution, a \$1,000 fine for each incident of UPL and costs of the hearing. The Committee is still awaiting the Court's decision.

### **Client Protection Fund**

Mark Gifford shared that there was nothing out of the ordinary going on in regard to the Client Protection Fund. He shared that there has been a change to the Wyoming Rules of Professional Conduct which allows trust account funds that cannot be accounted for to be paid to the Client Protection Fund. Mr. Gifford reported that as a result of this rule change, the Bar has received approximately \$10,000-\$15,000 for the fund.

### **Deputy Bar Counsel**

Mark Gifford reported that Melinda McCorkle started as Deputy Bar Counsel on January 2<sup>nd</sup> and she is a delight to have in the office. He reported that she is also teaching the professional responsibility course at the UW College of Law and that is keeping her very busy. She has already taken some disciplinary cases and is also reviewing admission files.

### **Treasurer's Report**

Treasurer Jim Edwards provided an overview of the current budget and reported that the Bar has collected more than anticipated in license fees. He also shared that the Executive Committee approved bonuses for the staff in December.

Commissioner Boster made a motion to accept the Treasurer's Report. Commissioner Kath seconded the motion. The motion carried unanimously.

### **Ratification of Executive Committee's Replacement of Legal Aid of Wyoming Board Member**

Executive Director Wilkinson reminded the Board that it appointed Cheyenne lawyer Emily Soli to fill a vacancy on the Legal Aid of Wyoming Board of Directors at the November meeting. She reported that shortly after the appointment, she received an e-mail from Ms. Soli indicating that she had accepted a job at the Governor's office and had to resign from the Board. As a result, Executive Director Wilkinson shared the other expressions of interest with the Executive Committee to fill the vacancy. She reported that the Executive Committee appointed Cheyenne lawyer Robin Sessions Cooley to serve and asked for the Board's ratification of this decision.

Commissioner Kath made a motion to ratify the Executive Committee's decision to appoint Robin Sessions Cooley to the Legal Aid of Wyoming Board of Directors. Commissioner Gee seconded the motion. The motion carried unanimously.

### **Criminal Pattern Jury Instructions/Casemaker**

Executive Director Wilkinson reminded the Board that Professor Steve Easton, who serves on the Criminal Pattern Jury Instructions Committee, attended the November Board meeting to recommend that the Bar consider offering the jury instructions free of charge to not only lawyers but to members of the public. At the Board's direction, Executive Director Wilkinson contacted executive directors in other jurisdictions to discuss. She reported that she learned that both North Dakota and Alaska offer their jury instructions free of charge through Casemaker. Executive Director Wilkinson reported that she has been in touch with her contact at Casemaker and Wyoming can also take advantage of this. She reported that while she was hesitant at first to offer the instructions for free due to the revenue that is generated, she is

on board with the idea, as it would be much less work for her staff and she likes the idea of providing one more free member benefit and would also benefit the public. She shared that it would also be much easier to make updates and provide supplements to the instructions. Executive Director Wilkinson also shared that, while she is unclear on exactly how, she learned that there is a way for members of the public to access the instructions through Casemaker without having to use an attorney number and password.

Commissioner Thybo, who serves as the Board Liaison to the Criminal Pattern Jury Instruction Committee, shared that her committee is going to be delighted with this news, as this continues to be a topic of discussion on their regular conference calls.

### **Strategic Plan**

Executive Director Wilkinson shared that she tasked the staff with coming up with ideas for each goal in the Strategic Plan. She distributed a document which included all of the ideas and asked for the Board's feedback to see if they were on the right track. After discussion, several more ideas were added to the list. Executive Director Wilkinson reported that she and the staff will get to work to accomplish these tasks. She will also create a progress report that will now be updated and shared at each Board meeting.

### **Ratification of the Changes to Employee Handbook**

Executive Director Wilkinson reported that she and Mark Gifford recognized the need for some amendments to the Employee Handbook due to the fact that the Bar now employs a part-time employee. She shared that they needed to clarify the clauses pertaining to benefits and earned sick and vacation leave. She walked the Board through the minimal changes and reported that the Executive Committee had approved the changes. Executive Director Wilkinson asked for the Board's ratification of the Executive Committee's decision.

Commissioner Kisling made a motion to ratify the Executive Committee's decision to approve the proposed amendments to the Employee Handbook. Commissioner Kath seconded the motion. The motion carried unanimously.

### **Ratification of Staff Health Insurance Plan**

Executive Director Wilkinson reported that in late 2019, she learned that Blue Cross/Blue Shield was no longer offering the health insurance plan in 2020 that the staff had for the last few years. As a result, she considered the other options and approached the Executive Committee with her recommendation, which it approved. She reported that each year when she and Cathy Duncil begin the budgeting process, they check with Blue Cross/Blue Shield to see what, if any, rate increase they should anticipate. As a result of this, they factored in a 10% increase for this current fiscal year's budget. Executive Director Wilkinson reported that while the new health insurance plan is approximately \$4,500 more per year than the previous plan, the cost will still come in under budget.

Commissioner Thybo made a motion to approve the Executive Committee's decision regarding the new Blue Cross/Blue Shield health insurance plan. Commissioner Kath seconded the motion. The motion carried unanimously.

### **Bar Members' Use of Wyoming State Bar Logo**

Executive Director Wilkinson directed the Board's attention to an e-mail exchange she had with Jackson lawyer Len Carlman regarding members' use of the Bar's logo. After discussion of the e-mail, Vice President Barbe shared that he thinks the obvious risk is that the use of the logo would create the appearance that the person using it is acting on behalf of the Bar.

After much discussion, all were in agreement that Executive Director Wilkinson should contact other mandatory bars to see if they allow the use of their logos, and if so, what policies have they established.

### **Increase in Late Fee for License Fees**

Executive Director Wilkinson directed the Board's attention to a memo she prepared regarding the history of the late fee associated with license fees. She shared that the Court first implemented a late fee in the 2001/2002 fiscal year for those members who did not pay their license fee by the December 1<sup>st</sup> deadline and that fee has remained \$50 ever since. She shared that according to the Consumer Price Index, the present value of \$50 on January 1, 2002, is \$72.62. As a result, she requested approval to make a recommendation to the Court that the late fee be increased to \$75. She also noted that there is mention of the late fee in the Bylaws of the Wyoming State Bar; however, the dollar amount is not mentioned. As a result, this would not require a change to the Bylaws.

Commissioner Gee made a motion to approve Executive Director Wilkinson's request to recommend that the Supreme Court increase the late fee associated with license fees from \$50 to \$75. Commissioner Kisling seconded the motion. The motion carried unanimously.

### **Proposed Amendments to the Bylaws of the Wyoming State Bar**

Mark Gifford provided a brief overview of the proposed amendments he and Executive Director Wilkinson are recommending to the Bylaws. One proposed change is to include Chancery Court judges in the definition of "Honorary" status. The other most significant change being proposed is to allow members to request a change to "Retired" status as long as they submit the request before December 31<sup>st</sup>. Executive Director Wilkinson shared that many members assume their license is good for the calendar year. She reminded the Board that the Bylaws prohibit her from processing a status change for any member in arrears of the annual license fee. Some members assume they do not have to pay the license fee because they plan to retire at the end of the year. In those instances, Executive Director Wilkinson explained that she must report those members to the Supreme Court and their licenses get suspended for failure to pay their license fees. She explained that some of these members have practiced law for 40 years or more and she would like to allow them to retire with no penalty.

Executive Director Wilkinson requested approval to put the proposed amendments to the Bylaws out for member comment.

Commissioner Chavez made a motion to approve Executive Director Wilkinson's request to put the proposed amendments to the Bylaws out for member comment. Commissioner Boster seconded the motion. The motion carried unanimously.

### **Opt-In for 2021 Wyoming State Bar Legal Directory**

Executive Director Wilkinson again directed the Board's attention to a memo she prepared in which she is recommending that the Bar adopt an opt-in system for the 2021 Directory. She reminded the Board that the Bar currently allows members to opt out of receiving a printed directory and over 1,000 members have taken advantage of that, and that number continues to grow each year. She shared that with the opt-in provision, all members would be opted out of receiving the printed version, but each would have the opportunity to opt in and receive one. She shared that this would be a significant cost savings to the Bar, as she would only order the amount of the opt-ins.

After discussion, Executive Director Wilkinson explained that there would be a check box on the license fee statement just as there currently is. There would also be a form on the website that members could submit.

Commissioner Gee recommended mailing out the opt-in form the first time considering it is typically the older lawyers who will want the printed directory. All were in agreement with implementing an opt-in system for the 2021 Directory and mailing the opt-in form the first time.

### **Final Diversity & Inclusion Committee Report**

Executive Director Wilkinson directed the Board's attention to the written report submitted by Maribeth Galvan, former Chair of the Diversity & Inclusion Committee. She provided an overview of the history of the Diversity & Inclusion Committee and reminded the Board that it disbanded the committee at the November meeting and decided to form a Diversity & Inclusion Section instead. Executive Director Wilkinson was pleased to report that the section is now the sixth largest section with 67 members signed up in less than a month.

### **President's Report**

President Neville reported that she is almost done with her Board/Committee appointments, as she only has one more appointment to make.

She reported that she was approached by the Executive Director of the State Advisory Council on Juvenile Justice to see if the Bar could collaborate with them. She shared that Executive Director Wilkinson was scheduled to participate on one of the Council's conference calls last week; however, their schedule was full and they did not get to her. Executive Director Wilkinson shared that she has been in touch with the Executive Director and she may participate on the April call.

President Neville shared that Justice Gorsuch will be speaking on Thursday after the Bar's Annual Meeting & Judicial Conference. She mentioned that it is important to let our members know that it will be a separate, ticketed event and invitations will come from the University of Wyoming Foundation. She shared that invitations will be distributed in three waves: 1) VIPs, 2) University of Wyoming alumni, 3) Wyoming State Bar members. President Neville encouraged the Board members to purchase tickets as soon as they receive the invitation, as all involved

believe it will be a sold-out event. She then discussed some of the other events planned in conjunction with the law school's anniversary celebration.

President Neville shared that the law school requested the Law School Liaison Committee's help to coordinate a statewide "road show" for the Dean of the law school so he can discuss the anniversary celebration as well as other goings on at the law school. Mark Gifford shared that he had been tasked with coordinating those efforts and provided an update on the schedule.

### **ABA Delegates**

President Neville welcomed Judge Joseph B. Bluemel, State Delegate to the American Bar Association. Judge Bluemel provided an overview of his role as an ABA Delegate and shared that he represents all Wyoming members of the ABA. He shared that Darin Scheer serves as the Wyoming State Bar Delegate, is elected by the members and represents all Wyoming lawyers in the ABA. Judge Bluemel shared that the ABA constitution provides that every state bar has a delegate so not only are the ABA members represented, but all lawyers are represented in the House, which is the body that sets policy (i.e. votes on the structure of the ethics committee, Model Rules of Professional Conduct, Model Rules of Judicial Conduct). Judge Bluemel provided an overview of the numerous benefits the ABA offers.

Mark Gifford reminded the Board that it voted unanimously at the November meeting to no longer fund the ABA Delegates' travel to the ABA meetings.

Executive Director Wilkinson shared that she sees first-hand the benefits of the ABA, as they host numerous leadership conferences and provide many other resources of which she and the Board have taken advantage. She shared that her concern is the political issues the ABA gets involved in and wonders if there should perhaps be a policy to limit the issues on which the Bar's ABA Delegates are voting. Judge Bluemel shared that in preparation for the February Mid-Year Meeting, he has already received a list of issues and resolutions on which they will be voting so it would be possible for the Executive Director or the Board to review those and provide some guidance to the Delegates.

Mark Gifford shared that he worries about the mechanics of putting a prior approval process in place. He understands the appeal of having a say on what our delegates vote on, but he doesn't think it is practical.

After discussion, Mark Gifford shared that he is somewhat rethinking the funding of ABA delegate and recommended implementing a policy that indicates that the Bar's ABA Delegates shall not vote on any resolution of a political or ideological nature that is not strictly related to the core functions of the Bar. He also thought it would be important to have them report to the Board. Judge Bluemel reminded the Board that the ABA Delegate does present each year at the Annual Business Meeting.

President Neville directed Executive Director Wilkinson to contact other mandatory bar executive directors to see what, if any, policies they have governing how their ABA delegates vote.

President Neville thanked Judge Bluemel for coming. President-Elect Addleman asked Mr. Gifford to draft a policy for the Board's consideration.

#### **President-Elect's Report**

President-Elect Addleman reported that he will be attending the Bar Leadership Institute in Chicago with President Neville and Executive Director Wilkinson in March.

#### **Vice President's Report**

Vice President Barbe shared that he was intrigued by the Strategic Plan discussion and was willing to be involved in the small/solo CLE series.

#### **Executive Director's Report**

Executive Director Wilkinson reported that Cheyenne lawyer and Past President Paul Hickey had recently introduced her and Cathy Duncil, Pro Bono Coordinator, to some of the JAG officers at F.E. Warren Air Force Base. She reported that as a result of this introduction, she took the entire staff of the Wyoming State Bar out on base to meet with the JAG office in order to learn what resources their First Sergeants are able to offer the airmen on base. Executive Director Wilkinson reported that the staff of Equal Justice Wyoming was also present as well as Ray Macchia, Executive Director of Legal Aid of Wyoming. She was pleased to report that her group was also able to share numerous legal resources with the First Sergeants of which they were not aware. She reported that this resulted in an important collaboration that will be ongoing. Executive Director Wilkinson also reported that they were very fortunate to have been given the opportunity to go through the missile launch training simulator and learn first-hand how the launch sequence works.

Executive Director Wilkinson reported that the Wyoming Supreme Court recently suspended 19 members' licenses as a result of their failure to pay their 2019/2020 license fees. She shared that these lawyers must cure the suspension by paying their license fee and late fee before petitioning the Wyoming Supreme Court for the reinstatement of their licenses.

#### **Young Lawyers Section Report**

Callie Capraro, Chair of the Young Lawyers Section, reported that the section leadership council hosted a holiday networking event in Cheyenne in December. The event was hosted at Napoli's and all who attended donated canned goods that were taken to the Comea Shelter.

Ms. Capraro reported that Mark Gifford has graciously agreed to facilitate a strategic planning session for the section council in March.

Ms. Capraro reported that the section would love to host more CLE courses around the state. In preparation for their CLE submissions for the Annual Meeting, the council sent a survey out

to its members to get ideas. She reported that they will be submitting their proposals next week.

Ms. Capraro mentioned that the council is considering doing a statewide volunteer day as the weather gets nicer. President Neville recommended that she reach out to the Commissioners in those communities so they can help and support the event.

### **Commissioners' Reports**

- *First Judicial District*—Commissioner Boster shared that, as this is her first meeting, she has learned so much and is very happy to serve on the Board.
- *Second Judicial District*—no report
- *Third Judicial District*—no report
- *Fourth Judicial District*—Commissioner Kisling reported that his district enjoyed its annual Christmas party and the attorneys in his district recently hosted a clinic to benefit veterans.
- *Fifth Judicial District*—Commissioner Kath reported that Klint Alexander, the Dean of the UW College of Law, will be making a stop in Cody for his road show in February. He reported that Powell attorney Scott Kolpitcke will be presenting a CLE program in conjunction with the Dean's visit. Commissioner Kath also reported that he recently sent out an inquiry to his constituents to see if they wished to continue rotating the commissioner's seat amongst the counties in the district. As a result of that inquiry, the long-standing tradition will remain.
- *Sixth Judicial District*—Commissioner Gee reported that her district was going to have a Christmas party, but they learned that there is no county bar president, so it did not get scheduled.
- *Seventh Judicial District*—Commissioner not present
- *Eighth Judicial District*—no report
- *Ninth Judicial District*—Commissioner not present

### **Board/Committee Liaison Reports**

- *Criminal Pattern Jury Instructions Committee*—Commissioner Thybo reported that this Committee continues to meet monthly and work through new instructions. She shared that the Committee is very active and the members take seriously what they do.
- *Permanent Rules Advisory Committee – Civil Division*—Treasurer Edwards reported that there are no new rules being proposed, but a question came up on one of the rules dealing with service that Executive Director Wilkinson passed along to him. He reported that once the Committee got to the bottom of the question, they realized that Westlaw happened to be about two months behind in updating their site.

President Kelly M. Neville adjourned the meeting at 5:29 p.m. on Friday, January 24, 2020.

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Minutes Submitted by:

Sharon Wilkinson

Executive Director