

**PARALEGAL DIVISION OF THE UTAH STATE BAR**  
**BOARD MEETING MINUTES**  
 February 8, 2022

12:03 PM Shalise McKinlay calls the meeting to order. The following attendees are present:

<u>In Person</u>	<u>Excused</u>
Shalise McKinlay Cheri Christensen Jennifer Hunter Kathryn Shelton Kelsi Larsen Julie Eriksson Peter Vanderhoof Shari Dirksen Tally Burke-Ellison Tonya Wright	Katie Lawyer Lexi Balling Suzanne Potts

**Chair – Shalise McKinlay welcomes the board at 12:03 PM**

**General Updates and Discussion**

Shalise McKinlay welcomes Kelsi Larsen to the Board. Kelsi Larsen introduces herself to the Board and the Board introduce themselves.

Shalise McKinlay begins a team-building exercise.

**Minutes:**

Cheri Christensen makes a motion to approve the January 2022 minutes. Shari Dirksen seconds the motion. The motion passes.

**Membership:**

Shalise McKinley discusses the email sent by Cheri Christensen to previous members who did not renew. Cheri Christensen sent 80 emails and reconciled the paid and renewal list and discovered that 10 members on the list completed the process properly.

**Education:**

Julie Eriksson notes that the speaker for Spring Convention, David Williams, has confirmed for March 31<sup>st</sup>. Mr. Williams will discuss employment law.

Shalise McKinlay discusses having a UPA speaker for paralegal day. Julie Eriksson notes that UPA is trying to get Salt Lake County Health Director Angela Dunn as a speaker.

Shalise McKinlay notes that she needs to follow-up with the Bar regarding CLE credit status for the upcoming CLEs. Kathryn Shelton notes that the Bar is more strict regarding ethics credits but general CLE credits are easier to get approved.

Kathryn Shelton notes that there is a CLE Committee meeting on Thursday, February 10th and that 6 hours of CLE credit has already been confirmed with speakers. Julie Eriksson is working on filling the final hour CLE speaker slot. A full-day CLE will be held Friday, June 10<sup>th</sup>, and the Bar is waiting to recommend whether the CLE will be held in person or virtually.

Julie Eriksson is also working with \_\_\_\_\_ from YLD regarding the Summer Convention. Shalise McKinlay discusses the Summer Convention and mentions providing scholarships for Paralegal Division Members to attend the convention. The Board discusses determining how many sponsorships to offer and the amount of money to be offered for a scholarship. The Board also discusses offering money to cover room and per diem expenses. Shalise McKinlay encourages Board Members to attend the Summer Convention and reach out to other paralegals who are interested in attending. Tonya Wright also discusses Board member attendance at the Summer Convention and notes that the budget is health this year and that it would be beneficial to assist Board Members in attending since paralegals typically do not attend Summer Convention. Tonya Wright recommends sending Board Members and offering scholarships to Paralegal Division Members.

Shalise McKinlay will include information regarding scholarships in the upcoming newsletter and urges Paralegal Division Members to attend these events and CLEs.

Kelsi Larsen recommends including paralegal school students and notes that she will work to reach out to schools to increase student engagement.

The Board discusses attendance issues for Bar Conventions. Tonya Wright notes that most attendees to conventions are Salt Lake City judges and attorneys and that most of the attorneys in attendance from from big law firms. The Board discusses issues related to having conventions in Utah versus out of state and Kathryn Shelton notes that both types of conventions have advantages to attract different demographics of attendees.

Cheri Christensen offers to price out the cost of attendance, hotel, airfare, mileage, and per diem for meals in order to determine how many scholarships can be offered and the monetary value of the scholarship. The Board also discusses offering limited scholarships to cover certain expenses. The scholarships will be put to a motion during the March 2022 Paralegal Division Board Meeting.

Tonya Wright notes that she will be part of a panel discussion at the Spring Convention regarding interactions between LPPs and lawyers.

#### **Ethics and Professional Standards/Utah Paralegal Association Liaison:**

Shalise McKinley provides an updated from the UPL Committee and notes that the Committee is ready to send a letter on case and received a new case. The case involves an individual who claimed to be a community activist who would assist parents in issuing complaints against the school board and issuing GRAMA requests. The individual also posted videos on YouTube. The Commission is going to send out a letter of admonition to this individual.

#### **Community Service Report:**

Jennifer Hunter notes that there are two upcoming Wills for Heroes events. One event will take place at the end of March in Bountiful and the other event will occur in mid-May in Park City. Jennifer Hunter will provide more information when the event gets closer.

Shari Dirksen notes that the next newsletter will be issued in May.

Jennifer Hunter notes issues with the gift card donation to the COVID-19 testing centers. Shalise McKinlay discusses offering the gift cards to hospital intensive care units in different counties and an alternative. Jennifer Hunter notes that Angelie Trujillo has a contact at ARUP and that there may be a method to give the gift cards to the lab. Tonya Wright suggests donating the gift cards to intensive care units instead. Cheri Christensen indicates that she has a hospital administrator contact and will follow up with Jennifer Hunter.

The Board approves \$2,000.00 for the gift card donation.

**Marketing:**

Shalise McKinlay notes that Lexi Balling is taking over managing the Board's social media accounts and will continue to do so with Tonya Wright's oversight.

Tonya Wright suggests that Deborah Caley as an option for the next newsletter spotlight and will follow-up.

**Finance Report:**

Tally Burke-Ellison has no new updates and notes that the January 2022 financial will be sent out shortly.

The Board discusses the W-9 paperwork for the Heather Finch Scholarship for Salt Lake Community College.

Tally Burke-Ellison notes that she will follow-up with Lexi Balling regarding hourly rates for contract paralegal work.

**Bar Commission Report:**

Tonya Wright discusses elections for the next Board of Commissioners. The Erik Christiansen is president-elect.

**UPL Committee:**

Tonya Wright notes that a UPL action is being taken against David Zaplana, who has been advertising himself as a licensed paralegal in immigration cases.

**Nominations/Parliamentarian:**

No updates.

**Open Floor:**

No updates.

Jennifer Hunter motions to adjourn the meeting and Katheryn Shelton second. The meeting is adjourned at 1:10 PM.

/s/Peter N. Vanderhoof  
Peter N. Vanderhoof, Secretary