



## **Confidential Intermediary Board**

Arizona State Courts Building  
1501 West Washington Street, Phoenix, Arizona 85007  
Hearing Room 109

**December 14, 2020**  
**1:00 p.m.**

### **Draft Regular Meeting Minutes**

#### **MEMBER ATTENDANCE:**

##### **Present:**

##### **Telephonically Present:**

##### **Absent:**

Laurie Laughlin  
Nance Daley  
Alice DeLeon Ernst  
Hannah Eiselin  
Dana Young  
Margaret Dewey

#### **OTHER ATTENDEES:**

##### **AOC Staff:**

Mark Wilson  
Michelle Martinez  
Wil Castro  
Brianna Farmer  
Armita Oliver

##### **Guests:**

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**CALL TO ORDER**

***Called to Order By:*** *Laurie Laughlin, Chair*

***Time:*** 1:03 p.m.

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**1) REVIEW AND APPROVAL OF MINUTES:**

***1-A:*** *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of June 25, 2019.*

***Individual Addressing the Board:*** *Alice DeLeon Ernst, Acting Chair*

***Discussion:*** None

***Motion:*** Consideration of and motion to accept the minutes of the meeting of June 25, 2019.

***Motion Proposals:*** First Dana Young  
Second Laurie Laughlin

***Motion Results:*** Pass

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**2) INITIAL CERTIFICATION AND ELIGIBILITY:**

***2-A:*** *Review, discussion and possible action regarding the following applications for initial individual confidential intermediary certification:*

1. Caitlynn Claydon
2. Lori Daniels
3. Lexann Downey-Lewis
4. Nancy Padilla

***Individual Addressing the Board:*** *Wil Castro*

1. Caitlynn Claydon
2. Lori Daniels

***Discussion:*** The Division recommends initial standard confidential intermediary certification be granted to Caitlynn Claydon and Lori Daniels.

***Motion:*** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Laurie Laughlin  
Second Nance Daley

**Motion Results:** Pass

3. Lexann Downey-Lewis

**Discussion:** The Division recommends initial standard confidential intermediary certification be granted to Lexann Downey-Lewis.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Margaret Downey  
Second Dana Young

**Motion Results:** Pass

4. Nancy Padilla

**Discussion:** The Division recommends initial standard confidential intermediary certification be denied to Nancy Padilla pursuant to ACJA § 7-201(E)(2)(c)(2)(b)(ii) for committing any act constituting material misrepresentation, omission, fraud, dishonesty and ACJA § 7-201(E)(2)(c)(2)(b)(iv) having a conviction by final judgment of a felony, regardless of whether civil rights have been restored.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Laurie Laughlin  
Second Nance Daley

**Motion Results:** Pass

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3) **RENEWAL OF CERTIFICATION:**

3-A ***Review, discussion, and possible action regarding pending application for renewal of confidential intermediary certification for the following applicants.***

1. Bell, Jacque
2. Casselman, Jeannette
3. Hartley, Melissa
4. Jensen, Anne
5. Kaminsky, Hillary
6. Koptavy, Terry
7. Mcfarlane, Jean
8. Murphy, Sandy
9. Schubert, Judy
10. Silverman, Julie
11. Stubbs, Diane
12. Allen, Debra
13. Edwardson, Vickie
14. Mikoch, Victoria
15. Shaughnessy, Patricia

**Individual Addressing the Board:** Brianna Farmer

1. Bell, Jacque
2. Casselman, Jeannette
3. Hartley, Melissa
4. Jensen, Anne
5. Kaminsky, Hillary
6. Kuktavy, Terry
7. Mcfarlane, Jean
8. Murphy, Sandy
9. Schubert, Judy
10. Silverman, Julie
11. Stubbs, Diane

**Discussion:** It is recommended renewal of certification be granted to numbers 1 through 11.

**Motion:** Consideration of and motion to accept staff's recommendation with condition set forth as to number 4.

**Motion Proposals:** First Laurie Laughlin  
Second Hannah Eiselin

**Motion Results:** Pass

12. Allen, Debra
13. Edwardson, Vickie
14. Mikoch, Victoria
15. Shaughnessy, Patricia

**Discussion:** It is recommended renewal of certification be granted to numbers 12 through 15 pending staff approval of continuing education hours.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Laurie Laughlin  
Second Hannah Eiselin

**Motion Results:** Pass

#### 4) ADMINISTRATIVE ISSUES:

4-A : Update concerning 2021 CI training.

**Individual Addressing the Board:** Michelle Martinez

**Discussion:** 2020 training postponed due to public health situation. May reschedule for spring 2021.

**Motion:** No vote required.

**4-B: Review, discussion and possible action regarding the establishment of the 2021 Board meeting schedule.**

**Individual Addressing the Board:** Michelle Martinez

**Discussion:** It is recommended the 2021 meeting calendar be set as follows:

April 19, 2021  
August 12, 2021  
November 18, 2021

All meetings to begin at 10am.

**Motion:** Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Laurie Laughlin  
Second Nance Daley

**Motion Results:** Pass

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## CALL TO THE PUBLIC

**Individuals Addressing the Board:** None

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## ADJOURNMENT

**Motion:** Move to adjourn.

**Motion Proposals:** First Laurie Laughlin  
Second Alice DeLeon Ernst

**Motion Results:** Pass

**Time:** 1:41 p.m.

Initials: AO