



**BOARD OF EXAMINER OF NURSING CARE INSTITUTION ADMINISTRATORS AND  
ASSISTED LIVING FACILITY MANAGERS**

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**Katie Hobbs**  
Governor

**Jack Confer**  
Executive Director

**DRAFT REGULAR MEETING MINUTES  
October 16, 2023**

**I. ROLL CALL**

Vice President Archer called the meeting to order at 9:01a.m.

Vice President Archer, Member Campbell, Member Felix, Member Steven, Member Cook, and Member Koford were present in person.

Attendance: Executive Director Jack Confer, Project Specialist Aileen Barajas, Investigator Phil Smith, Deputy Director Donita McGlasson, Assistant Attorney General Seamus Monaghan, and Assistant Attorney General Diane DeDea.

**II. DECLARATION OF CONFLICTS OF INTEREST – A.R.S. § 38-503**

No Conflicts of Interest filed.

Board Member Recusals:

Vice President Archer recused herself from 7-A7

Member Koford recused himself 7-C #20

**III. CALL TO THE PUBLIC**

No one wished to address the Board.

**IV. REVIEW, DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF MINUTES**

Executive Director Confer removed the Agenda Items for Draft Executive Session Minutes as there was none.

A. Draft Regular Meeting Minutes, September 11, 2023

**MOTION:** Member Campbell made a motion, seconded by Vice President Archer to approve the September 11, 2023 regular meeting minutes

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

**V. REVIEW, DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATOR LICENSURE AND MANAGER CERTIFICATION**

A. Veronica Weathers 2023-NCI-0567

Applicant Weathers was present and represented herself. Executive Director Confer summarized the background of this case for the Board. Applicant Weathers addresses the Board and explains the disciplinary action that was given from the Board of Nevada. Applicant Weathers gave the Board an update that all terms have been completed.

**MOTION:** Member Cook made a motion, seconded by Member Campbell to approve the application by Reciprocity upon meeting application requirements.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

B. Katrina Brooks 2023-NCI-0518

Applicant Brooks was present and represented herself. Executive Director Confer summarizes the background of the report for the Board. Applicant Brooks gave the Board an update on her life and what she is currently doing. Applicant Brooks stated that she attended a treatment facility and has made positive changes since then.

**MOTION:** Vice President Archer made a motion, seconded by Member Steven to approve manager application upon meeting the State Board requirements.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

C. Karina Villacorta 2023-NCI-0568

Applicant Villacorta was present and represented herself. Executive Director Confer summarized the report and conviction for the Board. Applicant Villacorta responded to the Board and supplemented the application submission and responded to general questions.

**MOTION:** Member Steven made a motion, seconded by Vice President Archer to approve manager application upon meeting the State Board requirements.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X		X			X	X	X
No			X						
Absent	X				X	X			
Recused									

**VI. REVIEW, DISCUSSION AND POSSIBLE ACTION ON FORMAL ADMINISTRATIVE HEARINGS, PROPOSED CONSENT AGREEMENTS OR MOTIONS TO DEEM ALLEGATIONS ADMITTED:**

- A. Adaoma Esochaghi, Respondent, Complaint No. 2021- NCI-184  
Esochaghi v NCIA Board, LC2023-000178-001

Adaoma Esochagi was present and was represented by Attorney Sara Sladick with The Rose Law Group. Assistant Attorney General Monaghan was present and summarized the case for the Board. The Board went into executive session to further discuss the case. Attorney General Attorney General Dede for independent legal advisor and Seamus for the state. Counsel for the respondent explained to the Board all the positive changes that have been made by Manager Esochagi.

**MOTION:** Member Campbell made a motion, seconded by Vice President Archer to go into an executive session. The Board went into executive session at 9:36 am and returned at 9:50 am.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

**MOTION:** Vice President Archer made a motion, Seconded by Member Cook to issue a Consent Agreement to be signed within 10 days or the matter will be forwarded to a formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the suspension as long as the terms of Probation are met; Civil Penalty of \$500.00, complete 3 hours of continuing education in the areas of Resident Rights, 3 hours in Environmental Standards, 3 hours in Emergency and Disaster Preparedness and 6 hours of Ethics.

**ROLL CALL VOTE: (5-1) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford

Yes		X		X			X	X	X
No			X						
Absent	X				X	X			
Recused									

**VII. CONSENT AGENDA ITEMS: REVIEW, DISCUSSION AND POSSIBLE ACTION ON COMPLAINT CASE**

A. Staff Recommendation for Disciplinary Consent Agreement(s) and/or Formal Hearing:

**MOTION:** Vice President Archer made a motion, seconded by Member Cook to adopt staff recommendation for Disciplinary Consent Agreement for agenda items 2,5,9,11,12,13,14,18 and postpone 2023-NCI-0189

- 2. Vick J Gutierrez 2023-NCI-0180
- 5. Eleanor A Sweum 2023-NCI-0185
- 9. Richard L Becerra 2023-NCI-0193
- 11. Cassandra L Bracamonte 2023-NCI-0196
- 12. Lina F Alba 2023-NCI-0197
- 13. Mario P Castillo 2023-NCI-0201
- 14. Kuy A Volland 2023-NCI-0202
- 18. Vick J Gutierrez 2023-NCI-0366

**BLOCK VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

- 1. Maria Bernadeth R Quinney 2023-NCI-0177

Manager Quinney was present and represented herself. Investigator Smith summarized the case for the Board. Manager Quinney explains the deficiencies that were found and addresses any questions the Board had.

**MOTION:** Vice President Archer made a motion, seconded by Member Cook to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$601.33 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management, Service Plans and Emergency Disaster Preparedness within 3 months

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

Manager Hildreth was present and represented herself. Investigator Smith summarized the case for the Board. Manager Hildreth explained to the Board all the corrections that have been made. The Boards concern was the manager failed to maintain complete personnel records

**MOTION:** Member Campbell made a motion, seconded by Vice President Archer to issue a Non-Disciplinary Letter of Concern. The Boards concern is the manager failed to maintain complete personnel records.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

4. Leonora P Chapman

2023-NCI-0183

Manager Chapman was present and represented herself. Investigator Smith summarizes the case for the Board. Manager Chapman explains the incident to the Board and the corrections that she has made.

**MOTION:** Member Steven made a motion, seconded by Vice President Archer to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$524.82 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management, Personnel Requirements, Environmental Standards and Emergency Disaster Preparedness within 3 months

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

6. Felizarde Torno Estrella

2023-NCI-0187

Manager Estrella was present and represented himself. Investigator Smith summarized the case for the Board. Manager Estrella addressed the Board and any questions they had.

**MOTION:** Member Steven made a motion, seconded by Member Campbell to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Voluntary Surrender of Certificate

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford

		Archer							
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

8. Evelyn C Flores

2023-NCI-0192

Manager Flores was present with Counsel Jennifer Wasserman. Investigator Smith summarized the case for the Board. Counsel addressed the Board and stated that Manager Flores has already addressed these allegations in a previous Consent Agreement before the Board and these allegations are duplicative

**MOTION:** Member Steven made a motion, seconded by Member Campbell to Postpone case 2023-NCI-0192 to November.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

10. Ruben Sanda

2023-NCI-0194

Manager Sanda was present with his wife Christina Sanda. Investigator Smith summarized the case for the Board. Christina Sanda addressed the Board and any questions they had.

**MOTION:** Member Steven made a motion, seconded by Vice President Archer to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$514.82 for investigative costs; complete 3 hours of continuing education in the areas of Ethics.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X			X	X	X
No									
Absent			X		X	X			
Recused									

16. Nancy W Njoroge

2023-NCI-0213

Manager Njoroge was present and represented herself. Investigator Smith summarized the case for the Board. Manager Njoroge addressed the Board and any questions they had.

**MOTION:** Vice President Archer made a motion, seconded by Member Felix to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$601.33 for investigative costs; complete 3 hours of continuing education in the areas of Service Plans, Residency Agreement and Personnel Requirements.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X			X	X	X
No									
Absent			X		X	X			
Recused									

17. Barbara C Stein

2023-NCI-0225

Manager Stein was present and represented herself. Investigator Smith summarized the case for the Board. Manager Steins addressed the Board and any questions they had. She stated that part of the confusion/miscommunication came from receiving mail at her old address even after filing a change of address form.

**MOTION:** Member Steven made a motion, seconded by Vice President Archer to issue a Non-Disciplinary Letter of Concern for following medication management standards and keeping complete personnel records

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X			X	X	X
No									
Absent			X		X	X			
Recused									

15. Loretta G Rivera

2023-NCI-0209

19. Loretta G Rivera

2023-NCI-0372

20. Loretta G Rivera

2023-NCI-0425

Manager Rivera was present and represented herself. Investigator Smith summarized cases 0209, 0372, 0425. Manger Rivera addresses the deficiencies that were found and explains to the Board her ongoing medical issues. Executive Director Confer addressed manager Rivera and what her plans are moving forward.

**MOTION:** Vice President Archer made a motion, seconded by Member Cook to combine cases 2023-NCI-0209, 2023-NCI-0372 and 2023-NCI-0425 for the purpose of this review.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X			X	X	X
No									
Absent			X		X	X			
Recused									

**MOTION:** Vice President Archer made a motion, seconded by Member Steven to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Voluntary Surrender of Certificate

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X			X	X	X
No									
Absent			X		X	X			
Recused									

B. Staff Recommendation for Non-Disciplinary Letter of Concern(s):

Jeannette M Zerilli

2023-NCI-0208

Manager Zerilli was present and represented herself. Investigator Smith summarized the case for the Board. Manager Zerilli addressed the Board and respectfully requested that her case be dismissed as she has taken care of the deficiencies.

**MOTION:** Member Campbell made a motion, seconded by Member Steven to issue Non-Disciplinary Letter of Concern for failing to ensure fingerprint clearance card compliance for two caregivers

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

1. David E Thomas 2023-NCI-0124
2. Graciela M Ortiz 2023-NCI-0137
3. Bethany Park 2023-NCI-0172
4. Fletcher Kuhn 2023-NCI-0175
5. Beverly Jo Roettger 2023-NCI-0176
6. Marie Ruggieri 2023-NCI-0188
7. Shirleta C Soden 2023-NCI-0206
9. Richard L Becerra 2023-NCI-0392

**MOTION:** Member Campbell made a motion, seconded by Member Koford to dismiss agenda items 1-7, #9 and issue Staff Recommendation for Non-Disciplinary Letters of Concern.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

C. Staff Recommendation for Dismissal(s):

1. Anuca Komerdelj

2023-NCI-0136



2.	Alisha Jessie	2023-NCI-0150
3.	Patrick U. Okeke	2023-NCI-0152
4.	Rebecca L. Grant	2023-NCI-0156
5.	Ezechil E Istrate	2023-NCI-0173
6.	Sarovina Barzu	2023-NCI-0174
7.	Rhonda Fawley	2023-NCI-0178
8.	Catherine F Sardella	2023-NCI-0184
9.	Menchit Directo Price	2023-NCI-0186
10.	Tanisha Sanchez	2023-NCI-0191
11.	Salvatore J Zerilli	2023-NCI-0195
12.	Tamera Leslie Taylor	2023-NCI-0200
13.	Dennis E Craft	2023-NCI-0203
14.	Heath John Van Gysel	2023-NCI-0204
15.	Sharice Daily	2023-NCI-0205
16.	Patricia A Strong	2023-NCI-0207
17.	Stephanie D Laemmel	2023-NCI-0211
18.	Kevin H Concannon	2023-NCI-0212
19.	Jacqueline A Smith	2023-NCI-0215
20.	Nathan Koford	2023-NCI-0224
21.	Lourdes Killeen	2023-NCI-0226
22.	Jannea Michelle Downs	2023-NCI-0327
23.	Jannea Michelle Downs	2023-NCI-0421
24.	Amber M Halkowitz	2023-NCI-0483
25.	NO MANAGER	2023-NCI-0496
26.	Amy J Gonzales	2023-NCI-0509

**MOTION:** Member Campbell made a motion, seconded by Member Felix to dismiss agenda items 1-19, 21-26 and postpone case 2023-NCI-0224 Nathan Koford.

**ROLL CALL VOTE: (6-0) Passed**

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes		X	X	X			X	X	X
No									
Absent	X				X	X			
Recused									

**VIII. BOARD PRESIDENT'S REPORT:**

President Kidder to review and discuss legislation/ licensing issues.

**IX. EXECUTIVE DIRECTOR REPORT:**

Board to review, discuss and possibly take action on the following items:

**A. FY2024 & FY2025 Budget Request (Possible Consideration & Discussion)**

Executive Director Confer gave the Board an update on the Budget request and stated that FY2024 has

been closed and FY2025 is right on track.

**B. Sunset Review NCIA Response, Initial Communication Plan, Joint Legislative Committee of Reference (Possible Consideration & Discussion)**

Executive Director Confer provided a 2024 Legislative Sunset Review update to the Board

**C. 5 Year Rule Review (Possible Consideration & Discussion)**

Executive Director Confer gave the Board an update on the 5-year rule review

**D. Fee Increase Request (Possible Consideration & Discussion)**

Executive Director Confer gave an update and stated that the Governor's office has approved the fee increase request.

**E. Complaint & Licensing Statistics (Possible Consideration & Discussion)**

There was nothing to report

**X. FUTURE ITEMS AND MEETING DATES**

November, 13, 2023, December 11, 2023 & January 22, 2024

**XI. ADJOURNMENT 1:15pm**

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Jack Confer, Executive Director