



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

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Katie Hobbs
Governor

Jack Confer
Executive Director

Board Members

Ken Kidder, President
Susan Archer, Vice President
Pauline (Wally) Campbell, Member
James Steven, Member
Rebecca Hill, Member
Becky Brimhall, Member
Jeffrey Cook, Member
Kerri Felix, Member
Nathan Koford, Member

AGENDA REGULAR MEETING

February 12, 2024 9:00 AM

I. ROLL CALL

President Ken Kidder called the meeting to order at 9:04 a.m.

President Ken Kidder, Vice President Archer, Member Brimhall, Member Felix, Member Hill, Member Campbell, Member Cook

In attendance: Executive Director Jack Confer, Deputy Director Donita McGlasson, Investigator Phil Smyth, Project Specialist Stacy Rodriguez, Assistant Attorney General Seamus Monaghan

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

Vice President Archer recused herself from complaints 2023-NCI-0321 and 2023-NCI-0436.
Member Felix recused herself from complaints 2023-NCI-0354 and 2023-NCI-0305.

III. CALL TO THE PUBLIC

Persons who want to address the Board do not need to request permission in advance, but they do need to complete a "Request to Speak to the Board" form so that the Board is aware that they are here and that they want to speak to the Board. Each person who wants to address the Board will be given five (5) minutes to do so. However, the Board may limit the number of persons speaking on each issue to a reasonable number of persons. Pursuant to A.R.S. § 38-431.02(H), the Board can discuss or take action only on matters that are listed on the Agenda. Board action on issues that are not listed on the Agenda is limited to directing staff to study the matter or to schedule the matter for further discussion at a future Board Meeting.

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

The Board may vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice).

- A. Draft Regular Meeting Minutes, January 22, 2024
- B. Draft Executive Session Minutes, January 22, 2024

MOTION: President Ken Kidder made a motion, was seconded by Member Campbell for approval of Draft Regular Meeting Minutes, January 22, 2024 and Draft Executive Session Minutes, January 22, 2024.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

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

The Board may vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice).

A. Tia Washington 2024-NCI-0111

Tia Washington was not present. Tia Washington was provided notice of meeting. Investigator Phil Smyth outlined the case to the board. After a brief discussion, the Board voted on this matter:

MOTION: President Ken Kidder made a motion, seconded by Vice President Archer to approve the manager certificate application

ROLL CALL VOTE: Passed (6-1)

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					x				
Absent				x					x
Recused									

B. Francinach Mokhonwana 2024-NCI-0112

Francinach Mokhonwana was present. Investigator Phil Smyth outlined the case to the Board. Francinach Mokhonwana answered several questions from the Board.. After a brief discussion, the Board voted on the matter:

MOTION: President Kidder made a motion, was seconded by Member Campbell for approval of application.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

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

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

3. Maria R Parham 2023-NCI-0312

Maria R Parham was present, represented by Attorney Mark Lammers. Investigator Phil Smyth outlined the case to the board. Maria R Parham answered and Counsel Lammers answered several questions from the Board and provided details. After a brief discussion, the Board voted on the matter.

MOTION: President Ken Kidder made a motion, seconded by Vice President Archer to dismiss complaint 2023-NCI-0312.

ROLL CALL VOTE: Passed (5-2)

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		x				
Absent				x					x
Recused									

7. Julia M Colangelo 2023-NCI-0348

Julia M Colangelo was present. Investigator Phil Smyth outlined the case to the Board. Julia M Colangelo answered several questions from the Board and gave additional details After a brief discussion, the Board voted on the matter:

MOTION: Member Brimhall made a motion, was seconded by Vice President Archer to dismiss complaint 2023-NCI-0348.

ROLL CALL VOTE: Failed (2-5)

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

The Board further discussed the details of the case and after further discussion the Board voted on the matter.

MOTION: Member Felix made a motion, was seconded by Archer to issue a non-disciplinary Letter of Concern for failed to failing to ensure a caregivers qualifications were current and verified prior to employment.

ROLL CALL VOTE : Passed (7-0)

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
Recused									

12. Idris Ismail Lawal 2023-NCI-0373

Idris Ismail Lawal was present. Investigator Phil Smyth outlined the case to the board. Idris Ismail Lawal answered questions from the Board. After a brief discussion, the Board voted on the matter.

42. Idris Ismail Lawal 2023-NCI-0680

Idris Ismail Lawal was present. Investigator Phil Smyth outlined the case to the board. Idris Ismail Lawal answered questions from the Board. After a brief discussion, the Board voted on the matter.

MOTION: Member Hill made a motion, was seconded by Member Hill to combine complaint number 2023-NCI-0373 and 2023-NCI-0680 to offer a Consent Agreement for Voluntary Surrender of the manager certificate.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

18. Robbyn A Perez 2023-NCI-0389

Robbyn A Perez was present. Investigator Phil Smyth outlined the case to the Board. Robbyn A Perez answered several questions from the Board. After a brief discussion, the Board voted on the matter.

MOTION: President Kidder made a motion, seconded by Member Hill to offer a Consent Agreement for complaint 2023-NCI-0389 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 \$569.70 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management and Personnel Requirements, Record Keeping, Service Plans, Quality Assurance, Environmental standards, Residence rights, Residency agreements, within 3 months.

ROLL CALL VOTE: Passed (4-3)

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	
No			x			x	x		
Absent				x					x
Recused									

19. Robbyn A Perez 2023-NCI-0433

Robbyn A Perez was present. Investigator Phil Smyth outlined the case to the Board. Robbyn A Perez answered several questions from the Board. After a brief discussion, the Board voted on the matter

MOTION: President Kidder made a motion, seconded by Member Campbell to dismiss complaint 2023- NCI-0433.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

23. Adrian Ciobanita 2023-NCI-0395

Adrian Ciobanita was present. Investigator Phil Smyth outlined the case to the board. Adrian Ciobanita answered several questions from the Board. After a brief discussion, the Board voted on the matter.

MOTION: President Kidder made a motion, seconded by Member Brimhall 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 \$569.70 for investigative costs; required to complete a 40 hour manager training program with the Executive Directors pre-approval required and document completion; Successfully pass the state examination for managers administered by the Board.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

25. Junxiang Yin

2023-NCI-0399

Junxiang Yun was present. Investigator Phil Smyth outlined the case to the board. Junxiang Yun answered several questions from the Board and gave detail to the matter. After a brief discussion, the board voted on the matter:

MOTION: President Kidder made a motion, was seconded by Member Archer for the Board’s recommendation 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, Personnel Requirements, Record Keeping and Service Plans within 3 months

ROLL CALL VOTE: PASSED (7-0)

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
Recused									

27. Misty L Lumberry

2023-NCI-0402

Misty L Lumberry was present. Investigator Phil Smyth outlined the case to the Board. Misty L Lumberry answered several questions from the Board. After a brief discussion, the Board voted on the matter:

MOTION: President Kidder made a motion, seconded by Member Brimhall 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 \$536.18 for investigative costs; complete 3 hours of continuing education in the areas of Record keeping and Personnel Requirements within 3 months.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

30. Mariana A Budincian 2023-NCI-0429

Mariana A Budincian was present. Investigator Phil Smyth outlined the case to the Board. Mariana A Budincian answered several questions from the Board.. After a brief discussion, the Board voted on the matter.

MOTION: President Kidder made a motion, was seconded by Brimhall 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 \$536.18 for investigative costs.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

32. Emily P Lowe 2023-NCI-0436

Emily P Lowe was present. Investigator Phil Smyth outlined the case to the Board. Emily P Lowe answered several questions from the Board. After a brief discussion, the Board voted on the matter:

MOTION : President Kidder made a motion, seconded by Member Campbell to issue this non-disciplinary Letter of Concern, for failing to ensure valid caregiver training was completed for all employees.

ROLL CALL VOTE: PASSED (6-0)

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
Recused		x							

35. Amber Monique Porter 2023-NCI-0439

Amber Monique Porter was present, accompanied by Owner of the facility, Norma Pacheco. Investigator Phil Smyth outlined the case to the Board. Amber Monique Porter answered several questions from the Board. Norma Pacheco also gave details and answered questions from the Board. After a brief discussion, the Board voted on the matter.

MOTION: President Kidder made a motion, seconded by Member Brimhall 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 \$569.70 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management, Quality Assurance and Administrative Duties within 3 months.

ROLL CALL VOTE: (7-0) 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
Recused									

39. Marriza Guevara Palacios 2023-NCI-0453

Marriza Guevara Palacios was present. Investigator Phil Smyth outlined the case to the board. Marriza Guevara Palacios answered several questions for the Board. After a brief discussion, the Board voted on the matter.

MOTION: President Kidder made a motion, was 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: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$569.70 for investigative costs; required to complete a 40 hour manager training program with the Executive Directors pre-approval required and document completion; Successfully pass the state examination for managers administered by the Board.

ROLL CALL VOTE: (7-0) 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	x	
No									
Absent				x					x
Recused									

- | | |
|----------------------------|---------------|
| 1. Shauna R Gann | 2023-NCI-0182 |
| 2. Magdalena Petre | 2023-NCI-0300 |
| 4. Marisol Ramirez | 2023-NCI-0331 |
| 5. Maria G Stanca | 2023-NCI-0342 |
| 6. Teresa L Thoma | 2023-NCI-0343 |
| 8. Laura C Niffenegger | 2023-NCI-0351 |
| 9. Dianne Rose A. Idji | 2023-NCI-0359 |
| 10. Lani James | 2023-NCI-0362 |
| 11. Braxton Plunkett | 2023-NCI-0370 |
| 13. Gregory Lamar Holman | 2023-NCI-0378 |
| 14. Foluso Solaru | 2023-NCI-0380 |
| 15. Lerma DeLaCruz | 2023-NCI-0383 |
| 16. Monette Andrews | 2023-NCI-0384 |
| 17. Joey A Bumanlag | 2023-NCI-0388 |
| 20. Janet Tena | 2023-NCI-0390 |
| 21. Marilou Errazo-Searles | 2023-NCI-0391 |

22. Donald M Wilkins	2023-NCI-0393
24. John C Rosness	2023-NCI-0396
26. Brenda Joyce Johnson	2023-NCI-0400
28. Adriana V Rivera	2023-NCI-0420
29. Diana M Iacobucci	2023-NCI-0426
31. Monique Andrea Joy	2023-NCI-0432
33. Carlos N Jorge	2023-NCI-0437
34. Sarah Michelle Skradski	2023-NCI-0438
36. Samuel Kibera Wanjohi	2023-NCI-0441
37. Shauna R Gann	2023-NCI-0445
38. Shauna R Gann	2023-NCI-0446
40. Michelle Sims Major	2023-NCI-0454
41. Pirjo M Stawisuck	2023-NCI-0461

MOTION: President Kidder made a motion, was seconded by Member Brimhall to adopt staff recommendation for Disciplinary Consent Agreements for agenda items: 1,2,4-6, 8-11, 13-17, 20-22, 24, 26, 28,29, 31,33, 34, 36-38, 40,41.

BLOCK VOTE: (7-0) 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
Recused									

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

3. Emily Kay Dulas 2023-NCI-0416

Emily Kay Dulas was present and was represented by Lindsey Fragoso. Investigator Phil Smyth outlined the case After a brief discussion, the Board voted on the matter:

MOTION: President Kidder made a motion, seconded by Vice President Archer to dismiss case 2023-NCI-0416.

ROLL CALL VOTE: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

BREAK 10:19 AM – 10:34

BREAK 11:47 AM – 11:58 AM

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

- 1. Kereshmeh Ataeiankafshgari 2023-NCI-0368
- 2. Terence Lee Pringle 2023-NCI-0401
- 4. Ryan Valdez 2023-NCI-0417
- 5. Ginger S Bognar 2023-NCI-0434
- 6. Adrian Ross 2023-NCI-0442
- 7. Debra Ann Rosness 2023-NCI-0444
- 8. Jared Rod Gardner 2023-NCI-0447

MOTION: President Kidder made a motion, seconded by Vice President Archer to adopt staff recommendation to issue a Disciplinary Letter of Concern(s) for agenda items: 1-2,4-8.

ROLL CALL VOTE: Passed (6-1)

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					x				
Absent				x					x
Recused									

C. Staff Recommendation for Dismissal(s):

- 1. Terry Speth 2023-NCI-0249
- 2. Mindy M Melendez 2023-NCI-0305
- 3. Nina M Webb 2023-NCI-0308
- 4. Andrea M Soto 2023-NCI-0316
- 5. Susan Q Archer 2023-NCI-0321
- 6. Stella Marie A Abaigar 2023-NCI-0347
- 7. Kerri L Felix 2023-NCI-0354
- 8. Victoria J. Medrano 2023-NCI-0369

- 9. Simona Torneanu 2023-NCI-0375
- 10. Mignonette aleta Leuterio Reyes 2023-NCI-0381
- 11. Lourdes O Roque 2023-NCI-0386
- 12. Leah Carin Roberts 2023-NCI-0387
- 13. Stacy Zimmerman 2023-NCI-0397
- 14. Ami A Mendez 2023-NCI-0398
- 15. Dakota Joseph Perry 2023-NCI-0403
- 16. Jessica McPherson 2023-NCI-0404
- 17. Clara Faith Brummel 2023-NCI-0406
- 18. Michelle Louise Baker 2023-NCI-0419
- 19. Nora I Nixon 2023-NCI-0422

20.Jennifer Lynn Hernandez	2023-NCI-0423
21.Suzanne M Porter	2023-NCI-0424
22.Maryann Maushardt	2023-NCI-0427
23.Bret C King	2023-NCI-0428
24.Christine L Sloan	2023-NCI-0430
25.Allison Renee Moore-Crum	2023-NCI-0431
26.Miguel A Soto	2023-NCI-0440
27.Manuela D Callini	2023-NCI-0443
28.Melissa Daniele Cecil	2023-NCI-0448
29.Ramona Patio	2023-NCI-0449
30.Jean E Connes	2023-NCI-0451
31.Linelle M Greenwood	2023-NCI-0452
32.Audrey Fontanilla	2023-NCI-0456
33.Litsas A Dumagpi	2023-NCI-0462
34.Rose-Marie L Neely	2023-NCI-0463
35.Victoria Whitehat	2023-NCI-0465
36.Wendelyn Q Javier	2023-NCI-0502
37.Morgan Cooper	2023-NCI-0570

MOTION:

President Kidder made a motion, was seconded by Member Campbell to dismiss complaint 2023-NCI-0305 involving Mindy M Melendez and 2023-NCI-0354 involving Kerri L Felix

ROLL CALL VOTE: Passed (6-0)

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
Recused							x		

MOTION: President Kidder made a motion, was seconded by Member Campbell to dismiss complaint case 2023-NCI-0321 involving Susan Q Archer.

ROLL CALL VOTE: Passed (6-0)

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
Recused		x							

MOTION: President Kidder made a motion, was seconded by Member Campbell to adopt the staff recommendation for Dismissal(s) for agenda items: 1,3,4,6,8,9-37.

ROLL CALL VOTE: Passed (6-1)

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					x				
Absent				x					x
Recused									

VII. BOARD OFFICER ELECTION’S PURSUANT TO A.A.C. R4-33-102

A. Election of Board President

MOTION: Member Hill made a motion, was seconded by Member Cook to nominate Member Susan Archer for position of Board President.

ROLL CALL VOTE: Passed (4-3)

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	
No	x		x			x			
Absent				x					x
Recused									

MOTION: President Kidder made a motion, seconded by Member Cook to nominate Becky Brimhall for position of Board President.

ROLL CALL VOTE: Passed (4-3)

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	
No		x			x		x		
Absent				x					x
Recused									

Vice President Archer withdrew nomination, Member Brimhall was left as only nominee.

B. Election of Board Vice-President

MOTION: Member Brimhall made a motion, seconded by Member Campbell to nominate President Kidder for position of Board Vice-President.

VOICE ROLL CALL: Passed (7-0)

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	x	
No									
Absent				x					x
Recused									

VIII. BOARD PRESIDENT’S REPORT:

President Kidder had nothing to report.

IX. EXECUTIVE DIRECTOR REPORT:

Executive Director Confer outlined the following items to the Board and was opened for Board’s discussion

- A. FY2024 & FY2025 Budget Request (Possible Consideration & Discussion)
 - B. Sunset Review & Legislation (Possible Consideration & Discussion)
 - C. Fee Increase Rule Promulgation & Status (Request (Possible Consideration & Discussion)
 - D. Complaint & Licensing Statistics (Possible Consideration & Discussion)
 - E. Draft Dismissal Policy & Matrix (Possible Consideration, Discussion & Vote)
 - F. Legislation (Possible Consideration, Discussion & Vote)
 - G. Training Content & Curriculum Subcommittee (Possible Consideration, Discussion & Vote)
- H. Virtual Office and Remote Work Policy & Procedure (Possible Discussion & Vote)

MOTION: President Kidder made a motion, was seconded by Vice President Archer for approval of Virtual Office and Remote Work Policy & Procedure.

VOICE VOTE: Passed (6-1)

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			x						
Absent				x					x
Recused									

- I. Board delegation of Case Settlement to staff pursuant to A.R.S. § 36-446.07 (L). Discussion. Will be discussed at further meetings
Executive Director Confer gave an overview to Board Members to reduce the amount of cases brought back to Board Meeting. Assistant Attorney General Monaghan gave advice and asked for time to review the draft.
- J. Discussed Enforcement Matrix. Further review and discussion will take place.

X. FUTURE ITEMS AND MEETING DATES

March 11, 2024, April 8, 2024, May 13, 2024 & June 10, 2024

XI. ADJOURNMENT

President Kidder adjourned the meeting. (1:33pm)

Jack Confer, Executive Director