

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
10:00 a.m. – 2:00 p.m.

July 18, 2005

Draft Regular Session Meeting Minutes

Members Present:

Judge Roland J. Steinle
Carol L. Wells
Nancy Swetnam
Mary Carlton
Vellia M. Piña
Dr. Roger Hartley
J. Ward Sturm

AOC Staff Present:

Linda Grau
Nina Preston
Brenda Lee Dominguez
David Withey
Dara Fonseth
Jacque Bauer

Members Present Telephonically:

Donald F. Steward
Virlynn Tinnell
Jacqui Velde

CALL TO ORDER

The regular session was called to order by Judge Roland Steinle at 10:09 a.m.

The Board welcomed new member Jacqui Velde as a Legal Document Preparer member to the Board.

ADMINISTRATIVE ISSUES

Update regarding Board Member appointments, reappointments and vacancies.

During the month of June 2005, Chief Justice McGregor entered Administrative Order No. 2005-38, reappointing Judge Roland Steinle, III, Virlynn Tinnell and Carol Wells to additional three year terms on the Board of Legal Document Preparers. This same Administrative Order appointed Ms. Jacqui Velde to the Legal Document Preparer vacancy. The seat previously held by Margaret Kleinman as Public Member remains vacant a future pending appointment. Linda Grau requests anyone familiar with someone who may qualify as a Public Member to let the staff know so an application and information packet can be forwarded to them. Nancy Swetnam advised the Board a potential Public Member applicant has indicated he is considering applying and will make a decision in late July.

REVIEW AND APPROVAL OF MEETING MINUTES

Draft meeting minutes for the May 23rd and June 27th meetings were provided to the Board for review. Judge Steinle deferred this matter until later in the meeting to allow the Board an opportunity to review the draft minutes.

RETURN TO ADMINISTRATIVE ISSUES

Review and discussion of Arizona Supreme Court Administrative Order Number R-04-0027 regarding Arizona Supreme Court Rule 31 and Arizona Code of Judicial Administration § 7-208.

Linda Grau informed the Board that there is no additional information regarding this agenda item and she respectfully requests that this item be deferred to the September Board meeting.

Mary Carlton made a **motion** to defer review and discussion of Arizona Supreme Court Administrative Order Number R-04-0027 regarding Arizona Supreme Court Rule 31 and Arizona Code of Judicial Administration § 7-208 to the September Board meeting. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-212**

STATUS REPORT REGARDING 2005 EXAMINATION

Review and discussion regarding administration of the Legal Document Preparer examination.

Linda Grau reported that notices were sent to all active Legal Document Preparers informing them the Legal Document Preparer Program has contracted with Comira to provide the administration of the exam. Additionally, letters confirming eligibility for the exam have been forwarded to all active Legal Document Preparers.

Mary Carlton reported to the Board she has already registered to take the exam. Mary Carlton reported the Comira staff conducted a thorough review of her personal identifying and certification related data to insure her eligibility to participate in the examination. Nancy Swetnam stated she will follow-up with Comira regarding the registration process.

Linda Grau reported that Comira is currently attempting to set up two Saturday events running three LDP test sessions back to back at testing centers exclusively dedicated for LDP exams on these two dates.

CERTIFICATION AND ELIGIBILITY

Report and recommendations regarding Continuing Education (CE) course credit requests.

The following requests for continuing education credit have been received by the Legal Document Preparer Program for Board review and consideration:

1. "CLDP Examination Preparation" presented by the Arizona Association of Independent Paralegals (AAIP) in Tempe on July 16, 2005 – 4 hours requested.

NOTE: The AAIP acknowledges this request was not submitted for consideration 30 days prior to the event. Please note, the request appears to be virtually simultaneous to the Board adjustment to the policy requiring the 30 day advance notice. Program staff recommended the Board consider approving this event for 4 hours of credit.

2. "Filing for Bankruptcy" presented by the Arizona Association of Independent Paralegals in Phoenix on August 2, 2005 – 1 hour requested.

Program staff recommended this event be approved for the requested credit.

3. "CLDP Examination Preparation" presented by the Arizona Association of Independent Paralegals in Tempe on August 13, 2005 – 4 hours requested

NOTE: This event is presented as a repeat of the event listed as number 1 above. It is recommended the request credit be granted and the AAIP be directed to advise those who choose to participate in both events that pursuant to the CE Policy, they are not eligible to receive credit for repeating the class. Program staff recommended 4 hours of credit be granted.

4. "Sarbanes-Oxley Act" presented by Lorman Education Services in Phoenix on September 16, 2005 – 6 hours requested.

Program staff recommended credit be approved for 5 hours pursuant to the CE Policy.

5. "Family Court Updates – Rules, Processes, Procedures, and Pending Legislation" presented by the Maricopa County Association of Family Mediators in Phoenix on June 28, 2005 – 1 hour requested.

Program staff recommended this event be approved for the requested credit.

6. “Dissolving the Marriage, Preserving the Family” presented by Connecticut Council for Divorce Mediation and Family Dispute Resolution in Hamden, Connecticut on June 2, 2005 – 5.25 hours requested.

Program staff reported the credit requesting certificate holder submitted a simultaneous correspondence reporting just becoming aware of the newly adopted 30 day credit request requirement, and immediately presented this credit requests for Board review. Program staff recommended credit be approved for 5 hours pursuant to the CE Policy.

7. “Collaborative Law Negotiation Skills Workshop” presented by Collaborative Divorce Attorneys of Fairfield County (Connecticut) on June 16th and 17th, 2005 – 10 hours requested. Program staff recommended credit be approved for 5 hours pursuant to the CE Policy.
8. “Training for Electronic Filing of Bankruptcy Pleadings” presented on an ongoing basis throughout Arizona by the United States Bankruptcy Court, District of Arizona – 1.5 hours requested.

Program staff recommended this event be approved for the requested credit.

9. “Resource Training Specialist Training” presented by the National Alliance for the Mentally Ill of Southern Arizona in Tucson on May 11, 2005 – 6 hours requested.

Program staff recommended credit be approved for 5 hours pursuant to the CE Policy.

Nancy Swetnam made a **motion** to approve items 1-9 for continuing education credit. Mary Carlton seconded the motion. The motion passed. **LDP-05-213**

Review and discussion of possible future coordination with the Better Business Bureau and the Arizona Association of Independent Paralegals regarding certification status information.

It is respectfully recommended the Board direct Program Staff to establish contact with the Better Business Bureau of Arizona and the Arizona Association of Independent Paralegals and provide information about recent certification status changes involving their respective memberships so they can continue to be valuable sources to the public by accurately providing certification status information to consumers.

Virlynn Tinnell joined the meeting telephonically at 10:25 a.m.

J. Ward Sturm made a **motion** authorizing Program staff to establish contact with the Better Business Bureau of Arizona and the Arizona Association of Independent Paralegals to provide information regarding Legal Document Preparer Program and

current certification status of Legal Document Preparers. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-214**

Update regarding pending Board and LDP Program litigation.

The Board reviewed court records regarding recent rulings in several matters related to the LDP Program. Court records reflect the civil action filed in Superior Court in Maricopa County case number CV2005-005208 has been dismissed. The LDP Program's Motion for Rule 11 Sanction in Superior Court in Maricopa County case number CV2004-021178 has been granted. The Special Action filed regarding a final disciplinary order of the Board in Superior Court in Maricopa County case number LC2005-000211-001DT has been denied. The Special Action filed regarding the denial of a renewal application in Superior Court in Maricopa County case number LC2004-000886-001DT has been denied. Linda Grau reports a pre-hearing conference is occurring at the same time as today's meeting in a Special Action regarding a denial of initial certification in Superior Court in Maricopa County case number LC2005-000317-001DT.

Review and discussion of inquiry received from Lisa DeLong regarding the renewal application late fees.

Ms. DeLong submitted a late application for renewal of certification which is also scheduled for review on this Agenda. Ms. DeLong forwarded a letter to the Board after being contacted by Program staff requesting she submit the required \$50.00 late fee.

Linda Grau reported no less than 3 separate notices and a renewal packet were forwarded to all AZCLDPs (including Ms. DeLong) regarding the renewal process and deadline. The late fee is mandated by ACJA § 7-208. The Board directed Program Staff to issue a letter to Ms. DeLong stating her letter was reviewed and she is subject to the late fee requirement of § 7-208 and the late fee will not be waived.

Board suggested additional late fee information be added to the application packet.

Review and discussion regarding inquiry received from attorney Walter Henderson.

The Board received an inquiry letter from attorney Walter Henderson of Green Valley, Arizona requesting an explanation as to how "general legal information" differs from "legal advice", relative to Legal Document Preparers.

The Board directed Linda Grau to call Mr. Henderson and attempt to determine if Mr. Henderson's inquiry is a request for a legal interpretation or if there is a specific situation underlying his request for clarification. If a legal opinion is being sought, Program staff will return this matter to the Board for discussion regarding a possible referral of the inquiry. If a specific violation issues is underlying the inquiry, Program staff will provide Mr. Henderson with information regarding submission of complaints involving allegations of violations.

Review and discussion regarding inquiry received from ACCLDP Miguel Guzman.

Linda Grau reported to the Board that Miguel Guzman has submitted an inquiry for Board review regarding preparations for the upcoming examination. Mr. Guzman is asking for clarification of whether he can share “practice questions” he has developed with his counterparts.

The Board discussed there being no apparent violation issue if Mr. Guzman distributed the “practice questions” he has developed. However, the Board will not authorize or otherwise approve any examination related study materials not prepared by the Program during the examination development process.

Nancy Swetnam made a **motion** for Program Staff to draft a response letter to Miguel Guzman stating it is not a violation to share the sample questions he has developed. However, any document he shares with others must contain a written disclaimer specifically noting his practice questions have not been developed or approved by the Board of Legal Document Preparers or the Legal Document Preparer Program. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-215**

Review and discussion regarding business entity certification and exemption requirements as defined by Arizona Code of Judicial Administration § 7-208(E)(3)(c).

Linda Grau reported that during the recent renewal process, Program Staff became aware of numerous situations where individual certificate holders are employed by or otherwise providing document preparation services to the public on behalf of non-certified business entities. Further, Ms. Grau reported it appears a significant number of certified business entities previously granted an exemption failed to submit the required Exemption Extension Request Form for the 2005-06 certification period. Additionally, there are a number of individuals who have not submitted required business entity applications. Program staff has been tracking and monitoring absent applications and incomplete exemptions. Ms. Grau recommended the Board direct Program staff to initiate contact with these business entities in order to bring all active certificate holders into compliance with ACJA § 7-208.

Dr. Roger Hartley made a **motion** to approve the request by Program Staff to initiate a process to bring all actively certified business entities and individuals into compliance with ACJA § 7-208. Mary Carlton seconded the motion. Motion passed. **LDP-05-216**

Linda Grau respectfully requests that the Board direct staff to contact the businesses and associated individual certificate holders and provide a September 1, 2005 deadline for coming into compliance with ACJA § 7-208 (E)(3)(c). Ms. Grau further recommended an associated Agenda item be placed on the September 19th Agenda for staff to report back to the Board on this issue.

Nancy Swetnam made a **motion** that Program staff provide the Board with a list of all individual and business entities are not in compliance with ACJA § 7-208 (E)(3)(c) by September 1, 2005, so the Board can review each situation for further administrative action. Judge Roland Steinle seconded the motion. Motion passed. **LDP-05-217**

Review and discussion regarding inquiry received from ACCLDP Miguel Guzman.

Legal Counsel, Nina Preston, requests the Board revisit this Agenda item for further consideration. Ms. Preston advises the Board a letter to Miguel Guzman should state the sharing of his practice questions may not be a violation of ACJA § 7-208 and the Board is not issuing an advisory opinion in reference to his correspondence. However, if he shares these questions, there must be a proper disclaimer.

Dr. Roger Hartley made a **motion** for Program Staff to draft a response letter to Miguel Guzman and forward it to Nina Preston review prior to sending it to Mr. Guzman. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-218**

REVIEW OF PENDING COMPLAINTS

Review and discussion regarding Hearing Officer Andrew Marshall's report and recommendation regarding Lory Toon and LDP Program complaint number 04-L016.

Nancy Swetnam and Donald Steward recused.

Hearing Officer Andrew Marshall's report includes a recommendation for revocation. Ms. Toon has not, to date, applied for 2005-06 renewal and AZCLDP certificate number 80436 expired on June 30, 2005.

J. Ward Sturm requests the advice of legal counsel regarding possible legal issues raised the Hearing Officer's Report and Recommendation. Nina Preston advises the Board legal advice in this matter must be presented by David Withey.

Board took a short break at 10:55 a.m. to attempt to reach Mr. Withey.

Regular Session Resumed 11:05 a.m. The Board decided to move on to reviewing pending applications until legal counsel is available.

REVIEW OF PENDING APPLICATIONS FOR INITIAL CERTIFICATION

The following applications for Individual and Business Entity Certification have been submitted and Program staff recommends the Board defer consideration of these applications to the September 19th meeting to allow staff an opportunity to contact these applicants for additional information:

Rochford & Associates, Inc. (Richard Rochford)

Stephen Marlowe
Margo Holguin
Sinclair Noe
Estate Preservation, Inc (Sinclair Noe)
Professional Legal Documents, LLC (Angelina Cervantes)
A Different Association Management, LLC (William Maguire)
Renaissance Community Partners, LLC (Kevin Bishop)
Associated Property Management of C.T.D., (Thomas Emele)
Universal Tax Services (Blanca Quinonez Montalbo)

Judge Roland Steinle made a **motion** to defer consideration of the applications listed above to the September 19th Board meeting. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-219**

1 Stop Check Cashing/Payday & Title Loans, LLC (Margo Holguin)

Judge Roland Steinle made a **motion** to deferred consideration of the 1 Stop Check Cashing/Payday & Title Loans, LLC application to the September 19th Board meeting to enable staff to follow up on application related issues. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-220**

The following applicants have presented complete applications demonstrating they meet the minimum eligibility requirements for certification. No information contrary to receiving certification has been presented during the background review. Program staff recommended initial certification be granted to:

Lucinda Diaz
Peter Fargo
Elizabeth Connolly
Gail Groh
Trina MacPhail
Teresa Martin
Eleanor Tarman
Michael Whittle
Advanced Legal Services, LLC (Marwan Sadeddin)

Judge Roland Steinle made a **motion** to grant initial certification to applicants listed above. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-221**

The following applicants have submitted complete applications demonstrating they meet the minimum eligibility requirements for certification. No information contrary to receiving certification has been presented during the background review:

Jennifer Bone

Mary Carlton made a **motion** to grant certification to Jennifer Bone. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-222**

Gail Smith

Judge Roland Steinle made a **motion** to grant certification to Gail Smith. Mary Carlton seconded the motion. Motion passed. **LDP-05-223**

Jo Patton

Vellia Piña made a **motion** to grant certification to Jo Patton. Carol Wells seconded the motion. Motion passed. **LDP-05-224**

Kristi England

J. Ward Sturm made a **motion** to grant certification to Kristi England. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-225**

Sharlene Konenko

J. Ward Sturm made a **motion** Sharlene Konenko application review be deferred to the September 19th Board meeting and Program staff is directed to contact Ms. Konenko for additional application related information. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-226**

Linda Grau reported applicant Reggie Alilonu responded to a request for additional information regarding his reported years of law related experience. Mr. Alilonu's correspondence provides additional information but does not appear to offer additional information about his meeting the minimum eligibility requirements for certification. Linda Grau recommends the Board determine if this applicant meets the minimum eligibility of the requirements for certification. The Board reviewed the application and supplement information provide by Mr. Alilonu.

Nancy Swetnam made a **motion** Reggie Alilonu be denied initial certification pursuant to § 7-208(E)(5)(b)(1)(a), as he does not appear to meet the minimum eligibility requirements for certification. Mary Carlton seconded the motion. Motion passed. **LDP-05-227**

The Board reviewed the application and supplement information submitted by applicant Sergio Laurente. Linda Grau advised the Board the supplement information and a detailed resume were received from the applicant late last week. Program staff recommended the Board determine if this applicant meets the minimum eligibility requirements for certification.

Nancy Swetnam made a **motion** that Sergio Laurente be denied initial certification pursuant to § 7-208(E)(5)(b)(1)(a), as he does not appear to meet the minimum eligibility requirements for certification. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-228**

Linda Grau reported to the Board applicant Deborah Burt submitted requested additional information regarding her law related experience and it appears she does meet the minimum eligibility requirements. Ms. Grau recommended certification be granted.

Nancy Swetnam made a **motion** to grant initial certification to Deborah Burt. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-229**

The following application was previously deferred to allow staff an opportunity to obtain additional document from the applicant. Program staff recommends the Board defer review of this application to the September 19th meeting to allow staff an opportunity to obtain additional records.

Eric Scott Schoeller

J. Ward Sturm made a **motion** to grant initial certification to Eric Scott Shoeller. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-230**

PENDING APPLICATIONS FOR RENEWAL OF INITIAL CERTIFICATION

The following applications for Individual and Business Entity Certification have been submitted and are requesting review for renewal of certification for the 2005-2006 certification period.

The following applicants for renewal have submitted complete applications, documentation of fulfilling the 10 hours of continuing education requirement, and no information contrary to renewing certification has been presented during the background review. Program staff recommended renewal of certification granted to the following individuals and entities:

Lisa DeLong

Judge Roland Steinle made a **motion** to grant certification to Lisa DeLong. Mary Carlton seconded the motion. J. Ward Sturm recused. Motion passed. **LDP-05-231**

Betsy Ross-Retchin
R and R Property Management (Betsy Ross-Retchin)
Mary Jo Edel
A.D. Scott, Ltd. (Mary Jo Edel)
Christine Collura
Kachina Management, Inc. (Christine Collura)
Irene Mayer
Griffin Paralegal Services, LLC (Debra Griffin)

Heckinger & Associates, LLC (Robert Heckinger)
Warner Lewis
ETN, Ltd. (Warner Lewis)
Rider Hunt Levett and Bailey, Ltd. (Julian Anderson)
Robert Lipsey
Premier Community Management, Inc. (Robert Lipsey)
Strategic Tax Planning, LLC (Lynn Forman)
Michael Roberson
Cornerstone Properties, Inc. (Michael Roberson)
Northern Arizona Investment Group, Inc. (Jane Whitley)

J. Ward Sturm made a **motion** to grant renewal certification to the applicants listed above. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-232**

The following applicants for renewal of initial certification have submitted complete applications, documentation of 10 hours of continuing education (including AAIP CE attendance), and no information contrary to renewing certification has been presented during the background review. Program staff recommended renewal of certification granted to the following individuals and entities:

Maria Gil
Jemasi, Inc. (Maria Gil)
Ruben Mejia
Sandra Mejia
Sandra Mejia, LLC (Sandra Mejia)
Karina Morales
Servicios Hispanos (Karina Morales)
Patricia Rangel

Jacqui Velde made a **motion** to grant renewal certification to the applicants listed above. Judge Roland Steinle seconded the motion. Donald Steward recused. Motion passed. **LDP-05-233**

Debra Albert has submitted a complete application for renewal, demonstrated she has fulfilled the 10 hours continuing education requirement, and no information contrary to renewing certification has been presented during the background review. Program staff recommended renewal of certification be granted.

Judge Roland Steinle made a **motion** to grant renewal certification to Deborah Albert. Jacqui Velde seconded the motion. Motion passed. **LDP-05-234**

BUSINESS ENTITY EXEMPTION AND EXEMPTION EXTENSION REQUESTS

The following business entities have requested Business Entity Exemption or Exemption Extension for the 2005-06 certification period:

Program staff recommended the following requests for Business Entity Exemption or Extension of Business Entity Exemption be granted:

A-Z Estate & Document Services, LLC (Michelle Hernandez)
Affordable Services, Inc. (David Hendrickson)
Complete Office Support, LLC (James Weathersby)
Dakota Document Service, LLC (Pamela Brown)
Divorce, Custody, and Child Support Services, Inc. (Richard Slatin)
Emerald Capital Preservation of Arizona, LLC (Carol Smith)
Esslinger Enterprises, LLC (Michele Esslinger)
Griffin Paralegal Services, LLC (Debra Griffin)
Heckinger & Associates, LLC (Robert Heckinger)
JoAnn Palmer Para Professional, LLC (JoAnn Palmer)
Mtn Holiday, Inc. (Russell Ehlinger)
Nancy L. Anderson, LLC (Nancy Anderson)
Peoria Nu Start Bankruptcy (Debra Parks)
Rider Hunt Levett & Bailey, Ltd. (Julian Anderson)
Strategic Tax Planning, LLC (Lynn Forman)

Jacqui Velde made a **motion** to grant Business Entity Exemption or Extension of Business Entity Exemption to the entities listed above. Judge Roland Steinle seconded the motion. Motion passed. **LDP-05-235**

ADDITIONAL PENDING APPLICATIONS FOR RENEWAL OF INITIAL CERTIFICATION

These following applications for renewal of certification were processed in the days just before this meeting. To avoid additional delay, these applications were identified for review on the published Agenda and are being presented for Board consideration. These applications are complete, demonstrate the individual applicant has completed the CE requirement, and no information contrary to granting renewal has been presented during the background review. It is recommended these applications for renewal be granted:

Micnic's, Inc. (John Folse)
Cautela Corporation (Marley Beard)
Out of Court Solutions, LLC (Oliver Ross)
Tabitha Sedillo

Judge Roland Steinle made a **motion** to grant renewal certification to the applicants listed above. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-236**

ADDITIONAL BUSINESS ENTITY EXEMPTION AND EXEMPTION EXTENSION REQUESTS

Additionally, the following business entities have submitted Business Entity Exemption Extension Requests. Program staff recommended these exemption extensions be granted:

Micnic's, Inc. (John Folse)
Cautela Corporation (Marley Beard)
Out of Court Solutions, LLC (Oliver Ross)

Judge Roland Steinle made a **motion** to grant Business Entity Exemption Extension for the entities listed above. Mary Carlton seconded the motion. Motion passed.
LDP-05-237

RETURN TO REVIEW OF PENDING COMPLAINTS

Review and discussion regarding LDP Program complaint numbers 05-L039, 05-L044, and 05-L045.

Nancy Swetnam and Donald Steward recused.

The Board reviewed and discussed the Case Summary and Recommendation reports regarding LDP Program complaint numbers 05-L039, 05-L044, and 05-L045. These complaints were investigated and presented for probable cause review prior to submission to the Board. Program Staff recommended the Board accept the recommendation of Program Staff and the Probable Cause Panelist.

Judge Roland Steinle made a **motion** to accept the recommendation of Program staff and the Probable Cause Panelist. Mary Carlton seconded the motion. Nancy Swetnam and Donald Steward recused. Motion passed. **LDP-05-238**

Break 11:37 a.m.

Executive Session 12:00 a.m.

Judge Steinle made a **motion** to enter into Executive Session for advice of counsel. Carol Wells seconded the motion. Motion passed. **LDP-05-239**

Executive Session Ended 12:12 p.m

REVIEW AND APPROVAL OF MEETING MINUTES

Judge Roland Steinle made a **motion** to approve the Executive session minutes for May 23rd and June 27th subject to corrections noted. Mary Carlton seconded the motion. Motion passed. **LDP-05-240**

Judge Roland Steinle made a **motion** to approve the Regular session minutes for May 23rd and June 27th subject to corrections noted. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-241**

RETURN TO REVIEW OF PENDING COMPLAINTS

Review and discussion regarding Board initiation of LDP Program complaint pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b).

Judge Roland Steinle made a **motion** for Program Staff to initiate a complaint pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b) in reference to the individuals whose Notary Commissions were revoked during the last certification period. Mary Carlton seconded the motion. Motion passed. **LDP-05-242**

Review and discussion regarding Hearing Officer Andrew Marshall's report and recommendation regarding Lory Toon and LDP Program complaint number 04-L016.

J. Ward Sturm made a **motion** to defer the discussion of Hearing Officer Andrew Marchall's report and recommendation until the Board receives a report back from legal counsel. Judge Roland Steinle seconded the motion. Motion passed. **LDP-05-243**

CALL TO PUBLIC

No response.

ADJOURN

Mary Carlton made a **motion** to adjourn. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-244**

Meeting adjourned at 12:20 p.m.

/bld