

# FIDUCIARY BOARD

## Meeting Agenda – Thursday, July 12, 2018

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 - 10:00 A.M. Conference Room 109

General Inquiries Call: 602-452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

**For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).**

**CALL TO ORDER .....Deborah Primock, Chair**

**1) REVIEW AND APPROVAL OF MINUTES.....Deborah Primock, Chair**

*1-A: Review, discussion and possible action regarding the regular session minutes of the meeting held on May 10, 2018.*

*1-B Review, discussion and possible action regarding the regular session minutes of the interim meeting held on May 31, 2018.*

**2) PENDING COMPLAINTS..... Division Staff**

*2-A: Review, discussion and possible action regarding complaint numbers 17-0027 and 17-0028, involving licensees Jeannean Sabatina and Nicole Sabatina.*

*2-B: Review, discussion and possible action regarding complaint number NC18-0036, involving Mario Gonzales.*

*2-C: Review, discussion and possible action regarding complaint numbers 16-0004 and 16-0005, involving licensees Southwest Fiduciary and Gregory Dovico.*

*2-D: Review, discussion and possible action regarding complaint numbers 17-0001 and 17-0002, involving licensees Elizabeth Crosby and Integrated Fiduciary Services, Inc.*

*2-E: Review, discussion and possible action regarding complaint numbers 17-0022, involving licensee Charles Fuss.*

*2-F: Review, discussion and possible action regarding complaint numbers 16-0019 and 16-0020, involving licensees Leslie Mann-Damon and Next Steps for Families, LLC.*

2-G: *Review, discussion and possible action regarding complaint numbers 17-0026, involving licensee Jane Anne Geisler.*

2-H: *Review, discussion and possible action regarding complaint numbers 17-0032, involving licensee Maricopa County Public Fiduciary.*

**3) INITIAL LICENSURE AND ELIGIBILITY.....*Division Staff***

3-A: *Review, discussion and possible action regarding the following applications for initial individual licensure:*

1. Harrison Alvarez
2. Adilene Rabago Medina
3. Errica Schoolmeester

**4) FINALIZED AUDIT.....*Division Staff***

4-A: *Review and discussion regarding finalized audit report concerning Apache County Public Fiduciary Office.*

**5) ADMINISTRATIVE ISSUES .....*Division Staff***

**CALL TO THE PUBLIC .....*Deborah Primock, Chair***

**ADJOURN .....*Deborah Primock, Chair***

**FIDUCIARY BOARD**  
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**1) REVIEW AND APPROVAL OF MINUTES**

*1-A: Review, discussion and possible action regarding the regular session minutes of the meeting held on May 10, 2018.*

**FIDUCIARY BOARD**  
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**1) REVIEW AND APPROVAL OF MINUTES**

*1-B Review, discussion and possible action regarding the regular session minutes of the interim meeting held on May 31, 2018.*

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

2-A: *Review, discussion and possible action regarding complaint numbers 17-0027 and 17-0028, involving licensees Jeannean Sabatina and Nicole Sabatina.*

Pursuant to Arizona Code of Arizona Code of Judicial Administration (“ACJA”) §7-201(H)(1)(b), on or about October 25, 2017, a Director Initiated Complaint was initiated against Arizona licensed fiduciaries, Jeannean Sabatina and Nicole Sabatina.

In brief, those allegations included:

- Failure to provide competent management of property and income of protected persons
- Non-compliance with the Arizona Statewide Fee Guidelines
- Failure to timely file amended budgets and seek judicial approval prior to exceeding previously Court approved estate budgets
- Restricting family and friends from visiting and/or contacting wards/vulnerable persons.

Detailed extensively in the corresponding Investigation Summary, the following, in no particular order, is a summary of the findings of the investigation:

#### ***1. Self-dealing/conflict of interest.***

- i. Jeannean Sabatina and Nicole Sabatina, as co-owners of With Love, Jeannean, LLC, used the business to provide non-fiduciary services (geriatric care management, nursing services) to wards and protected persons and adverse to the best interests of wards and protected persons.
- ii. Jeannean Sabatina and Nicole Sabatina had a financial interest in or received compensation or financial benefit from providing those non-fiduciary services to wards and protected persons.
- iii. Jeannean Sabatina and Nicole Sabatina did not maintain independence from service providers to enable the fiduciary to challenge inappropriate or poorly delivered services and act in the best interests of the ward and protected persons.

#### ***2. Filed misleading or false Estate budgets with the Court.***

- i. Jeannean Sabatina and Nicole Sabatina understated their projected fiduciary fees and expenses (including geriatric care management and nursing fees and costs) in initial Estate budgets filed with the Court and exceeded those projections within days or weeks after filing the Estate budgets.
- ii. In preparing initial Estate Budgets, Jeannean Sabatina and Nicole Sabatina included fiduciary fees and expenses, which included geriatric care management and nursing services, that were paid out or incurred by the Estate prior to the fiduciaries’

appointment by the Court. Therefore, the fiduciaries would have known that the projections for professional fees and expenses, as filed with the Court, were misleading or false.

**3. *Filed misleading or False Affidavit of Persons to be Appointed Guardian and/or Conservator with the Court.***

- i. In probate cases for which Jeannean Sabatina and Nicole Sabatina were the proposed appointees, they each executed Affidavits declaring that each had no interest in any business or enterprise that provides health care or nursing care to any individual.
- ii. With Love, Jeannean, LLC, provides cognitive/physical care assessments, geriatric care management and nursing services (vital sign checks and assessment and recommendations).
- iii. With Love, Jeannean, LLC provided geriatric care management services and nursing services to wards and protected persons.

**4. *Exceeded judicially approved Estate budgets and failed to timely file amended budgets and seek judicial authority to exceed previously approved Estate budgets.***

- i. In probate cases reviewed in the investigation, Jeannean Sabatina and Nicole Sabatina exceeded their spending projections for fiduciary fees and costs which included geriatric care management and nursing fees and expenses and failed to timely file amended budgets to first seek judicial approval to exceed Court approved spending.
- ii. In cases where amended budgets were filed, those amended budgets were filed at the time of the fiduciary's petition for approval of the annual account and for approval of fiduciary fees and expenses, at the end of respective accounting years.

**5. *Failed to comply with the Arizona Statewide Fee Guidelines.***

- i. Jeannean Sabatina and Nicole Sabatina failed to comply with the Arizona Statewide Fee Guidelines including, but not limited to, regularly exceeding the number of routine visits to wards and protected persons, allowing multiple staff to attend meetings or visits with wards and protected persons, allowing multiple staff to attend Court hearings, allowing multiple staff to perform the same tasks, billing at full rates rather than companion rates, billing for clerical or secretarial work performed.
- ii. Despite the Court alerting the fiduciaries regarding its concerns for the fiduciary's billing practices and non-compliance with the Statewide Fee Guidelines, Jeannean Sabatina and Nicole Sabatina did not conform to practice standards and continued to operate out of compliance with the Statewide Fee Guidelines.

**6. *Restricted family and friends of wards and vulnerable persons from visiting or contacting the wards/vulnerable persons.***

- i. Fiduciaries are required to avoid separating the ward from family and friends unless it is necessary to prevent substantial harm or because of financial constraints.

- ii. Jeannean Sabatina and Nicole Sabatina were involved in restricting or denying contact between wards/vulnerable persons and family when there was no substantial harm to prevent.

**7. *Transacted business under an assumed name.***

- i. Jeannean Sabatina and Nicole Sabatina, co-own and manage With Love, Jeannean, LLC, a non-licensed business entity that operates as a geriatric care management business.
- ii. With Love, Jeannean, LLC's website site promotes the business' services which promote quality of life care management for impaired adults and other non-fiduciary services.
- iii. Jeannean Sabatina and Nicole Sabatina, in probate cases for which they were proposed or appointed guardian and conservator, filed documents in Court identifying their respective fiduciary licenses and included "dba" as With Love, Jeannean, LLC.
- iv. The Court's issued Letters of Appointment pursuant to guardianship and conservatorship cases identify the dba designation. Conservator accountings submitted to the Court contained the dba as With Love, Jeannean, LLC letterhead. Correspondence from Jeannean Sabatina and Nicole Sabatina contains With Love, Jeannean, LLC.
- v. Nicole Sabatina owns and operates Nicole. L. Sabatina, LLC. Prior to Nicole having a business interest in With Love, Jeannean, LLC, Nicole filed documents in Court using the "dba" Nicole L. Sabatina, LLC designation. Conservator accountings submitted to the Court used the dba designation.

**8. *Failed to report violations of fiduciary misconduct.***

- i. Jeannean Sabatina and Nicole Sabatina are mandated to report knowledge of possible violations of any fiduciary misconduct raising substantial concern as to another fiduciary's honesty and trustworthiness.
- ii. As noted in the Investigation Summary, Jeannean Sabatina and Nicole Sabatina were each aware of the other's billing practices and non-compliance with the Statewide Fee Guidelines and pertinent Arizona Rules of Probate Procedure. Neither Jeannean Sabatina or Nicole Sabatina reported the other's misconduct, as required by ACJA §7-202(F)(10).

**Recommendations:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Jeannean Sabatina and Nicole Sabatina have committed the alleged acts of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaints number 17-0027 and 17-0028.

It is further recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration ("ACJA") § 7-201(H)(6) for acts of misconduct involving:

1. ACJA §§ 7-201(H)(6)(a)(g), (h), (j) and (k)(6), (7), and (8); 7-201(E)(2)(c)(2)(b)(iii); 7-201(G)(4)(c) and 7-202(J)(2)(a), (b)(1), (b)(2) and (b)(3)(a) by the appearance of self-dealing, self-dealing, appearance of conflict of interest and conflict of interest.

2. ACJA §§ 7-201(H)(6)(a), (g), (h) and (k)(6), (7) and (8); 7-202(J)(1)(a) and (c)(2) and (3) by filing misleading or false estate budgets with the court.
3. ACJA §§ 7-201(H)(6)(a), (g), (h) and (k)(6), (7) and (8); 7-202(J)(1)(a) and (c)(2) and (3); Arizona Rules of Probate Procedure Rule 20; A.R.S. §14-5106(A)(2), (4) and (11) by filing misleading or false Affidavit of Persons to be Appointed Guardian and/or Conservator.
4. ACJA §§ 7-201(H)(6)(a), (g), (h) and (k)(6), (7) and (8); 7-202(J)(1)(a), (b) and (c)(2) and (3); and Arizona Rules of Probate Procedure Rule 30.3 by exceeding judicially approved budgets, failing to timely file amended budgets and failing to seek judicial approval to exceed approved budgets.
5. ACJA §§ 7-201(H)(6)(a), (g), (h) and (k)(6), (7) and (8); 7-201(E)(2)(c)(2)(b)(iii); 7-201(G)(4)(c); 3-303(C); 3-303(D)(2)(c), (g)(2), (k) and (l); 303(D)(3)(c)(1), (3), (4) and (l), (m) and (q) by failure to comply with the statewide fee guidelines.
6. ACJA §§ 7-202(J)(3)(a) and (b); 7-202(J)(4)(e) by restricting family and friends from access to the ward.
7. ACJA §§ 7-201(H)(6)(a); 7-201(E)(6); 7-201(F)(3) by acting under an assumed name.
8. ACJA §§ 7-201(H)(6)(a), (g), (h), (j) and (k)(6), (7) and (8); 7-201(E)(2)(c)(2)(b)(iii); 7-201(G)(4)(c); 7-202(J)(2); 7-202(F)(10) by failing to report fiduciary misconduct.

It is further recommended that the Board enter a Cease and Desist Order against With Love, Jeannean, LLC prohibiting With Love, Jeannean from engaging in fiduciary activities and authorizing Division staff to take such steps as necessary to enforce this Order.

Mitigating Factors: None

Aggravating Factors:

1. Dishonest motive
2. Selfish motive
3. Multiple offenses
4. Vulnerable victim
5. Substantial experience in the profession
6. Alerted to issues by Superior Court

It is recommended that the Board enter an order revoking the licenses of Jeannean Sabatina and Nicole Sabatina.

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**2) PENDING COMPLAINTS**

*2-B: Review, discussion and possible action regarding complaint number NC18-0036, involving Mario Gonzales.*

Staff will present information and a recommendation at the meeting.

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-C: Review, discussion and possible action regarding complaint numbers 16-0004 and 16-0005, involving licensees Southwest Fiduciary and Gregory DoVico.*

The Certification and Licensing Division (“Division”) received a complaint containing the following allegations:

1. Southwest Fiduciary, Inc. did not properly set up the trust causing Beneficiary to be disqualified for social security benefits.
2. Southwest Fiduciary, Inc. spent down the trust, but little was spent on helping Beneficiary.
3. Southwest Fiduciary, Inc. did not prudently manage the trust because funds were not invested to promote financial growth and offset administrative costs and fees.
4. Southwest Fiduciary, Inc. charged the trust to correct mistakes the fiduciary made when preparing the trust.
5. Southwest Fiduciary, Inc. did not file required trust accountings.

The Division’s investigation substantiated Allegation 3.

By way of background, Southwest Fiduciary, Inc. was appointed trustee of the subject trust on or about August 30, 1999 and executed the trust on or about November 17, 1999. Southwest Fiduciary, Inc. was not involved in the preparation of the trust. The trust appears to have been prepared on or about July 21, 1999 by the Maricopa County Public Fiduciary’s office and filed with the Superior Court, by and through counsel, along with a petition to establish a trust and appoint a trustee.

On or about January 20, 2000, Southwest Fiduciary, Inc. received \$60,000.00, representing the balance of the trust, from the Maricopa County Public Fiduciary’s office. Gregory DoVico, owner and designated principal of Southwest Fiduciary, Inc., held the trust funds in standard checking and savings bank accounts and maintained those funds in checking and savings accounts until the trust was required to be spent down beginning in July 2015. Mr. DoVico did not invest any portion of the trust money outside of standard checking and savings accounts.

The Division notes that, although Mr. DoVico and Southwest Fiduciary, Inc. began administering the trust on or about January 20, 2000 upon receipt of the trust money, the Division did not have regulatory authority over fiduciaries acting as trustees until on or about September 30, 2009, pursuant to Administrative Order 2009-105.

The Division did not substantiate Allegations 1, 2, 4 and 5.

**Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Gregory DoVico and Southwest Fiduciary have not committed the alleged act(s) of misconduct as detailed in allegations 1, 2, 4 and 5 of the Investigation Summary and Allegation Analysis Report in complaint numbers 16-0004 and 16-0005.

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Gregory DoVico and Southwest Fiduciary have committed the alleged act(s) of misconduct as detailed in allegation 3 of the Investigation Summary and Allegation Analysis Report in complaint numbers 16-0004 and 16-0005.

It is recommended the Board enter a finding dismissing allegations 1, 2, 4 and 5 and enter a finding grounds for informal disciplinary action exists for allegation 3 pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for act(s) of misconduct involving ACJA §§ 7-202(J)(2)(a) and 7-202(J)(7) and A.R.S. §§ 14-10801; 14-10804; 14-10901; 14-10902 and 14-10903, all as further described in the Investigation Summary and Allegation Analysis Report.

It is further recommended the Board enter an order dismissing allegations 1, 2, 4 and 5 and issuing a Letter of Concern as to allegation 3.

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## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-D: Review, discussion and possible action regarding complaint numbers 17-0001 and 17-0002, involving licensees Elizabeth Crosby and Integrated Fiduciary Services, Inc.*

On February 17, 2017, the Certification and Licensing Division (“Division”) received a complaint containing the following allegations:

1. Elizabeth Crosby and Integrated Fiduciary Services, Inc. violated a term of a Court Order by failing to timely notify an interested party of a significant change affecting the ward.
2. Elizabeth Crosby and Integrated Fiduciary Services, Inc., made no effort to re-evaluate or consider the improvement of a Ward’s condition to ensure the least restrictive environment.
3. Elizabeth Crosby and Integrated Fiduciary Services, Inc. failed to timely file an inventory of assets with the Court, sought several extensions of time to file, and charged the estate for requests for relief from the Court.
4. Elizabeth Crosby and Integrated Fiduciary Services, Inc., by obtaining a medical report, violated code of conduct because she tampered with an expert witness and interfered with attorney-client privilege.

The Division’s investigation determined that Ms. Crosby did not timely notify an interested party of a significant change affecting the ward, per Allegation 1. The said term of the Court’s order set out that the ward’s brother “...shall be promptly (that is, within 24 hours) be informed of any significant change of medical condition, incident, or event affecting....”

Ms. Crosby notified the ward’s brother four days after the ward fell, injured her hip, and required immediate hospitalization. The Division notes that although the court’s order, in its terms, did not specifically name Ms. Crosby, she is the court-appointed guardian and Ms. Crosby acknowledged that she interpreted the order to read that it was her responsibility to contact the family member.

Allegations 2, 3 and 4 were not substantiated.

### **Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Elizabeth Crosby and Integrated Fiduciary Services, Inc. have not committed the alleged act(s) of misconduct as detailed in allegations 2, 3 and 4 of the Investigation Summary and Allegation Analysis Report in complaint numbers 17-0001 and 17-0002.

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Elizabeth Crosby and Integrated Fiduciary Services, Inc. have committed the alleged act(s) of misconduct as detailed in allegation 1 of the Investigation Summary and Allegation Analysis Report in complaint numbers 17-0001 and 17-0002.

It is recommended the Board dismiss allegations 2, 3 and 4 and enter a finding grounds for informal disciplinary action exists for allegation 1 pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for act(s) of misconduct involving ACJA §§ 7-201(H)(6)(a) and 7-202(J)(1)(a) as further described in Investigation Summary and Allegation Analysis Report.

It is further recommended the Board enter and order dismissing allegations 2, 3 and 4 and issuing a Letter of Concern as to allegation 1.

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-E: Review, discussion and possible action regarding complaint numbers 17-0022, involving licensee Charles Fuss.*

The Certification and Licensing Division (“Division”) received a complaint containing the following allegations against Maricopa County Public Fiduciary employee Charles Fuss:

- Allegations 1&2: Failure to fulfil wards request to get him a pair of glasses & failed to obtain dental coverage for ward.
- Allegation 3: Failure to inform ward of AHCCS/ALTCS status.
- Allegations 4&5: Failure to facilitate transportation needs for ward & failed to arrange a doctor’s appointment for the ward.
- Allegation 6: Failure to secure wards personal property and \$200 cash after a hospital stay.
- Allegation 7: Failure to provide ward with any personal spending funds.
- Allegation 8: Closed wards Bank of America checking account without his knowledge or permission.
- Allegation 9: Failure to secure Social Security Benefits for ward.
- Allegation 10: Failure to move ward to another facility as requested.
- Allegation 11: Unavailability to speak with ward.

The Division did not substantiate Allegations 1-11.

In summary, the origin of this case involved a newly employed third-party case manager of Terros who forwarded allegations on behalf of the ward against Maricopa County Fiduciary employee, Charles Fuss. Division staff learned from the Terros Director that the new case manager forwarded this complaint on the ward’s behalf, thinking she was “doing the right thing” and has since been educated on how to proceed in the future with these types of situations regarding a Fiduciary and a ward.

Fiduciary Charles Fuss was interviewed and, coupled with his written response, described his handling of a ward and the variety of challenges. The Division’s investigation also included an interview of the Director of “The Lodge” which was the ward’s assisted living ALTCS residence at the time. The Director said Mr. Fuss was always professional with the ward, gave the ward appropriate spending money, ensured prompt rent payments to the facility, and he never saw Fuss fail to fulfil his due diligence requirements with matters involving this ward. He, lastly, stated that he has worked with Mr. Fuss in the past with other clients and Fuss was always on top of matters and handled them in a timely manner.

**Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding that Charles Fuss did not commit the alleged act(s) of misconduct as detailed in allegations 1 through 11.

It is further recommended the Board enter an order dismissing allegations 1 through 11.

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-F: Review, discussion and possible action regarding complaint numbers 16-0019 and 16-0020, involving licensees Leslie Mann-Damon and Next Steps for Families, LLC.*

On December 5, 2016, Division received a written complaint against Leslie Mann-Damon. Complainant, a former ward of Mann-Damon, alleged several improprieties with respect to her fiduciary duties and the care and overall performance toward the complainant. The complainant claims Mann-Damon stole some of her furniture, took too long to make home repairs, took too long to close her estate and refused to provide financial statements. The matter was investigated and on June 26, 2018 Probable Cause Evaluator Mike Baumstark determined probable cause does not exist as to the allegations.

#### **Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Leslie Mann-Damon has not committed the alleged acts of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 16-0019/0020.

It is further recommended the Board dismiss complaint number 16-0019/0020.

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-G: Review, discussion and possible action regarding complaint numbers 17-0026, involving licensee Jane Anne Geisler.*

On September 30, 2017, Division received a written complaint against Jane Geisler. Complainant, who allegedly had been financially exploiting a ward under Geisler's guardianship, alleged Geisler was unethical; claiming she falsified facts to justify the guardianship then refused to cooperate with him. The matter was investigated and on May 22, 2018 Probable Cause Evaluator Mike Baumstark determined probable cause does not exist as to the allegations.

#### **Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Jane Geisler has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 17-0026.

It is further recommended the Board dismiss complaint number 17-0026.

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **2) PENDING COMPLAINTS**

*2-H: Review, discussion and possible action regarding complaint numbers 17-0032, involving licensee Maricopa County Public Fiduciary.*

On December 13, 2017, Division received a written complaint against the Maricopa County Public Fiduciary (MCPF). Complainant, mother of a ward under guardianship with MCPF, alleged they failed to take appropriate actions when the daughter ran away from a local group home. The matter was investigated and on June 26, 2018 Probable Cause Evaluator Mike Baumstark determined probable cause does not exist as to the allegation.

#### **Recommendation:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding MCPF has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 17-0032.

It is further recommended the Board dismiss complaint number 17-0032

# **FIDUCIARY BOARD**

## **Agenda Summary – Thursday, July 12, 2018**

### **3) INITIAL LICENSURE AND ELIGIBILITY**

3-A: *Review, discussion and possible action regarding the following applications for initial individual licensure:*

The following applicants have applied for initial fiduciary licensure. The applicants successfully passed the program examination and have submitted completed applications demonstrating that they meet the minimum education and experience requirements and all applicants have completed the required fiduciary professional training.

The Division recommends approval of initial fiduciary licensure for the following applicants:

1. Harrison Alvarez
2. Adilene Rabago Medina

3. Errica Schoolmeester applied for initial fiduciary licensure. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. The applicant has also attended the fiduciary professional training. Ms. Schoolmeester disclosed two justice court cases that were debt related and filed in the years 2015 and 2016. Both cases have since been dismissed with both receiving satisfaction of judgments.

Division recommends that initial fiduciary licensure be granted to Errica Schoolmeester.

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**4) FINALIZED AUDIT**

4-A: *Review and discussion regarding finalized audit report concerning Apache County Public Fiduciary Office.*

Staff will present information at the meeting.