

# CONFIDENTIAL INTERMEDIARY BOARD MEETING MINUTES



**Date:** November 19, 2024

**Time** 10:00 A.M.

**Location:** Arizona State Courts Building

1501 West Washington Street Room 106/Zoom

Phoenix, Arizona 85007

**Zoom Meeting Video Recording:** [ZOOM CI Meeting 11/19/ 2024](#) Passcode: SY6M7q\*D

*For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel (under ACJA Sec.1-202(C)(5)(c)) or for discussion or consideration of records or matters made confidential or privileged by statute, court rule, or the Arizona Code of Judicial Administration (under ACJA Sec. 1-202(C)(5)(b)).*

<b>Member Attendance</b>	<b>In Person</b>	<b>Zoom</b>	<b>Absent</b>
Margaret E. Dewey, Chair		X	
Margaret Stephens-Reed		X	
Nance Daley			X
Dana Young		X	
Hon. Maurice Portley (Ret.)		X	
Hon. Peter Hochuli			X
Vernon Harris		X	

**Staff**

Kristina Tuba  
Christopher Acree  
Cicilyann Martinez

**Call To Order.....Margaret E. Dewey, Chair**

Time: 10:07 A.M.

**1) Review and Approval of Meeting Minutes.....Margaret E. Dewey, Chair**

**1-A:** *Review, discussion, and possible action regarding the regular session minutes of the Meeting held on April 16, 2024.*

**Motion to approve April 16, 2024 minutes.**

**First:** Vernon Harris

**Second:** Hon. Maurice Portley

**Pass/Fail:** Pass

**2) Pending Complaints.....Division Staff**

**2-A:** *Update regarding pending complaints.*

As of November 6, 2024 there are 0 open complaints.

**3) Licensure and Eligibility.....Division Staff**

**3-A:** *Review, discussion, and possible action regarding renewal applications for Confidential Intermediary certification:*

- 1. Jacque R. Bell
- 2. Laurie-Ann DesMarais
- 4. Alice D. Ernst
- 5. Martha M. Hartley
- 6. Anne Jensen
- 7. Hillary Kaminsky
- 8. Terry L. Koktavy
- 9. Victoria I. Mikoch
- 10. CeeCharleene Nolasco
- 12. Patricia Shaughnessy
- 13. Diane L. Stubbs

**Motion to accept Division Staff’s recommendation for renewal certification approval.**

**First:** Hon. Maurice Portley

**Second:** Vernon Harris

**Pass/Fail:** Pass

**Note:** Applicant #11 Judith H. Schubert was deferred.

- 3. Margaret E. Dewey

**Motion to accept Division Staff’s recommendation for renewal certification approval.**

**First:** Hon. Maurice Portley

**Second:** Dana Young

**Pass/Fail:** Pass

**Recused:** Margaret E. Dewey, Chair

**Note:** Margaret Stephens Reed covered this agenda item.

- 14. Dana Young

**Motion to accept Division Staff’s recommendation for renewal certification approval.**

**First:** Margaret Stevens Reed

**Second:** Hon. Maurice Portley

**Recused:** Dana Young

**Pass/Fail:** Pass

**4) Administrative Items ..... Division Staff**

**4-A: Review, discussion, and possible action regarding 2025 meeting dates.**

Members unanimously approved the proposed 2025 meeting dates: April 15 and November 18.

**4-B: Division Updates.**

Confidential Intermediary annual training took place on November 13-14 at the Judicial Education Center, led by trainer Diane Stubbs, with nine applicants in attendance. The exam was administered on November 15, 2024, and is currently under review.

CI minutes will transition to an annotated format. The Division will include a link to the minutes, providing access to the Zoom meeting recording. The annotated minutes will be presented in a structured format rather than traditional paragraphs.

Additional renewal applications are under Division review.

**Call to the Public..... Margaret E. Dewey, Chair**

No comments were made.

**Adjournment..... Margaret E. Dewey, Chair**

The meeting adjourned at 10:20 A.M.