



## CONFIDENTIAL INTERMEDIARY BOARD

Arizona State Courts Building  
1501 West Washington  
Phoenix, Arizona 85007  
Hearing Room 109  
10:00 A.M.  
October 18, 2012

### Approved Regular Meeting Minutes

#### MEMBER ATTENDANCE:

**Present:**

Ray Baxter

**Telephonically Present:**

Teri Thomson-Taylor  
Alice deLeon Ernst  
Dana Young  
Karen Daly  
Toni Hellon

**Absent:**

#### OTHER ATTENDEES:

**AOC Staff:**

Debbie MacDougall  
Kimberly Siddall  
Anne Hunter  
Wendy Reiter  
Nina Preston  
Arnita Oliver

**Guests:**

Diane Stubbs  
Anne Jensen

---

#### CALL TO ORDER

*Called to Order By:*

Teri Thomson-Taylor

*Time:*

10:10 A.M.

---

#### 1) REVIEW AND APPROVAL OF MINUTES

*1-A: Review and approval of regular minutes for the meeting of May 17, 2012.*

**Individuals Addressing the Board:** Teri Thomson-Taylor

**Discussion:** No discussion.

**Motion:** Move to approve regular session minutes for the meeting of May 17, 2012.

**Motion Proposals:** First Dana Young  
Second Raymond Baxter

**Motion Results:** Pass

---

## 2) ADMINISTRATIVE ISSUES

2-A: *Review, discussion, and possible action regarding the establishment of the 2013 Board meeting schedule..*

**Individuals Addressing the Board:** Debbie MacDougall and Wendy Reiter

**Discussion:** The Confidential Intermediary Board is asked to consider and approve a 2013 meeting calendar. It is recommended the Board continue to meet on the third Thursday of the applicable month at 10:00 A.M. as follows:

- January 17, 2013
- April 18, 2013
- August 15, 2013
- November 21, 2013

**Motion:** Move to accept the meeting schedule as follows:

- January 17, 2013
- April 18, 2013
- August 15, 2013
- November 21, 2013

**Motion Proposals:** First Toni Hellon  
Second Alice deLeon Ernst

**Motion Results:** Pass

2-B: *Review, discussion, and possible action regarding the confidential intermediary training.*

**Individuals Addressing the Board:** Wendy Reiter

**Discussion:** Staff member Wendy Reiter updated the Board on a great job the trainers did, and how well the training went. As a result of the

training and the current renewal period, staff recommends the Board hold an additional meeting on December 13, 2012 at 10:00 A.M.

**Motion:** Move to accept staff's recommendation.

**Motion Proposals:** First Alice deLeon Ernst  
Second Karen Daly

**Motion Results:** Pass

---

### 3) REVIEW OF RENEWAL CERTIFICATION APPLICATION

3-A: *Review, discussion, and possible action regarding the following pending applications for renewal of certification:*

1. *Alice Ernst*
2. *Laura Kaiblinger*
3. *Joan Moreaux*
4. *Deborah Sullivan*
5. *Jean McFarlane*
6. *Hillary Kaminsky*
7. *Margaret Dewey*
8. *Judy Schubert*
9. *Jeannette Casselman*

**Individuals Addressing the Board:** Wendy Reiter

**Discussion:** It is recommended the Board grant renewal of certification to the following applicants:

1. *Alice Ernst*
2. *Laura Kaiblinger*
3. *Joan Moreaux*
4. *Deborah Sullivan*
5. *Jean McFarlane*
6. *Hillary Kaminsky*

**Motion:** Move to accept staff's recommendation to grant certification.

**Motion Proposals:** First Dana Young  
Second Karen Daly  
Recused Alice Ernst

**Motion Results:** Pass

**Discussion:** It is recommended the Board grant renewal of certification to the following applicant:

7. *Margaret Dewey*

**Motion:** Move to accept staff's recommendation to grant renewal of certification.

**Motion Proposals:** First Dana Young  
Second Raymond Baxter

**Motion Results:** Pass

**Discussion:** It is recommended the Board defer the following applicant until the December meeting:

8. *Judy Schubert*

**Motion:** Move to accept staff's recommendation to defer until the December meeting.

**Motion Proposals:** First Dana Young  
Second Karen Daly

**Motion Results:** Pass

**Discussion:** It is recommended the Board grant renewal of certification to the following applicant:

9. *Jeannette Casselman*

**Motion:** Move to accept staff's recommendation to grant renewal of certification.

**Motion Proposals:** First Alice Ernst  
Second Toni Hellon

**Motion Results:** Pass

---

**CALL TO THE PUBLIC**

**None**

**Individuals Addressing the Board:** Teri Thomson-Taylor

---

**ADJOURNMENT**

**Teri Thomson-Taylor**

**Motion:** Move to adjourn.

**Motion Proposals:** First Dana Young  
Second Alice deLeon Ernst

***Motion Results:*** Pass

***Time:*** 10:24 A.M.

---

Initials: AO

Y