

CONFIDENTIAL INTERMEDIARY BOARD

Meeting Agenda – Thursday, May 15, 2014

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 *Laurie Laughlin, Chair*

1) REVIEW AND APPROVAL OF MINUTES *Laurie Laughlin, Chair*

1-A: Review and approval of regular minutes for the meeting of February 13, 2014.

2) INITIAL CERTIFICATION AND ELIGIBILITY *Division Staff*

2-A: Review, discussion and possible action regarding the following application for initial certification:

Stephen Martin

2-B: Review, discussion and possible action regarding Hearing Officer Judge William O'Neil's Finding of Fact, Conclusions of Law, and Recommendation Report involving the denial of initial certification application submitted by Anna Anderson.

2-C: Review, discussion and possible action regarding Hearing Officer Judge William O'Neil's Finding of Fact, Conclusions of Law, and Recommendation Report involving the denial of initial certification application submitted by Vickie Edwardson.

3) PROPOSED ACJA REVISION..... *Anne Hunter*

3-A: Update, discussion, and possible action regarding proposed amendment to ACJA § 7-201 to address untimely renewals.

4) ADMINISTRATIVE ISSUESDebbie MacDougall

4-A: *Nomination and election of the 2014 Confidential Intermediary Board vice chair.*

CALL TO THE PUBLIC Laurie Laughlin, Chair

ADJOURN Laurie Laughlin, Chair

CONFIDENTIAL INTERMEDIARY BOARD
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1) REVIEW AND APPROVAL OF MINUTES

1-A: Review, discussion, and approval of regular session minutes for the meeting of February 13, 2014.

Attached for the Board's review and approval are the draft regular session minutes for the meeting of February 13, 2014.



CONFIDENTIAL INTERMEDIARY BOARD

Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Hearing Room 109

February 13, 2014
10:00 a.m.

Draft Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Laurie Laughlin

Telephonically Present:

Raymond Baxter

Alice deLeon Ernst

Dana Young

Diane Culin

Hannah Rawhouser

Absent:

Nance Daley

Gail Atchison

James Foltz, M.D.

Toni Hellon

Teri Thomson-Taylor

OTHER ATTENDEES:

AOC Staff:

Mark Wilson

Michelle Martinez

Linda Grau

Debbie MacDougall

Kimberly Siddall

Bill MacIntyre

Pasquale Fontana

Arnita Oliver

Chief Justice White Berch

Guests:

CALL TO ORDER

Called to Order By: Laurie Laughlin, Chair

Time: 10:01 a.m.

Special Appearance and Remarks by Chief Justice White Berch

1) REVIEW AND APPROVAL OF MINUTES:

1-A: Review and approval of regular session minutes for the meeting of August 15, 2013.

Individual Addressing the Board: Laurie Laughlin, Chair

Discussion: Move to approve the regular session minutes for the meeting of August 15, 2013.

Motion: Move to approve the minutes of the August 15, 2013.

Motion Proposals: First Diane Culin
Second Alice deLeon Ernst

Motion Results: Pass

2) PENDING COMPLAINTS:

2-A: Review, discussion and possible action regarding complaint number 13-C001 involving certified confidential intermediary Joan Moreaux.

Individual Addressing the Board: Linda Grau

Discussion: **Complaint Number 13-C001 – Joan Moreaux:** This complaint was received by the Division on October 28, 2013. The complaint alleges that:

1. Ms. Moreaux used poor judgment by calling a fellow CI and berating her for contracting with a former search client of Ms. Moreaux's.
2. Ms. Moreaux was unprofessional when she subsequently called the former client, without just cause, and informed her of the death of her biological mother.
3. Ms. Moreaux's original case with this client was completed

in November of 2011; however, Ms. Moreaux did not submit her finalization report until November 2013, following the notice of receipt of this complaint.

The matter was investigated and submitted for probable cause evaluation.

On February 6, 2014, Probable Cause Evaluator Mike Baumstark entered a finding probable cause *does not exist* as to Allegation 1 but *does exist* as to Allegations 2 and 3.

It is recommended the Board accept the finding of the Probable Cause Evaluator and dismiss Allegation 1.

Regarding Allegations 2 and 3, it is recommended the Board enter a finding grounds for informal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a) for acts of misconduct involving ACJA § 7-201(F)(1) and ACJA § 7-203(F)(1), (F)(6), (J)(4)(a) and (J)(5)(a) and issue a Letter of Concern.

Motion: Move to accept staff's recommendation.

Motion Proposals: First Dana Young
Second Raymond Baxter

Motion Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY:

3-A: Review, discussion and possible action regarding the following application for initial certification.

1. Debra Allen
2. Jacque Bell
3. Michael Wydra
4. Jon Lane
5. Suzanne Lane
6. Kristi Olson
7. Stephen Martin
8. Vickie Edwardson

Individual Addressing the Board: Linda Grau

Discussion: It is recommended the Board grant initial certification to the following applicant:

1. Debra Allen

Motion: Move to accept staff's recommendation to grant initial certification to Debra Allen.

Motion Proposals: First Diane Culin
Second Alice deLeon Ernst

Motion Results: Pass

Individual Addressing the Board: Linda Grau

Discussion: It is recommended the Board grant initial certification to the following applicant:

2. Jacque Bell

Motion: Move to accept staff's recommendation to grant initial certification to Jacque Bell.

Motion Proposals: First Raymond Baxter
Second Diane Culin
Recused Dana Young

Motion Results: Pass

Individual Addressing the Board: Linda Grau

Discussion: It is recommended the Board deny initial application certification to the following applicant:

8. Vickie Edwardson

Motion: Move to accept staff's recommendation to deny certification to Vickie Edwardson.

Motion Proposals: First Raymond Baxter
Second Diane Culin

Motion Results: Pass

Individual Addressing the Board: William McIntyre

Discussion: It is recommended the Board grant initial certification to the following applicant:

6. Kristi Olson

Motion: Move to accept staff's recommendation to grant initial certification to Kristi Olson.

Motion Proposals: First Dana Young
Second Raymond Baxter

Motion Results: Pass

Individual Addressing the Board: William McIntyre

Discussion: It is recommended the Board defer the following applicant to the next meeting:

7. Stephen Martin

Individual Addressing the Board: Pasquale Fontana

Discussion: It is recommended the Board grant initial certification to the following applicant:

3. Michael Wydra

Motion: Move to accept staff's recommendation to grant initial certification to Michael Wydra.

Motion Proposals: First Alice deLeon Ernst
Second Dana Young

Motion Results: Pass

Individual Addressing the Board: Pasquale Fontana

Discussion: It is recommendation the Board grant initial certification to the following applicant:

4. Jon Lane

Motion: Move to accept staff's recommendation to grant initial certification to Jon Lane.

Motion Proposals: First Diane Culin
Second Raymond Baxter

Motion Results: Pass

Individual Addressing the Board: Pasquale Fontana

Discussion: It is recommended to grant initial certification to the following applicant:

5. Suzanne Lane

Motion: Move to accept staff's recommendation to grant initial certification to Suzanne Lane.

Motion Proposals: First Diane Culin
Second Dana Young

Motion Results: Pass

4) CERTIFICATION AND ELIGIBILITY:

4-A: Review, discussion, and possible action regarding requests for placement on inactive status received from certificate holder Richard Harclerode.

Individual Addressing the Board: Kimberly Siddall

Discussion: It is recommended the Board accept the request for placement on inactive status to the following applicant:

- **Richard Harclerode**

Motion: Move to grant inactive status to Richard Harclerode.

Motion Proposals: First Alice deLeon Ernst
Second Dana Young

Motion Results: Pass

4-B: Review, discussion, and possible action regarding Voluntary Surrender request received from certified confidential intermediary Christine Burke.

Individual Addressing the Board: Kimberly Siddall

Discussion: It is recommended the Board accept the voluntary surrender of Christine Burke.

Motion: Move to accept the voluntary surrender of Christine Burke.

Motion Proposals: First Diane Culin
Second Alice deLeon Ernst

Motion Results: Pass

5) **PROPOSED ACJA REVISION:**

5-A: Review, discussion, and possible action regarding proposed amendment to ACJA § 7-201 to address untimely renewals

Individual Addressing the Board: Anne Hunter

Discussion: Brief discussion by Anne Hunter regarding proposed amendment regarding untimely renewals. A pilot program was put in place to process untimely renewal applications showing good cause for the untimely filing. The pilot program has been extended so that Division staff can draft and post comments to the ACJA.

6) **ADMINISTRATIVE ISSUES:**

6-A: Review, discussion, and possible action regarding the establishment of the 2014 Board meeting schedule.

Individual Addressing the Board: Debbie MacDougall

Discussion: The Confidential Intermediary Board was asked to consider and approve a 2014 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:

- February 13, 2014
- May 15, 2014
- August 15, 2014
- November 20, 2014

Motion: Move to accept the meeting schedule as follows:

- February 13, 2014
- May 15, 2014
- August 15, 2014
- November 20, 2014

Motion Proposals: First Raymond Baxter
Second Dana Young

Motion Results: Pass

6-B: Nomination and election of the 2014 Confidential Intermediary Board Vice Chair.

Individual Addressing the Board: Debbie MacDougall

Discussion: Raymond Baxter was nominated by Dana Young. Raymond Baxter declined the nomination.

Motion: Move to defer the election of vice chair until next the meeting.

6-C: Discussion concerning confidentiality requirements governing certificate holders.

Individual Addressing the Board: Mark Wilson

Discussion: Brief discussion by Mark Wilson concerning confidentiality and sharing information with another confidential intermediary pursuant to ACJA § 7-203(J)(1)(g).

CALL TO THE PUBLIC

Individuals Addressing the Board: Anne Jensen

ADJOURNMENT

Motion: Move to adjourn.

Motion Proposals: First Diane Culin
Second Raymond Baxter

Motion Results: Pass

Time: 11:27 a.m.

Initials: AO

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2) INITIAL CERTIFICATION AND ELIGIBILITY

2-A: Review, discussion and possible action regarding the following application for initial certification:

Stephen Martin

Mr. Martin meets the minimum eligibility requirements for certification and the background review revealed no information contrary to certification being granted.



**ARIZONA SUPREME COURT
CONFIDENTIAL INTERMEDIARY CERTIFICATION
APPLICATION FORM**

Any willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement may be grounds for the Confidential Intermediary Board refusing to issue a certificate or for revoking or suspending a certificate.

This document can be made available in large format or on audio tape upon request. Please contact the Confidential Intermediary Program at (602) 452-3957 or (602) 452-3545 (TDD) or by emailing the program at cip@courts.az.gov.

INSTRUCTIONS:		
1. CAREFULLY READ INSTRUCTIONS ON PAGE NINE (9). Your application must be typed or printed in BLACK ink.		
2. Complete ALL PAGES and SUBMIT ALL documentation requested on this form.		
3. If any section of this application does not apply, indicate by "N/A".		
Section I: Applicant Information		
Legal Last Name: <i>Martin</i>	Legal First Name: <i>Stephen</i>	Middle Initial: <i>J.</i>
Mailing Address: [REDACTED]		CERTIFICATION & LICENSING 2013 DEC 27 PM 12:54 
Physical Address (May not be a P.O. Box): If same as mailing address check here <input checked="" type="checkbox"/>		
E-mail Address: (Note: Email is the primary source of correspondence by the program) [REDACTED]		
Home Number: <i>NA</i>	Office Number: <i>NA</i>	SCANNED
Cell Number: [REDACTED]	Fax Number: <i>NA</i>	
Date of Birth(Month/Day/Year): [REDACTED]	Social Security Number: [REDACTED]	

*NO FP card
with App. (N)*

*ck # 3219
\$72.00*

Are you a legal resident or citizen of the United States? Yes No

If "yes," you must attach proof. Acceptable documents are listed on page 8 of this application. The documents you have attached to this application must be one of the following two options:

- ONE document from List A (see page 8); or
- ONE document from List B plus ONE document from List C (see page 8).

Section II: Education			
Diploma/Degree/Certification	Name of Institution	Date Awarded	Major Field / Emphasis
High School Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kingston H.S.	1979	General
GED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
College or Trade School <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Arizona State University	2005	MBA, BS

You must submit photocopies of all diplomas/degrees/certifications.

Section III: Experience		
List past five years of work experience, beginning with most recent:		
Company Name and Mailing Address: MBA BUSINESS SOLUTIONS LLC 10640 N. 28 TH DR. PHX, AZ 85029		
Supervisor's Name & Title: Stephen J. Martin	Telephone Number: 602-769-7780	
Position Held: Manager/Director	From: Mo/Yr 05/2005	To: Mo/Yr Current
Brief Description of Job Duties: Business Consulting		
Reason for Leaving: N/A		
Company Name and Mailing Address:		
Supervisor's Name & Title:	Telephone Number:	
Position Held:	From: Mo/Yr	To: Mo/Yr
Brief Description of Job Duties:		

Reason for Leaving:		
Company Name and Mailing Address:		
Supervisor's Name & Title:	Telephone Number:	
Position Held:	From: Mo/Yr	To: Mo/Yr
Brief Description of Job Duties:		
Reason for Leaving:		

Section IV: Professional Qualifications, Certification & License		
Proficiency documentation must be attached if title and expertise is to appear in the directory and Judicial website.		
Are you currently licensed as a Private Investigator?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you currently certified as a Genealogist?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been certified as a Confidential Intermediary in any other state?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State: _____ Date Held: _____ Certificate Number: _____		

Section V: Background Information	
If you answer "Yes" to any of the following questions, indicate the date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number (attach additional sheet if necessary).	
Have you ever committed material misrepresentation, omission, fraud, dishonesty, or corruption in applying for a certificate or on a certificate examination in this state or any other state?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever had conduct showing incompetence or a source of injury and loss to the public?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted by final judgment of a felony, regardless of whether civil rights have been restored? (The fact you entered into a plea bargain or pled "no contest" or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question "no." You must answer "yes" and provide details of the offense and explain. Do not answer "yes" if you have only minor civil traffic violations.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Have you ever been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored? (The fact that you entered into a plea bargain or pled no contest or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean that you can answer the question "no." You must answer "yes" and provide details of the offense and explain. Do not answer "yes" if you have only minor civil traffic violations.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever had a professional or occupational license or certificate denied, revoked, suspended or any disciplinary action taken?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been terminated, suspended, placed on probation, or other disciplinary action taken in past or present employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you currently on probation or parole?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever violated any decision, order, or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever violated any order of a court, judicial officer, administrative tribunal, or the Board?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever made a false or misleading statement or verification in support of an application for a certificate filed by another person?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever made a false or misleading oral or written statement to division staff or the Board?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever failed to disclose information on the certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever failed to respond or furnish information to division staff or the Board when the information is legally requested and is in your control or is reasonably available to you and pertains to certification or investigative inquiries?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been or currently a party in a civil lawsuit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Section VI: Directory, Judicial Website & County Coverage Information

Name/Address/Phone Number to appear on Judicial Website: (Optional)

Name: Stephen J. Martin Phone Number: 602-769-7780

(Street) _____ (City) Phoenix

(State) AZ (Zip) 85029

Email Address Stephenjmartin@524@yahoo.com

The Website is public information. Please let the Program know your preference.
If left blank, only your name and certification number will be posted.

Counties that you wish to cover: All Counties

- | | | | | |
|-----------------------------------|-----------------------------------|--------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Maricopa | <input type="checkbox"/> Cochise | <input type="checkbox"/> Pima | <input type="checkbox"/> Graham | <input type="checkbox"/> Yavapai |
| <input type="checkbox"/> Apache | <input type="checkbox"/> Navajo | <input type="checkbox"/> Gila | <input type="checkbox"/> Santa Cruz | <input type="checkbox"/> La Paz |
| <input type="checkbox"/> Mohave | <input type="checkbox"/> Coconino | <input type="checkbox"/> Pinal | <input type="checkbox"/> Greenlee | <input type="checkbox"/> Yuma |

Section VII: Authorization, Release, Oath and Affirmation

Having filed this application, I hereby consent to having an investigation made of my moral character, professional reputation, and fitness for confidential intermediary certification. I agree to give any further information which may be required in reference to my past or current record.

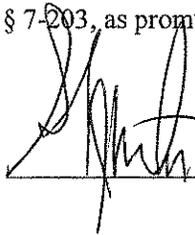
I authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, to permit the Confidential Intermediary Program, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I release, discharge, and exonerate the Confidential Intermediary Program, all agents and representatives, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Confidential Intermediary Program, all agents and representatives.

I understand willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for suspending or revoking a certificate.

Being duly sworn and under oath or affirmation, I acknowledge that I have read this application form and that all statements are true and complete to the best of my knowledge and belief and that my Authorization and Release are freely given.

I have read and reviewed ARS § 8-134 and ARS § 8-543 and Arizona Code of Judicial Administration § 7-203, governing confidential intermediaries, as adopted by the Arizona Supreme Court, and I agree to abide by the Arizona Code of Judicial Administration and Standards of Conduct for confidential intermediaries found in the Arizona Code of Judicial Administration § 7-203, as promulgated by the Arizona Supreme Court.



Full Signature of Applicant

AFFIDAVIT OF VERIFICATION

THE STATE OF ARIZONA, COUNTY OF

Maricopa

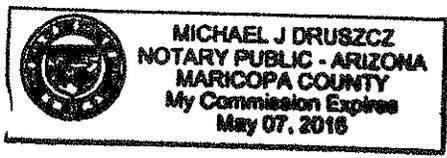
Before me, the undersigned authority, on this day personally appeared Stephen J. Martin, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes expressed, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this 18th day of DECEMBER, 2013.

Michael J. Druszcz
Notary Public, State of Arizona

Michael J. Druszcz
Notary's Name Printed

May 07, 2016
My Commission Expires



CONFIDENTIAL INTERMEDIARY BOARD

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2) INITIAL CERTIFICATION AND ELIGIBILITY

2-B: Review, discussion and possible action regarding Hearing Officer Judge William O'Neil's Finding of Fact, Conclusions of Law, and Recommendation Report involving the denial of initial certification application submitted by Anna Anderson.

As outlined in the attached Hearing Officer's report, Ms. Anderson applied for certification on December 31, 2012. On April 18, 2013, the Board denied Ms. Anderson's certification for failing to disclose disciplinary action she received while certified as a legal document preparer and for failing to disclose information on the application that was subsequently discovered through a background check. Ms. Anderson filed a timely request for hearing and the hearing was held on July 15, 2013.

The Hearing Officer's report recommends that the Board uphold the denial of certification. It is recommended the Board adopt Judge O'Neil's Findings of Fact, Conclusions of Law and Recommendation and affirm the denial of certification to applicant Anna Anderson.

CONFIDENTIAL INTERMEDIARY BOARD

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2) INITIAL CERTIFICATION AND ELIGIBILITY

2-C: *Review, discussion and possible action regarding Hearing Officer Judge William O'Neil's Finding of Fact, Conclusions of Law, and Recommendation Report involving the denial of initial certification application submitted by Vickie Edwardson.*

As outlined in the attached Hearing Officer's report, Ms. Edwardson applied for certification on December 3, 2013. On February 13, 2014, the Board denied Ms. Edwardson certification for failing to disclose three civil suits on her application. Ms. Edwardson filed a timely request for hearing and the hearing was held on April 18, 2014.

The Hearing Officer's report lists several mitigating factors and notes that there are no aggravating factors. The mitigating factors include the absence of any prior disciplinary record; the absence of a dishonest motive; the absence of a selfish motive; a timely good faith effort to rectify the failure to list all information; full and free disclosure to the staff; a cooperative attitude towards the proceedings; inexperience in the application process and the profession; and character and reputation. In addition, the report notes Ms. Edwardson's background strongly demonstrates that she understands confidentiality and will be compliant, and that the facts of the underlying civil suits were not a cause for concern. The report explains that the primary purpose of certification is to protect the public and that the highest standards of honesty, character, and competence should be applied to applicants for certification. However, the report also notes that "...because we are human, the protective ropes of sound reasoning should not be permitted to be broken by the unreasonable weights of perfectionism."

The Hearing Officer's report recommends that the Board interview Ms. Edwardson, and for the reasons listed in the report, allow her failure to disclose be found acceptable under the circumstances and grant her certification.

Staff recommends that the Board accept the Hearing Officer's recommendations.

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3) PROPOSED ACJA REVISION

3-A: Update, discussion, and possible action regarding a proposed amendment to ACJA § 7-201 to address untimely renewals.

Anne Hunter will provide an overview of the proposed amendment at the meeting.

CONFIDENTIAL INTERMEDIARY BOARD
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4) ADMINISTRATIVE ISSUES

4-A: Nomination and election of the 2014 Confidential Intermediary Board vice chair.

ACJA § 7-201(I)(3)(b) reads:

Vice Chair. The board shall elect a vice chair from among the appointed members of the board. The vice chair shall serve in the capacity as vice chair for a specified term. If the vice chair resigns or ceases to be a member of the board, the board shall vote to elect a new vice chair from among the existing members. The vice chair shall act as chair in the absence of the chair.

It is recommended the Board nominate and appoint a vice chair for the 2014 calendar year so that other board members have the opportunity to serve in that capacity.