

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.

October 24, 2005

Approved Regular Session Meeting Minutes

Members Present:

Judge Roland J. Steinle
Mary Carlton
Dr. Roger Hartley
Vellia M. Piña
Donald F. Steward
J. Ward Sturm
Nancy Swetnam
Carol Wells
Frank Costanzo

AOC Staff Present:

Nina Preston
Linda Grau
Brenda Dominguez
Kimberly Siddall

Guests:

Dara Fonseth
Cindy Trimble

Members Present Telephonically:

Virlynn Tinnell
Jacqui Velde

CALL TO ORDER

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

Dr. Roger Hartley holds the proxy vote for J. Ward Sturm.

REVIEW AND APPROVAL OF MEETING MINUTES

Regular Session Minutes from September 19, 2005.

A **motion** was made by Frank Costanzo to adopt the Regular Session minutes for September 19, 2005. Mary Carlton seconded the motion. Motion passed. **LDP-05-277**

ADMINISTRATIVE ISSUES

Review and discussion regarding the 2005-2010 Arizona Supreme Court Strategic Agenda.

Nancy Swetnam provided an overview of Chief Justice McGregor's 2005-2010 Arizona Supreme Court Strategic Agenda.

Vellia Piña joined the meeting at 10:22 a.m.

Review and discussion regarding Arizona Code of Judicial Administration § 7-208 (H)(1)(f) regarding subpoenas.

Linda Grau and Nancy Swetnam presented a “Draft Procedure Regarding Request for Subpoenas” for consideration of establishing a policy and procedure regarding Board subpoenas.

A **motion** was made by Judge Roland Steinle directing Nancy Swetnam to prepare a final draft of the Procedure Regarding Request for Board Subpoenas for the next Board meeting. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-278**

STATUS REPORT REGARDING 2005 EXAMINATION

Update and discussion regarding administration of the legal document preparer examination.

Linda Grau reported the average overall score of the exam through September 30, 2005 is 79%. A total of 39 individuals did not achieve the passing score; 24 have requested a retake and 7 have reviewed their answer sheet and grade scores. It is anticipated the HZ Assessments analysis and validation report will be available for the Board’s review at the November meeting.

CERTIFICATION AND ELIGIBILITY

Report and recommendations regarding Continuing Education 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. “Justify Annuities Qualified Accounts” presented by American Skandia via Arizona Department of Insurance on 09/14/05 – 1 hour requested.
2. “Equity Index Annuities” presented by American Skandia via Arizona Department of Insurance on 9/14/05 – 1 hour requested.

Program Staff recommended courses 1 and 2 be approved for the requested credit.

3. “Command Spanish for Court Personnel” presented by Yavapai College 8/17 – 9/8/05 – 15 hours requested.

Program Staff recommended this course be approved for 3 hours of business management credit pursuant to the Board’s Continuing Education Policy.

4. “HIPPA – How to Get Your Medical Records:” presented by NALS of Yavapai County on 9/13/05 – 1 hour requested.
5. “Estate Planning for the Blended Family” presented by Southern AZ Estate Planning Council on 9/14/05 – 2 hours requested.

6. "Completing the Parents Worksheet for Child Support" presented by Arizona Association of Independent Paralegals on 9/1/05 – 1 hour requested.
7. "Juvenile Guardianship" presented by Arizona Association of Independent Paralegals on 11/1/05 – 1 hour requested.
8. "Tax Code Changes" presented by Arizona Association of Independent Paralegals on 1/3/2006 – 1 hour requested.
9. "Priceless Legal Advice" presented by Community Associations Institute – Southern AZ Chapter on 10/15/05 – 4 hours requested.
10. "Critical Financial Mistakes Made in Divorce in Arizona" presented by National Business Institute on 11/10/05 – 6 hours requested, 1 of which is for Ethics.

Program Staff recommended courses 4 through 10 be approved for the requested credit.

11. "Advanced Training for Parenting Coordinators" presented by Arizona Chapter of the Association of Family & Conciliation Courts on 10/14/05 – 5 hours requested.

Program Staff recommended this course be deferred for discussion until next Board meeting.

12. "Title IV-D – Domestic Relations Cases" presented by Arizona Association of Independent Paralegals on 12/1/05 – 1 hour requested.

Program Staff recommended this course be deferred pending receipt of name of presenter.

13. "Civil Procedure" presented by Superior Court in Yavapai County on 7/30/05 – 4 hours requested.

14. "Ethics & Confidentiality in Behavioral Health" presented by Community Partnership of Southern AZ on 6/21/05 – 2 hours requested.

Program Staff recommended courses 13 and 14 be denied based on the LDP's failure to comply with CE Policy. Credit request was received more than 30 days after attendance.

15. "Overview of Mental Illness" presented by Community Partnership of Southern AZ on 10/11/05 – 2.5 hours requested.

Program Staff recommended denial of this course as no documentation has been submitted to demonstrate this course is relevant to document preparation.

A **motion** was made by Nancy Swetnam to defer course number 11 until the November Board meeting. Donald Steward seconded the motion. Motion passed. **LDP-05-279**

A **motion** was made by Judge Roland Steinle to approve the noted recommendations for numbers 1 through 10. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-280**

A **motion** was made by Judge Roland Steinle to defer number 12 until the November Board meeting. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-281**

A **motion** was made by Nancy Swetnam to approve the noted recommendation for number 15. Mary Carlton seconded the motion. Motion passed. **LDP-05-282**

A **motion** was made by Frank Costanzo to table numbers 13 and 14 for further discussion in this Board meeting. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-283**

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

Linda Grau informed the Board of the status regarding the following business entities in submitting an application or a written response with respect to the business entity requirement:

Andrew M. Saper, LLC dba Divorce Packet Processing (Andrew Saper) became certified as of 9/19/05.

Sedona Accounting and Tax Service, Inc. (Lorna Burns) - Received a letter dated October 21, 2005 from Ms. Burns stating she has decided to not renew her individual certificate beyond June 6, 2006 or apply for Sedona Accounting and Tax Service, Inc.

Enterprising Legal Solutions, LLC (Tina Dennis) - No response or business entity application has been received from Ms. Dennis.

Eastlack Paralegal Services, LLC (Angela Eastlack) – Received request for Business Entity Exemption. Application received and pending Board review.

ATM Legal Document Preparer, LLC (Amida Mitchell) – Received notice and documentation the LLC has been dissolved, effective October 11, 2005.

Reliable Solutions, Inc.(Billye Wilda) – Renewal of certification was approved by the Board on 9/19/05.

Carla's Paralegal Service, LLC (Carla Lief) - Received request for Business Entity Exemption and pending application for initial certification.

Flanery Financial Services, Inc. (Deborah Gilman) – No response or business entity application has been received.

Legal-Ease, LLC (Dennis Lawrence) – An application has been received and is being processed for Board review.

Laguna Business Services, LLC (Edward Smith) – Became certified as of 9/19/05.

Samuel E. Ingram (Elin Ingram) – Became certified as of 9/19/05.

Today's Legal Choice, LLC (Guadalupe Salinas) - Received application for business entity certification.

American Family Professional Services (Janice Buzzelle) - Received correspondence from Janice Buzzelle stating she will not be renewing her individual certificate, does not intend to sit for the exam, and plans to close her business.

Simply Legal, Inc. (Jody Patterson) – Pending application for business entity certification has been received and is being processed for Board review.

Saddlebrook HOA1, LLC (John Price) – Pending application for business entity certification has been received and is being processed for Board review.

Celentano Mobile Notary Service, Inc. (Judith Celentano) – Pending application for business entity certification has been received and is being processed for Board review.

Val Vista Paralegal, LLC (Kristina Babbitt) – No response or business entity application has been received.

Heywood Realty & Investment, Inc. (Larry Heywood) - Pending application for business entity certification has been received and is being processed for Board review.

Center for Divorce Mediation and ADR, Inc. (Mary Marcus) – Became certified 9/19/05.

Center for Divorce Mediation and ADR, Inc. (Walter Marcus) – Became certified 9/19/05.

MSB Riyadh Legal Consultants, LLC (Mohammed Riyadh) – Application received and pending Board review.

Income Opportunities, LLC (Richard Lorange) - Received request for business entity exemption and application for business entity certification.

Resolution Solutions, LLC (Scott Anderson) – Application received and pending Board review.

New Beginnings Document Services, LLC (Tammy Mainhall) – Became certified 9/19/05.

Pro-Pel, LLC (Wendy Schwingel) – received correspondence from Wendy Schwingel stating she will not be renewing her individual certification because she did not meet the time criteria for taking the LDP exam and thus believes she is no longer a LDP and it would be of no merit to certify the company.

Paradox Document Preparation Services, LLC (Jenifer Bone) – Became certified 9/19/05.

Pinnacle Documents, Ltd. (Gail Groh) – Became certified 9/19/05.

Metro Tax, Inc. (Michael Whittle) – Michael D. Whittle is certified as an individual.

Guardian Estate Planning (Daniel Taylor) – Renewal of certification granted by the Board on 9/19/05.

S.P. Wyner, LLC (Steven Wyner) - Pending application for business entity certification has been received and is being processed for Board review.

Paju, Inc. (Paul Brown) – Pending application for business entity certification has been received and is being processed for Board review.

Doc U Plus, LLC (Vincent Lopano) – No response or application for business entity certification has been received.

CJ Financial Management Group, LLC (Regan Morgan) – Ms. Morgan reports she is no longer employed with this company.

AMcN Group, LLC (Marcia Nolan-Malsack) – Received correspondence from Marcia Nolan-Malsack for Board review. No application for business entity certification has been received.

A **motion** was made by Frank Costanzo directing Program Staff to issue a letter to the above business entities that are not in compliance with the ACJA § 7-208 to request an application be submitted by November 7, 2005 or the associated individual AZCLDP may be subject to discipline. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-284**

Nancy Swetnam left meeting at 10:55 a.m.

BREAK 10:55 A.M.

RETURN FROM BREAK 11:03 A.M.

Review and discussion regarding voluntary surrender request of AZCLDP number 80063, Edgar Meza.

Linda Grau reported that at the last Board meeting it was recommended the Board consider the voluntary surrender request of Edgar Meza. Since the last meeting Program Staff has conducted the necessary review of the LDP Program records in anticipation of preparing this matter for resolution at this meeting. During the review, additional information came to light which required further administrative review. The Board would not be at risk of jeopardizing ACJA § 7-208 timelines if this matter is again deferred.

A **motion** was made by Judge Roland Steinle to defer the request of Edgar Meza to voluntarily surrender AZCLDP certification number 80063 until the November meeting. Carol Wells seconded the motion. Motion passed. **LDP-05-285**

Nancy Swetnam returned to the meeting at 11:30 a.m.

REVIEW OF PENDING COMPLAINTS

Review and discussion regarding Hearing Officer Patricia Nolan's report and recommendations regarding Allan Sobol and Quick and Legal Paralegal Services and LDP Program complaint numbers 04-L077, 05-L008 and 05-L014.

Linda Grau reported hearing Officer Nolan recommends the Board revoke the certifications of Allan Sobol and Quick and Legal Paralegal Services.

A **motion** was made by Judge Roland Steinle to adopt Hearing Officer Patricia E. Nolan's Finding of Fact and Conclusions of Law regarding Alan Sobol and Quick and Legal Paralegal Services; LDP-NFC-044-L077, LDP-NFC-055-L008 and LDP-NFC-05-L014. Mary Carlton seconded the motion. Dr. Roger Hartley exercised J. Ward Sturm's proxy. Donald Steward, Vellia Piña and Nancy Swetnam recused. Motion passed. **LDP-05-286**

A **motion** was made by Dr. Roger Hartley imposing a fine of \$6,000 and a Cease and Desist for Allan Sobol and Quick and Legal Paralegal Services. Judge Roland Steinle seconded the motion. Dr. Roger Hartley exercised J. Ward Sturm's proxy. Donald Steward, Vellia Piña and Nancy Swetnam recused. Motion passed. **LDP-05-287**

A **motion** was made by Frank Costanzo to revoke Alan Sobol's individual certificate number 80271 and Quick and Legal Paralegal Services' business entity certificate number 80272 and to order Mr. Sobol and Quick and Paralegal Services pay restitution to Charlene Edmonson in the amount of \$13,456. Mary Carlton seconded the motion. Dr. Roger Hartley exercised J. Ward Sturm's proxy. Donald Steward, Vellia Piña and Nancy Swetnam recused. Motion passed. **LDP-05-288**

A **motion** was made by Frank Costanzo to authorize Judge Roland Steinle to sign the Final Order regarding Alan Sobol and Quick and Legal Paralegal Services. Mary Carlton seconded the motion. Dr. Roger Hartley exercised J. Ward Sturm's proxy. Donald Steward, Vellia Piña and Nancy Swetnam recused. Motion passed. **LDP-05-289**

Review and discussion regarding the restitution request of complainant Jerry Marsh in Legal Document Preparer complaint number 04-L062.

A **motion** was made by Judge Roland Steinle for Alan Sobol and Quick and Legal Paralegal Services to pay restitution to Jerry Marsh in the sum of \$5,187.50 pursuant to ACJA § 7-208(H)(15)(a)(7) and (H)(16)(b) in LDP complaint number 04-L061. Dr. Roger Hartley seconded the motion. Dr. Roger Hartley exercised J. Ward Sturm's proxy. Donald Steward, Vellia Piña and Nancy Swetnam recused. Motion passed. **LDP-05-290**

Review and discussion regarding LDP Program complaint number 05-L066.

A **motion** was made by Judge Roland Steinle to refer complaint number 05-L066 to the Maricopa County Attorney's Office and/or the Attorney's General's Office for review and for the Board to dismiss this matter for lack of jurisdiction. Mary Carlton seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-291**

Update regarding Petition for Cease and Desist Order involving Cicero Cast'On and Cast'On Corporation, Superior Court in Maricopa County case number CV2005-013252.

Linda Grau reported a Cease and Desist Order was granted by the Superior Court in Maricopa County regarding case number CV2005-013252 for Cicero Cast'On and Cast'On Corporation.

Review and discussion regarding initiation of LDP Program complaints pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b) regarding AZCLDPs who failed to take the examination prior to the September 1, 2005 deadline.

A **motion** was made by Judge Roland Steinle to accept program staff recommendations to defer consideration of complaint initiation until November Board meeting. Mary Carlton seconded the motion. Motion passed. **LDP-05-292**

A **motion** was made by Nancy Swetnam directing Program Staff to write a letter to Wendy Schwingel regarding voluntary surrender of her LDP certification. Judge Roland Steinle seconded the motion. Motion passed. **LDP-05-293**

A **motion** was made by Judge Roland Steinle to initiate complaints against those AZCLDPs who have failed to take the exam in a timely manner who were not already deferred. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-294**

A motion was made by Judge Roland Steinle to defer consideration for discipline for Edgar Meza and Wendy Schwingel until the November Board meeting. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-295**

A **motion** was made by Nancy Swetnam directing Program Staff to write a letter to Wendy Sara-Kalisz regarding voluntary surrender of her LDP certification. Judge Roland Steinle seconded the motion. Motion passed. **LDP-05-296**

Review and discussion regarding initiation of LDP Program complaints pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b) regarding business entity certification compliance.

A **motion** was made by Judge Roland Steinle to issue the recommended business entity non-compliance complaints. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-297**

A **motion** was made by Judge Roland Steinle any item deferred until next November agenda the business entity also be deferred for consideration. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-298**

REVIEW OF PENDING APPLICATIONS CERTIFICATION

Pending Applications for Initial Certification

The following applications were submitted for initial certification. The applications are complete, no information has been presented during the background which is contrary to certification being granted. The applicants have demonstrated they meet or exceed the minimum eligibility requirements for certification. Staff recommended initial certification be granted to the following individuals or entities:

Ricardo Valensuela
Phyllis Ranea Settle
Celentano's Mobile Notary Service Inc. (Julie A. Celentano)
Michael A. James
Eastlack Paralegal Services, LLC (Angela Eastlack)
Lillie Z. Ackerman
Heywood Realty & Investments, Inc. (Larry Heywood)
Mitra Mashayakhi
Today's Legal Choice, LLC (Guadalupe Salinas)

A **motion** was made by Nancy Swetnam to grant initial certification to the above listed individuals and business entities; and to direct Program Staff to formally notify Mitra Mashayakhi that individual certification does not authorize her to prepare legal documents on behalf of a non-certified business entity. Frank Costanzo seconded the motion. Motion passed. **LDP-05-299**

Asset Protectors, LLC (Peter L. Fargo)
John Hasslacher
Hasslacher Tax & Financial, LLC (John Hasslacher)
Simply Legal Inc. (Jody Patterson)
Income Opportunities, LLC (Richard Lorange)
Business World Tax Specialist, LLC (Joy Partridge)
Koby, LLC (Ivan Kobey)
Ivan Kobey
Wendy Byford
Erica Kloner
J.C.O. Companies, Inc. (John Osselaer)
Thomas Bojorquez

A **motion** was made by Judge Roland Steinle to defer the applications of the above listed individuals and business entities until November meeting. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-300**

The application for Jacek M. Zakrzewski is incomplete and he does not meet the minimum eligibility requirements pursuant to ACJA § 7-208(E)(5)(b)(1)(a).

A **motion** was made by Judge Roland Steinle to deem the application incomplete and deny initial certification to Jacek M. Zakrzewski pursuant to ACJA § 7-208(E)(5)(b)(1)(a). Carol Wells seconded the motion. Motion passed. **LDP-05-301**

Daniel Benhaim
Monika Patience

A **motion** was made by Judge Roland Steinle to grant initial certification to Daniel Benhaim and Monika Patience based on the Program receiving documents showing they meet the minimum eligibility requirements for certification. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-302**

Jerrie Ortiz
Equal Access To The Law, LLC
Resolution Solutions, LLC
Dawn Wagoner
S.P. Wyner, LLC

A **motion** was made by Nancy Swetnam to defer the applications of the above listed individuals and business entities and establish a deadline of November 2, 2005 to respond to requests from Program Staff for additional information required for consideration of initial certification. Mary Carlton seconded the motion. Motion passed. **LDP-05-303**

Linda Grau reported Carla Lief submitted an application with the required fee and without the required Certificate of Good Standing. Ms. Lief requested the fee be waived.

A **motion** was made by Judge Roland Steinle to direct Program Staff to issue a letter to Carla Lief setting a deadline of November 2, 2005 for submittal of the application fee. Virlynn Tennell seconded the motion. Motion passed. **LDP-05-304**

Linda Grau reported Margo Holguin has not provided requested additional information regarding the current status of her Legal Document Assistant license in California or the information requested regarding LDP services provided to Arizona consumers while the applications have been pending. Program Staff is without the necessary information to reasonably assert Ms. Holguin and 1 Stop Check Cashing \$ Payday & Title Loans, LLC should be granted

certification. It was recommended the Board deem the individual and business entity applications incomplete and deny the applications pursuant to ACJA § 7-208(E)(5)(b)(1)(b).

A **motion** was made by Frank Costanzo to deem the application incomplete and deny initial certification to Margo Holguin and 1 Stop Check Cashing \$ Payday & Title Loans, LLC pursuant to ACJA § 7-208(E)(5)(b)(1)(a). Mary Carlton seconded the motion. Donald Steward recused. Motion passed. **LDP-05-305**

A **motion** was made by Judge Roland Steinle to amend motion LDP-05-305 to deny initial certification to Margo Holguin and 1 Stop Check Cashing \$ Payday & Title Loans, LLC pursuant to ACJA § 7-208(E)(5)(b)(1)(a) and (b) due to the incomplete application and not following a court order by practicing without certification. Donald Steward recused. Motion Passed. **LDP-05-306**

Linda Grau reported a letter has been received from Wendell G. Wilson, Jr. requesting a withdrawal of application for business entity certification for Professional Legal Documents, Inc.

A **motion** was made by Judge Roland Steinle to accept the withdrawal of business entity certification for Professional Legal Documents, Inc. Virlynn Tennell seconded the motion. Motion passed. **LDP-05-307**

Sinclair Noe
Estate Preservation Planning, Inc.

A **motion** was made by Judge Roland Steinle to deem the application incomplete and deny initial certification to Sinclair Noe and Estate Preservation Planning, Inc. pursuant to ACJA § 7-208(E)(5)(b)(1)(b). Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-308**

Pending Applications for Renewal of Initial Certification

MSB Riyad Legal Consultants, LLC

A **motion** was made by Judge Roland Steinle to deny initial certification to MSB Riyad Legal Consultants, LLC based on material misrepresentation and dishonesty during the application process pursuant to ACJA § 7-208(E)(5)(b)(1)(c). Virlynn Tennell seconded the motion. Motion passed. **LDP-05-309**

Renaissance Community Partners, LLC

A **motion** was made by Judge Roland Steinle to deem the application incomplete and deny initial certification to Renaissance Community Partners, LLC pursuant to ACJA § 7-208(E)(5)(b)(1)(a)(b). Donald Steward seconded the motion. Motion passed. **LDP-05-310**

Business Entity Exemptions Requests

Eastlack Paralegal Services, LLC
Today's Legal Choice, LLC

A **motion** was made by Donald Steward to grant initial certification and Business Entity Exemption requests to Eastlack Paralegal Services, LLC and Today's Legal Choice, LLC. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-311**

Asset Protectors, LLC
Income Opportunities, LLC
Carla's Paralegal Services
Resolution Solutions, LLC

A **motion** was made by Frank Costanzo to defer requests for Business Entity Exemption for the above listed applicants. Donald Steward seconded the motion. Motion passed. **LDP-05-312**

Estate Preservation Planning, Inc.
MSB Riyad Legal Consultants, LLC
Renaissance Community Partners, LLC

A **motion** was made by Donald Steward to deny requests for Business Entity Exemption for the above listed applicants. Mary Carlton seconded the motion. Motion passed. **LDP-05-313**

REVIEW AND APPROVAL OF MEETING MINUTES

Executive Session Minutes from September 19, 2005.

A **motion** was made by Judge Roland Steinle to adopt the Executive Session minutes for September 19, 2005 with the amendment that Nancy Swetnam and Donald Steward were not present during Executive Session #1. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-314**

CERTIFICATION AND ELIGIBILITY (revisit)

Report and recommendations regarding Continuing Education course credit requests.

Program Staff recommended the following courses be denied because the Legal Document Preparer failed to comply with the Continuing Education Policy by submitting the credit request more than 30 days after attendance:

“Civil Procedure” presented by Superior Court in Yavapai County on 7/30/05 – 4 hours requested.

“Ethics & Confidentiality in Behavior Health” presented by Community Partnership of Southern AZ on 6/21/05 – 2 hours requested.

A **motion** was made by Judge Roland Steinle to defer the request for credit for the above listed courses until Program Staff reports findings regarding the 30 day requirement. The Board further directed this matter be placed on the November agenda for discussion of possible rule changes. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-315**

REVIEW OF PENDING COMPLAINTS (revisit)

Review and discussion regarding Hearing Officer Patricia Nolan’s report and recommendations regarding Allan Sobol and Quick and Legal Paralegal Services and LDP Program complaint numbers 04-L077, 05-L008 and 05-L014.

Nina Preston requested the Board revisit the matter regarding Mr. Sobol and Quick and Legal Paralegal Services only in so far as the exercise of the proxy should reflect any previous recusals for J. Ward Sturm. The Board recommended J. Ward Sturm clarify at the November meeting whether he has previously recused himself on this matter.

CALL TO THE PUBLIC

No response.

ADJOURN

A **motion** was made by Donald Steward to adjourn. Mary Carlton seconded the motion. Motion passed. **LDP-05-316**

Meeting adjourned at 12:20 p.m.

/bld