

Board of Legal Document Preparers
Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Conference Room 230
Date: January 28, 2008
Time: 10:00 a.m. – 2:00 p.m.

Approved Regular Meeting Minutes

MEMBER ATTENDANCE

Present:

Andrew Saper
Stephanie Gates Wolf
Paul Friedman
Cynthia Felton

Telephonically Present:

Les Krambeal
Virlynn Tinnell

OTHER ATTENDEES

AOC Staff:

Nancy Swetnam
Nina Preston
Linda Grau
Kandace French

CALL TO ORDER

Called to Order By:

Andrew Saper, Vice Chair

Time:

10:00 a.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

1-A: Review of the Regular Session Minutes for the meeting of December 17, 2007.

Discussion:

No discussion.

Motion:

Approve Regular Session Minutes for the December 17, 2007 meeting.

Motion Proposals: First

Paul Friedman

Second Cynthia Felton

Motion Results: Pass **LDP-08—001**

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board: Nancy Swetnam

2-A: Review, discussion and possible action regarding the following complaints:

Complaint No. 04-L050 – Robert Hockensmith
Complaint No. 05-L048 – Julie Haigh/Majestic’s Paralegal Center
Complaint No. 07-L028 - Julie Haigh/Majestic’s Paralegal Center
Complaint No. 06-L112 - Julie Haigh/Majestic’s Paralegal Center
Complaint No. 03-L036 – Amy Nagel
Complaint No. 04-L019 – Amy Nagel
Complaint No. 05-L001 – Amy Nagel
Complaint No. 05-L005 – Amy Nagel
Complaint No. 05-L010 – Amy Nagel
Complaint No. 05-L050 – Amy Nagel
Complaint No. 06-L086 – Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L031 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L037 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L041 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L056 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L065 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 07-L035 - Deanne Vinsant/ABC Paralegal Services
Complaint No. 04-L060 – David Lerma
Complaint No. 04-L013 – Evelyn Baumgardner
Complaint No. 05-L025 – Evelyn Baumgardner

Discussion: Ms. Swetnam recommended the Board consider the Case Summary and Recommendation regarding complaint number 04-L050 involving Robert Hockensmith.

Motion: Move to Executive Session to discuss records confidential by court rule or law.

Motion Proposals: First Paul Friedman
Second Virlynn Tinnell

Motion Results: Pass **LDP-08—002**

Board and Staff went into Executive Session.
Board and Staff returned to Regular Session.

Discussion: The Board and staff discuss the findings of the above referenced complaint. Staff recommends the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 04-L050 regarding Robert Hockensmith as recommended.

Motion: Dismiss complaint number 04-L050 involving Robert Hockensmith as recommended.

Motion Proposals: First Paul Friedman
Second Stephanie Gates Wolf

Motion Results: Pass **LDP-08—003**

Discussion: Regarding complaint numbers 05-L048, 07-L028 and 06-L112 involving certificate holders Julie Haigh and Majestic's Paralegal Center, Ms. Swetnam recommended the Board vacate the proposed disciplinary sanctions previously entered on October 16, 2006 in complaint number 05-L048 and consolidate all three the complaints if the Board enters findings violations have occurred in 06-L112 and 07-L028.

Motion: Consolidate all three complaint matters and adopt the Division Director's recommendations regarding findings of grounds for discipline. Move to modify proposed disciplinary sanctions to include a one year suspension of certification and 15 hours of additional continuing education instead of the six month suspension and 10 hours of additional continuing education recommended by staff.

Motion Proposals: First Paul Friedman
Second Les Krambeal
Recused Virlynn Tinnell

Motion Results: Pass **LDP-08—004**

Discussion: Complaint number 03-L036 involving Amy Nagel. Ms. Swetnam recommends the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 03-L036.

Motion: Dismiss complaint number 03-L036 involving Amy Nagel.

Motion Proposals: First Les Krambeal
Second Paul Friedman
Recused Virlynn Tinnell

Motion Results: Pass **LDP-08—005**

Discussion: Complaint No. 04-L019 involving Amy Nagel. Ms. Swetnam recommends the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 04-L019.

Motion: Dismiss complaint number 04-L019 involving Amy Nagel.

Motion Proposals: First Cynthia Felton
Second Stephanie Gates Wolf
Recused Virlynn Tinnell

Motion Results: Pass **LDP-08—006**

Discussion: Complaint numbers 05-L001 and 05-L005 involving Amy Nagel. Ms. Swetnam reported complaint number 05-L005 was erroneously entered as a duplicative complaint and verified the complaint is the same as 05-L001. Ms. Swetnam recommended the Board close complaint number 05-L005 and proceed with complaint number 05-L001 as they are one in the same. Ms. Swetnam further recommended the Board accept the finding of the Probable Cause Evaluator, enter a finding Ms. Nagel committed the alleged act of misconduct and grounds for informal disciplinary action exist pursuant to ACJA § 7-201(H)(6)(a) and (H)(7) for acts of misconduct involving ACJA § 7-208(F)(2), (H)(4)(b) and Appendix A Code of Conduct Standard (4)(a), and issue a Letter of Concern.

Motion: Accept the finding of the Probable Cause Evaluator in complaint number 05-L001, enter a finding grounds for formal disciplinary action exists, and propose disciplinary sanctions to include a 90 day suspension and a Cease and Desist Order.

Motion Proposals: First Paul Friedman
Second Cynthia Felton
Recused Virlynn Tinnell

Motion Results Pass **LDP-08—007**

Motion: Close complaint number 05-L005 involving Amy Nagel.

Motion Proposals: First Stephanie GatesWolf
Second Paul Friedman
Recused Virlynn Tinnell

Motion Results: Pass **LDP-08—008**

Discussion: Complaint number 05-L010 involving Amy Nagel. Ms. Swetnam recommended the Board accept the finding of the Probable Cause Evaluator, enter a finding Ms. Nagel committed the alleged act of misconduct and grounds for informal disciplinary action exist and recommends the Board issue a Letter of Concern.

Motion: Consolidate complaint number 05-L010 with complaint number 05-L001. Accept the finding of the Probable Cause Evaluator in complaint number 05-L010, enter a finding grounds for formal

disciplinary action exists, and propose disciplinary sanctions to include a 90 day suspension and a Cease and Desist Order.

Motion Proposals: First Paul Friedman
Second Andrew Saper
Recused Virlynn Tinnell

Motion Results Pass **LDP-08—009**

Discussion: Complaint number. 05-L050 involving Amy Nagel. Ms. Swetnam recommended the Board accept the finding of the Probable Cause Evaluator, enter a finding Ms. Nagel committed the alleged act of misconduct and grounds for informal disciplinary action exist and recommends the Board issue a Letter of Concern.

Motion: Consolidate complaint number 05-L050 with 05-L001 and 05-L010. Accept the finding of the Probable Cause Evaluator in complaint number 05-L010, enter a finding grounds for formal disciplinary action exists, and propose disciplinary sanctions to include a 90 day suspension and a Cease and Desist Order.

Motion Proposals: First Paul Friedman
Second Andrew Saper
Recused Virlynn Tinnell

Motion Results: Pass **LDP-08--010**

Discussion: Complaint number 07-L020 involving Deanne Vinsant and ABC Paralegal Services, Inc. Ms. Swetnam recommended Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 07-L020.

Motion: Dismiss complaint number 07-L020 involving Deanne Vinsant and ABC Paralegal Services, Inc.

Motion Proposals: First Les Krambeal
Second Paul Friedman

Motion Results: Pass **LDP-08--011**

Discussion: Complaint number 07-L035 involving Deanne Vinsant and ABC Paralegal Services, Inc. Ms. Swetnam recommended Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 07-L035.

Motion: Dismiss complaint number 07-L035 involving Deanne Vinsant and ABC Paralegal Services, Inc.

Motion Proposals: First Cindy Felton

Second Stephanie Gates Wolf

Motion Results: Pass **LDP-08--012**

Discussion: Complaint numbers. 07-L065, 06-L086, 07-L031, 07-L037, 07-041 and 07-L056 involving Deanne Vinsant and ABC Paralegal Services, Inc. Staff recommended Board accept the finding of the Probable Cause Evaluator and adopt the recommendation of the Division Director regarding entry of findings for grounds for formal disciplinary action and proposed sanctions in complaint numbers 07-L065, 06-L086, 07-L031, 07-L037, 07-041 and 07-L056. Ms. Swetnam also recommended the Board consolidate these complaints with any pending complaints involving Ms. Vinsant and ABC Paralegal Services, Inc. where the Board has separately determined grounds for formal disciplinary action exists.

Motion: Consolidate complaint numbers 07-L065, 06-L086, 07-L031, 07-L037, 07-L041 and 07-L056, enter findings grounds for formal disciplinary action and proposed disciplinary sanctions as recommended.

Motion Proposals: First Les Krambeal
Second Paul Friedman

Motion Results: Pass **LDP-08--013**

Discussion: Complaint number 04-L060 involving David Lerma. Ms. Swetnam recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Mr. Lerma committed the alleged acts of misconduct, enter a finding that grounds for informal disciplinary action exist and issue a Letter of Concern.

Motion: Adopt the recommendation of the Division Director regarding complaint number 04-L060 involving David Lerma.

Motion Proposals: First Andrew Saper
Second Cindy Felton

Motion Results: Pass **LDP-08—014**

Discussion: Complaint number 04-L013 and 05-L025 involving Evelyn Baumgardner. Ms. Swetnam recommended the Board accept the findings of the Probable Cause Evaluator and enter a finding grounds for informal disciplinary action exists pursuant to ACJA § (H)(6)(a) and (H)(7) in complaint numbers 04-L013 and 05-L025.

Motion: Adopt the recommendation of the Division Director regarding complaint number 04-L013 involving Evelyn Baumgardner.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP-08—015**

Motion: Adopt the recommendation of the Division Director regarding complaint number 05-L025 involving Evelyn Baumgardner.

Motion Proposals: First Paul Friedman
Second Stephanie Gates Wolf

Motion Results: Pass **LDP08-016**

2-B: Report and possible action regarding complaints dismissed by Division Director pursuant to ACJA § 7-201 (D)(4)(a) and (H)(2)(b):

Complaint No. NC07-L077

Complaint No. NC07-L070

Complaint No. 04-L061

Discussion: Board was reminded complaints dismissed by the Division Director are confidential and not a matter of public record.

Complaint No. NC07-L077 – This complaint was dismissed on December 11, 2007 with prejudice for lack of jurisdiction and referred to the State Bar of Arizona. Complainant was given notice of the right to a written request for Board review of the dismissal; no request for Board review was received. Ms. Swetnam recommended the Board affirm the Division Director’s dismissal.

Complaint No. NC07-L070 – This complaint was dismissed on December 12, 2007 with prejudice for lack of jurisdiction and referred to the State Bar of Arizona. Complainant was given notice of the right to a written request for Board review of the dismissal. Complainant submitted additional documents for review on December 26, 2007. Ms. Swetnam recommended the Board acknowledge the complainant’s request for review and affirm the Division Director’s dismissal.

Motion: Affirm the Division Director Dismissal of complaint numbers NC07-L077 and NC07-L070.

Motion Proposals: First Cindy Felton
Second Paul Friedman

Motion Results: Pass **LDP-08-017**

Discussion: Complaint No. 04-L061 – This complaint was dismissed on October 30, 2007 with prejudice for lack of jurisdiction and

forwarded to the complainant on November 2, 2007. Complainant was given notice of the right to a written request for Board review of this dismissal; no request for Board review was received. Ms. Swetnam recommended the Board affirm the Division Director's dismissal.

Motion: Affirm the Division Director Dismissal of complaint numbers 04-L061.

Motion Proposals: First Cindy Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-018**

2-C: Review, discussion and possible action regarding Hearing Officer Frederick Berry's Recommendation Report involving certificate holder Dennis Lawrence and complaint numbers 06-L013 and 06-L101.

Discussion: The Board discussed the Hearing Officer's recommendation report regarding complaint numbers 06-L013 and 06-L101 involving Dennis Lawrence.

Motion: To adopt the findings of fact, conclusions of law, and recommendation of Hearing Officer Berry and dismiss complaint numbers 06-L013 and 06-L101 involving Dennis Lawrence.

Motion Proposals: First Cindy Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-019**

2-D: Formal Interview with certified legal document preparer Richard Slatin and possible action regarding complaint numbers 04-L035 and 06-L078.

Discussion: Ms. Grau reported the Division received a request from Mr. Slatin's attorney requesting the Board reschedule the Formal Interview for February 25, 2008.

Motion: Defer the Formal Interview of Richard Slatin until the February 25, 2008 Board meeting.

Motion Proposals: First Paul Friedman
Second Stephanie Gates Wolf

Motion Results: Pass **LDP-08-020**

2-E: Status update, discussion and possible action regarding compliance by Richard French and Equal Access to the Law, LLC, with the Consent Agreement in complaint numbers 06-L025 and 06-L046.

Discussion: Ms. Grau reported Mr. French did not submitted his second assessed costs payment in the amount of \$457.78 which the Board ordered due no later than December 31, 2007. Ms. Grau recommended the Board request staff draft a letter for Judge Steinle to sign requesting immediate payment.

Motion: Request staff prepare and authorize Judge Steinle to sign a letter to Mr. French requesting immediate payment of the assessed costs balance.

Motion Proposals: First Cindy Felton
Second Stephanie Gates Wolf

Motion Results: Pass **LDP-08-021**

2-F: Review, discussion and possible action regarding the following complaints:

Complaint No. 05-L089 – Tina Dennis

Complaint Number 05-L102 – Tina Dennis

Complaint Number 05-L101` - Lorna Burns

Complaint No. 06-L060 – Janneth Cardenas

Discussion: Complaint number 05-L089 involving Tina Dennis. Ms. Swetnam recommended Board accept the finding of the Probable Cause Evaluator, enter a finding grounds for informal disciplinary action exist, and issue a Letter of Concern.

Complaint number 05-L102 involving Tina Dennis. Ms. Swetnam recommended Board accept the finding of the Probable Cause Evaluator, enter a finding grounds for informal disciplinary action exist, and issue a Letter of Concern.

Motion: Consolidate complaint numbers 05-L089 and 05-L102 involving Tina Dennis and issue a Letter of Concern.

Motion Proposals: First Adam Saper
Second Cindy Felton

Motion Results: Pass **LDP-08-022**

Discussion: Complaint number 05-L101 involving Lorna Burns. Ms. Swetnam recommended the Board accept the finding of the Probable Cause Evaluator, enter a finding grounds for informal disciplinary action exists, issue a Letter of Concern to Ms. Burns noting the Board reserves the right to address the back fees which would likely have otherwise been addressed if Ms. Burns had applied for renewal, should Ms. Burns reapply or Sedona Accounting and Tax Services, Inc., apply for legal document preparer certification in the future.

Motion: Adopt the recommendation of the Division Director regarding complaint number 05-L101 involving Lorna Burns.

Motion Proposals: First Cindy Felton
Second Stephanie Gates Wolf

Motion Results: Pass **LDP-08-023**

Discussion: Complaint number 06-L060 involving Janneth Cardenas. Ms. Swetnam recommended the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 06-L060.

Motion: Dismiss complaint number 06-L060 involving Janneth Cardenas.

Motion Proposals: First Cindy Felton
Second Virlynn Tinnell

Motion Results: Pass **LDP-08-024**

3) CERTIFICATION AND ELIGIBILITY

3-A: *Interview with and possible action regarding applicant Caretaker, Inc. (Susan Harris).*

Individuals Addressing the Board: Linda Grau and Kandace French

Discussion: Board interviewed Ms. Harris and Matthew White, owner/director/president of Caretaker, Inc. regarding the applicant's failure to disclose civil actions and a misdemeanor DUI. Following the interview, staff recommended the Board address the non-disclosures of the civil actions and DUI by granting certification but directing staff to include language in the certification letter to Caretaker, Inc. stating failure to disclose any pertinent information in the future on a renewal or initial certification application may result a denial of renewal or certification.

Motion: Grant certification to Caretaker, Inc. and direct staff to include language in the certification letter stating failure to disclose any pertinent information in the future on a renewal or initial certification application may result in denial of renewal or certification by the Board.

Motion Proposals: First Andrew Saper
Second Paul Friedman

Motion Results: Pass **LDP-08-025**

3-B: Interview with and possible action regarding applicant Joann Kramer.

Individuals Addressing the Board: Kandace French

Discussion: Joann Kramer appeared for an interview with the Board and provided additional information regarding failure to disclose four civil actions revealed through background investigation. Following the interview, staff recommended the Board address the non-disclosures with a letter stating that failure to disclose any pertinent information in the future on a renewal or initial certification application may result a denial of renewal or certification.

Motion: Grant certification and issue the recommended letter.

Motion Proposals: First Paul Friedman
Second Cynthia Felton

Motion Results: Pass **LDP-08-026**

3-C: Review, discussion and possible action regarding Voluntary Surrender request received from certified legal document preparer Salina Faaborg, certificate number 80766.

Individuals Addressing the Board: Kandace French

Discussion: Ms. Faaborg submitted a written request to voluntarily surrender her certification. Division records confirm there are no pending complaints involving Ms. Faaborg and Staff recommended the Board accept the voluntary surrender request.

Motion: Accept voluntary surrender of certification for Salina Faaborg.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-027**

4) REVIEW OF CERTIFICATION APPLICATIONS

4-A: Review, discussion, and possible action regarding pending application for 2007-2009 initial standard certification for the following certificate holders:

Ofelia Mejia
Daniel Dawson
Yared Legal Services, LLC (Yared B. Mekonnen)

Joel Dylong
Sandra Munier
Erica Shankle
Victoria Pizzata
Lindsay E. Cline
C.A. Leasing & Property Management, Inc. (Balvina Loera)
Desert School Financial Services, LLC (Joelle Sammetinger)
Linda Devine
Sherrene L. Caley
Diana Camacho

Individuals Addressing the Board: Kandace French

Discussion: Staff recommended granting certification to the following applicants:

Ofelia Mejia
Daniel Dawson
Yared Legal Services, LLC (Yared B. Mekonnen)

Motion: Grant certification to the following applicants:

Ofelia Majia
Daniel Dawson
Yared Legal Services, LLC (Yared B. Mekonnen)

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-028**

Discussion: Regarding pending application for *Sandra Munier*.

Staff reported the application for Ms. Munier is now complete. Staff advised the Board Ms. Munier is an attorney admitted to practice in California and is in good standing. Staff recommended to grant certification to Ms. Munier but require her to submit an Affidavit stating she understands and will comply with the provisions of ACJA §§ 7-201 and 7-208 and Supreme Court Rule 31 regarding the unauthorized practice of law and the use of the “JD” designation.

Motion: Grant certification to Sandra Munier conditional upon her submission of an Affidavit stating she understands and will comply with the provisions of ACJA §§ 7-201 and 7-208 and Supreme Court Rule 31 regarding the unauthorized practice of law and the use of the “JD” designation.

Motion Proposals: First Cynthia Felton

Second Andrew Saper

Motion Results: Pass **LDP-08-028**

Discussion: Regarding pending applications for *Joel Dylong, Erica Shankle, and Victoria Pizzata*

Staff recommended the Board defer consideration of these applications, pending receipt of additional information from the applicants, to the February 25, 2008 meeting.

Motion: Defer consideration of the applications submitted by Joel Dylong, Erica Shankle, and Victoria Pizzata to the February 25, 2008 meeting.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-028**
Recusals Les Krambeal as to Victoria Pizzata

Discussion: Regarding the application received from *Lindsay E. Cline*.

Staff recommended the Board discuss entering into a Consent Agreement granting certification and requiring Ms. Cline to complete four additional CE hours to bring her current for her CE requirements for the 2007-2009 certification period.

Motion: Accept Staff recommendation.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-029**

Discussion: Regarding the application of *C.A. Leasing & Property Management, Inc. (Balvina Loera)*.

Staff reported the applicant failed to disclose a civil action on the application and requested the Board defer consideration of the application until the February 25, 2008 Board meeting.

Motion: Defer to February 25, 2008 Board meeting.

Motion Proposals: First
Second

Motion Results: Pass **LDP-08-030**

Discussion: Regarding the application of *Desert Schools Financial Services, LLC (Joelle Sammetinger)*.

Staff recommended the Board grant certification.

Motion: Grant certification to Desert Schools Financial Services, LLC.

Motion Proposals: First
Second

Motion Results: Pass **LDP-08-031**

Discussion: Regarding the application of *Linda Devine*.

Staff recommended the Board invite Ms. Devine to attend the February 25, 2008 meeting and defer action on this application until that time in order to provide additional information regarding her law-related experience and failure to disclose.

Motion: Accept Staff recommendation.

Motion Proposals: First
Second

Motion Results: Pass **LDP-08-032**

Discussion: Regarding the application of *Sherrene L. Caley*.

Applicant failed to disclose possible arrests found during background investigation. Staff recommended the Board invite Ms. Caley to the February 25, 2008 meeting to provide the Board with information regarding these arrests.

Motion: Accept staff recommendation.

Motion Proposals: First
Second

Motion Results: Pass **LDP-08-033**

Discussion: Regarding the application of *Diana Camacho*.

Applicant failed to disclose a civil action revealed through background investigation but stated she was unaware of any judgment against her. Staff recommended the Board grant certification to Ms. Camacho and include language in the certification approval letter indicating failure to disclose in

subsequent applications may result in disciplinary action or denial of renewal.

Motion: Invite Ms. Camacho to the February 25, 2008 meeting to provide the Board with more information.

Motion Proposals: First
Second

Motion Results: Pass **LDP-08-034**

4-B: Review, discussion and possible action regarding pending applications for business Entity Exemption requests.

Yared Legal Services, LLC (Yared B. Mekonnen)

Individuals Addressing the Board: Kandace French

Discussion: Staff recommended Yared Legal Services, LLC be granted Business Entity Exemption for the 2007-2009 certification period.

Motion: Grant a Business Entity Exemption for Yared Legal Services, LLC for the 2007-2009 certification period.

Motion Proposals: First Stephanie Gates Wolf
Second Cindy Felton

Motion Results: Pass **LDP-08-036**

Discussion: Staff and the Board discussed the Business Entity Exemption Application of **Caretaker, Inc.** Staff recommended the Business Entity Exemption be granted as the business certification was granted in 3-A above.

Motion: Grant Business Entity Exemption to Caretaker, Inc.

Motion Proposals: First Cynthia Felton
Second Paul Friedman

Motion Results: Pass **LDP-08-037**

Individuals Addressing the Board: Nina Preston

Discussion: Board Counsel stated she would like to address the Board and recommends the Board go into Executive Session to receive advice of Counsel.

Motion: Move to Executive Session to receive advice of Counsel.

Motion Proposals: First Paul Friedman
Second Cynthia Felton

Motion Results: Pass **LDP-08-038**

Return to Regular Session meeting.

Discussion: The Chair of the Board notes that one physical posting of the meeting of this board contained a defect in that it omitted the meeting date of January 28, 2008. However, all other postings, public information and the program website contained the correct meeting date and time.

Motion: Motion to accept the meeting as noticed to the public. The public notice for the meeting posted in the Supreme Court Building inaccurately reflected the meeting was on February 25th. However, the Board noted the meeting date, time and location were timely posted on the program website and all materials posted for the public.

Motion Proposals: First Paul Friedman
Second Cynthia Felton

Motion Results: Pass **LDP-08-039**

CALL TO THE PUBLIC

No Response.

ADJOURNMENT

Motion: Meeting is adjourned.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP-08-040**

Time: 12:43 pm

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