State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931 • https://btr.az.gov/

**NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION
OF THE ARIZONA STATE BOARD OF TECHNICAL REGISTRATION
ENFORCEMENT ADVISORY COMMITTEE**

AGENDA

Pursuant to A.R.S. § 38-431.02, notice is hereby given that an Enforcement Advisory Committee will convene to assist in an open investigation to consider and discuss information received relevant to:

HI15-004, Michael Moon, C.H.I. #39350
Home Inspection and report at 8719 E. Minnezona Ave., Scottsdale, AZ

The meeting will be held on: February 4, 2015 at 9:00 am
State Board of Technical Registration
1110 W. Washington Street, Suite #240
Phoenix, Arizona 85007

The meeting is open to the public but closed to the public during executive session.
Order of Events:

I. Call to Order.
II. Identification of Respondent and Case No.
III. Statement by Chair of the purpose of the meeting
IV. Vote to go into executive session for discussion or consideration of records exempt by law from public inspection pursuant to A.R.S. § 38-431(A)(2), including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.
V. Return to open session
VI. Announcement of Committee recommendations
VII. Adjournment

Dated this 19th day of December, 2014
Arizona State Board of Technical Registration

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Jeff Hunt at (602) 364-4954. Requests should be made as early as possible to arrange the accommodation.

Notes:

A.R.S. § 32-129. Confidentiality of Records

B. Investigation files of any investigation are confidential and are not subject to inspection pursuant to Title 39, Chapter 1, Article 2 until the matter is final, a hearing notice is issued pursuant to section 32-128 or the matter is settled by consent order. However, the registrant shall be informed of the investigation and the public may obtain information that an investigation is being conducted and of its general nature.

C. Informal conferences held by advisory committees are confidential and are not open to the public. All information, including any minutes or reports created or obtained pursuant to an informal conference, is confidential until the matter is final, a hearing notice is issued pursuant to section 32-128 or the matter is settled by consent order. The Board may discuss matters that are being reviewed by an advisory committee in open session but may not introduce confidential documents into public Board records.

R4-30-120. Complaint Review Process

A. The Board shall select a pool of volunteers who have submitted resumes and letters of interest to serve on enforcement advisory committees. The Executive Director shall select registrants and public members from the pool of volunteers to serve on the committees as needed. Each committee shall be comprised of one public member and a minimum of four registrants, at least one of whom is registered in the same category or branch as the respondent. The committee members shall provide technical assistance to Board staff in the evaluation and investigation of complaints. A quorum of three committee members is required for each committee meeting.

B. During the preliminary informal investigation of a complaint, registrants named as respondents may appear before an enforcement advisory committee for an informal conference relating to the complaint. Respondents may elect to appear with or without counsel. The committee shall attempt to assess the complaint and discuss the complaint with the respondent and others, if deemed necessary, and prepare a recommendation for disposition of the complaint.

C. Respondents are not required to participate in the informal conference and no inference shall be drawn from a respondent's decision not to attend.

D. If a respondent chooses not to attend the informal conference, the committee may meet and review information presented by staff and others and prepare a recommendation for disposition of the complaint.

E. The Board shall advise the respondent of the committee recommendation and offer the respondent the opportunity to attend an informal compliance conference as outlined in R4-30-123 as part of the informal investigation.