



02/10/2026

February Minutes

Meeting began at 10:55am

Meeting close: 11:45

Board Members

President:	Brad Mecham - present
Vice President:	Nick Ruscito - present
Treasurer:	Dennis Chase – absent
Secretary:	Kendra Shumway – present
Past President:	Erik Zavala

Location

League of Arizona Cities and Towns and virtual attendance via Microsoft Teams

Presentation

Guest Speaker: Fiona Grep, AZDHS

Ms. Grep provided clarification regarding recent statutory and rule updates affecting Health Care Institutions and Sober Living Homes, specifically.

- Arizona Administrative Code R9-10-105-850(I) (Certificate of Occupancy documentation requirements)
- ARS 36-2062 and ARS 36-2626(C) updates removing applicant zoning attestations and requiring local jurisdiction documentation

Key Points:

- Local jurisdictions may provide existing Certificates of Occupancy or equivalent documentation; no subclass modifications are required.
- Documentation is required for initial applications, ownership changes, and physical modifications.
- DHS will verify licensure through EasyCareCheck.com.
- Sober Living Homes must now provide jurisdiction documentation prior to state licensure.
- DHS may verify garage conversions, room additions, or structural changes with local jurisdictions.
- Monthly Sober Living Home reports are available to jurisdictions upon request.
- Complaints regarding unlicensed facilities may be submitted via the AZDHS website.

ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF PUBLIC HEALTH LICENSING

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Health and Wellness for all Arizonans

Call to Order

Name: Brad Mecham 10:55am

Pledge of Allegiance was led by Randy

Roll Call completed by Kendra Shumway

Quorum was established – Total Attendance (43)

In-Person Attendance (17)

Andy Shrum, Town of Gilbert	Mark Larson, Maricopa County
Autumn Wollmann, Willdan	Mark Sipes, Maricopa County
Brad Mecham, Paradise Valley	Mike Baxley, City of Phoenix
Carl Montgomery, City of Surprise	Mike Grubbs, Onsite Engineering
Cheryl Mullis, City of Goodyear	Nick Ruscito, City of Chandler
Conor Lynch, City of Tempe	Todd Probasco, Willdan
Erik Zavala, Town of Gilbert	Kendra Shumway
Keith Coco, City of Tempe	Mathew Myers City of Phoenix
Kirk Higbee, Member	

Virtual Attendance (26)

Brigham Bennett, City of El Mirage	Rachel LaMesa, City of Phoenix
Dave Zellner, City of Buckeye	Sandra Vasquez, Willdan
David Adams, Maricopa County	ShiCheng Tao, City of Chandler
Dennis Foster, City of Phoenix	Tara Gallagher, Yavapai County
Jim Meyers, Southwest Energy	Toral Patel, Maricopa County
John Earhart, City of Tempe	Tracie Wilgus, Town of Cave Creek
Joseph Partipilo, City of Phoenix	Alec Sanchez
Justin Pascarella, Maricopa County	Randall Crist
Larry Francis, City of Buckeye	Wayne McMinn
Larry Snyder, City of Mesa	William Daniel
Martin Quijada, City of Mesa	John Sheffer
Mary Sellin, City of Mesa	Alen Kircher
Oscar Torres, Maricopa County	Rochelle Lewis

Approval of January Minutes

Motion: Approval of January 2026 minutes as written: Nick Ruscito

Seconded by: Carl Montgomery

Vote: Approved unanimously.

Treasurer Report

Dennis was absent. No financial changes reported since prior approval.

Discussion held regarding need to elect a new Treasurer. Position is a one-year term per bylaws. Nominations to be submitted to Immediate Past President Eric Zavala prior to the March meeting.

Good of the Cause

- Subgroup update regarding fee schedule update initiatives – further discussion scheduled for March.
- Arizona Construction Career Days staffing update provided. March 26th -27th
- Appreciation expressed to AZDHS representative for clarification on licensing concerns.
- Discussion regarding upcoming July 1 legislation related to pre-approved plans.

Unfinished Business

None

New Business

- New treasurer nominations to be emailed to Erik prior to March meeting.
- Discussion regarding possibility of statewide code consistency across jurisdiction.
 - General consensus: Significant political and logistical challenges; no action taken.
- Request for future training topic suggestions for AZBO Institute.
- Brad Micham to follow up on May luncheon reservation

Future Speakers

Nick Ruscito

March: Ruben Aceves: Legal aspects overview

On Going Reminders:

Brad Mechan

Spring Institute: April 13–16, 2026

ABM: June 22–24, 2026

Fall Institute: October 5–8, 2026

Adjournment

Brad Mecham

Elected Governing Board members:

Kendra Shumway, Secretary _____

Nick Ruscito, Vice President _____

Dennis Chase, Treasurer _____

Brad Mecham, President _____

Erik Zavala, Past President _____

Adjournment

Brad Mecham, Central Chapter President, adjourned the meeting at 11:45am.