



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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JANICE K. BREWER
Governor

TOBI ZAVALA
Executive Director

PERSONNEL SUBCOMMITTEE MEETING
Thursday, November 6, 2014

Members present: Jerri Shields, Sally Jones, Chip Coffey, Page Gonzales

Staff present: Tobi Zavala, Executive Director, Marc Harris, A.A.G., Mary Wilson

1. Call to order

The meeting was called to order at 8:45 a.m. on November 6, 2014, with Ms. Jones presiding.

2. Roll call

See above.

3. Review and approval of minutes

Ms. Gonzales moved, seconded by Mr. Coffey, to approve the October 2, 2014, general meeting minutes as submitted. The motion passed unanimously.

4. Discussion regarding development of a performance evaluation for the executive director

Members discussed various methods of evaluation.

Members agreed that Board members will have input during the evaluation and the Chair will compile the information and sign the evaluation.

5. Review, consideration, and action regarding updating the job description for the ED position

Following review and discussion by members, Ms. Gonzales moved, seconded by Mr. Coffey, to recommend to the Board to accept the draft job description. The motion passed unanimously.

6. Future agenda items

None

7. Adjournment

Ms. Shields moved, seconded by Ms. Gonzales, to adjourn. The motion passed unanimously and the meeting was adjourned at 9:00 a.m.

Approved date: _____

Move: _____ Second: _____