



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

TOBI ZAVALA
Executive Director

PERSONNEL SUBCOMMITTEE MEETING
Thursday, October 2, 2014

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

Members absent: Mike Jones

Staff present: Tobi Zavala, Executive Director

1. Call to order

The meeting was called to order at 8:25 a.m. on October 2, 2014, with Ms. Jones presiding.

2. Roll call

See above.

3. Review and approval of minutes

Ms. Shields moved, seconded by Ms. Gonzales, to approve the September 4, 2014, general meeting minutes as submitted. The motion passed unanimously.

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

Members reviewed job descriptions for other Board executive directors.

Members agreed the current job description was outdated but the content remained the same. Members requested that staff update the format and font.

Members discussed creating a survey to be used as a mechanism to evaluate performance of the executive director position.

5. Future agenda items

None

6. Adjournment

Ms. Shields moved, seconded by Ms. Gonzales, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:45 a.m.

Approved date: _____

Move: _____ Second: _____