



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

TOBI ZAVALA  
Executive Director

**PERSONNEL SUBCOMMITTEE MEETING**  
Thursday, September 4, 2014

Members present: Jerri Shields, Sally Jones, Mike Jones, Page Gonzales

Members absent: Chip Coffey

Staff present: Tobi Zavala, Executive Director

**1. Call to order**

The meeting was called to order at 8:45 a.m. on September 4, 2014, with Ms. Shields presiding.

**2. Roll call**

See above.

**3. Election of Chair**

Ms. Shields moved, seconded by Ms. Gonzales, to nominate Ms. Jones to serve as Chair. The motion passed unanimously.

Ms. Jones accepted the nomination.

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

Members agreed the purpose of the subcommittee is to develop a job description and performance evaluation for the executive director position.

Members directed staff to obtain the job descriptions for the executive director of the Medical Board, Nursing Board, Dental Board and Board of Psychologist Examiners.

**5. Adjournment**

Mr. Jones moved, seconded by Ms. Shields, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:50 a.m.

Approved date: \_\_\_\_\_

Move: \_\_\_\_\_ Second: \_\_\_\_\_