



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
1740 WEST ADAMS STREET, SUITE 3600
PHOENIX, AZ 85007
PHONE: 602.542.1882 FAX: 602.364.0890
Board Website: www.azbbhe.us
Email Address: information@azbbhe.us

KATIE HOBBS
Governor

TOBI ZAVALA
Executive Director

MEETING OF THE ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS
PERSONNEL SUBCOMMITTEE
MINUTES OF THE COMMITTEE MEETING
Friday, April 12, 2024

Members present: Adalesa Meek, Diane Palacios, Antwan Trotter, Robert Charles, Mark Shen

Staff present: Tobi Zavala, Executive Director, Mona Baskin, A.A.G. (in at 8:03 a.m.), Polly Knape, Deputy Director, Elma Brambila, Assistant Director

1. **Call to order**

The meeting was called to order at 8:00 a.m. on April 12, 2024, at 1740 West Adams Street, Board Room B, Phoenix, Arizona 85007 with Ms. Meek presiding.

2. **Roll call**

See above.

3. **Review and approval of minutes**

A. *May 5, 2023, Personnel Subcommittee Minutes*

Board members were replaced since the May 5, 2023, Personnel Subcommittee meeting; therefore, a quorum could not be reached to approve the minutes. The May 5, 2023, Personnel Subcommittee meeting minutes were reviewed and considered by the Personnel Subcommittee and will be maintained as draft minutes.

4. **Review, consideration, and possible action regarding the Executive Director's annual performance evaluation.**

Members discussed the feedback received regarding Ms. Zavala. Ms. Meek will move forward to draft the annual performance evaluation feedback as presented.

5. **Future agenda items**

None.

6. **Establishment of future meeting date(s)**

The next regular meeting is scheduled for Friday, May 10, 2024, at 8:00 a.m., at 1740 W. Adams St., Board Room B.

7. **Adjournment**

Ms. Palacios moved, seconded by Mr. Trotter, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:35 a.m.

Chairperson signature

Approval Date