



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

MEETING OF THE ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS
PERSONNEL SUBCOMMITTEE

MINUTES OF THE COMMITTEE MEETING
Friday, December 11, 2020

Members present: Patricia Dobratz

Members present telephonically: Cedric Davis, Meaghan Kramer, Gerald Szymanski

Staff present: Tobi Zavala, Executive Director and Jenny Webb, Credentialist

Staff present telephonically: Mona Baskin, A.A.G.

1. **Call to order**

The meeting was called to order at 8:01 a.m. on December 11, 2020, with Ms. Dobratz presiding.

2. **Roll call**

See above.

3. **Review and approval of minutes**

A. November 13, 2020 general meeting minutes

Ms. Kramer moved, seconded by Mr. Szymanski, to approve the general meeting minutes for the November 13, 2020, general meeting minutes as submitted. The motion passed unanimously. Ms. Dobratz abstained.

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

Ms. Dobratz shared with members the importance of a completing a performance evaluation of Ms. Zavala to provide her feedback and set goals for the Board for the upcoming year.

Following review and discussion by members, Dr. Davis moved, seconded by Ms. Kramer to recommend to the Board to adopt previous Chairperson Coffey's evaluation of Ms. Zavala. The motion passed unanimously.

Following further discussion, Ms. Kramer moved, seconded by Dr. Davis to recommend to the Board to accept previous Chairperson Coffey's recommendation for a 5% salary increase for Ms. Zavala. The motion passed unanimously.

5. **Future agenda items**

None.

6. **Adjournment**

Mr. Szymanski moved, seconded by Dr. Davis, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:27 a.m.

Chairperson signature

Approval Date