

**ARIZONA STATE BOARD OF TECHNICAL REGISTRATION
MINUTS FOR REGULAR SESSION MEETING**

Thursday, February 18, 2021 beginning at 11:00 a.m.
1110 W. Washington, Conference Room #240
Phoenix, AZ 85007

1. **CALL TO ORDER** – 11:09am
2. **ROLL CALL**

PRESENT – Neal Jones

TELEPHONIC – Alejandro Angel, Jason Foose, Carmen Wyckoff, Clarence McAllister, Jack Gilmore, Stephen Noel

ABSENT – Andrew Everroad

3 Vacancies

STAFF – Robert Stam, Kurt Winter

AAG – Scott Donald

3. **POLICY MATTERS**

Review, Consideration, and Possible Action on the following:

The Board may vote to enter executive session to review pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice).

A. Executive Director Position: The Board may Review, Consider and take Action on the following matters:

1. Potential appointment of hiring committee

Dr. Angel asked if the Board was required to appoint Board Members as the voting committee members. Mr. Donald answered ‘yes,’ but Staff could sit in in a non-voting, advisory position.

Dr. Angel opined re-opening the now closed job posting and informing the Board’s stakeholders of the job posting.

Dr. Angel moved and Mr. Foose seconded to reopen the job opening for two additional weeks; motion failed unanimously.

Mr. Foose asked if there would be a conflict of interest for any staff members who apply. Mr. Donald answered ‘no.’ Board members discussed who would serve on the Committee. Board members asked if the Committee could develop an applicant screening process. Mr. Donald answered ‘yes,’ as long as the minimal qualifications

were standard for all applicants. Mr. Foose asked if ADOA was helping staff with this process. Mr. Stam answered ‘yes,’ but staff would need inform ADOA staff of any upcoming meetings if the Board wanted to request their presence. Mr. Foose asked if he could serve on the Committee if he was no longer residing in Arizona. Mr. Donald answered that he would need to get answers from his colleagues at the AG’s office.

The Board directed Staff to communicate the Board’s questions to ADOA for clarification.

Dr. Angel moved and Mr. Jones seconded to appoint a hiring committee comprising of non-voting advisory Staff, Robert Stam and Douglas Parlin, and voting Board Members, Ms. Wyckoff, Mr. Everroad and Mr. Noel, to screen apps, draft questions, conduct initial interviews and recommend three to five candidates to the Board for final interviews and other actions as necessary to conduct the initial interviews; motion carried unanimously.

Committee members planned to meet Monday February 22, 2021 at 11:00am, for their first meeting.

2. Review of applications and selection of candidates to be interviewed by the Board;

The Board delegated this matter to the EDHC Committee

3. Review of interview questions and selection of questions to be used during the Executive Director Interviews; and

The Board delegated this matter to the EDHC Committee

4. Discussion of interview and selection process. The discussion and possible action may include the selection of a date and time for conducting interviews.

Mr. Noel asked that Staff describe the initial job posting. Robert Stam obliged. Dr. Angel opined that the Board not rush the hiring process. Mr. Donald gave a general explanation of the hiring process and how the Board could appoint a hiring committee. Mr. Jones asked if the Board could delegate the hiring process to an outside source. Mr. Donald answered that he would come back with an answer later but the question might be more appropriate for ADOA.

5. Discussion of and possible appointment of an Interim Executive Director

Mr. Donald suggested that the Board appoint Mr. Stam as Interim Executive Director since he had already taken on the role due to the Executive Director’s current medical absence and that the Board should compensate Mr. Stam retroactively to the initial date the Executive Director took her leave. Board Members agreed that Mr. Stam was the most qualified and in the best position to act as Interim Executive Director and asked Mr. Stam if he would like the Board to appoint him. Mr. Stam answered ‘yes.’

Mr. Gilmore moved and Ms. Wyckoff seconded to appoint Robert Stam as Interim Executive Director upon the retirement of the current Executive Director and agendize for a later date a discussion of Mr. Stam's pay; motion carried unanimously.

The Board directed Staff to gather information from ADOA regarding Mr. Stam's salary increase.

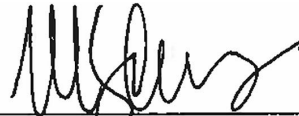
4. **FUTURE BOARD MEETINGS** – February 23, 2021

5. **SUGGESTED TOPICS FOR FUTURE MEETING AGENDAS.**

Executive Director Hiring Process and General Questions, Question for AG: Do you need to be a resident to serve as a Board Member?, Board Officer Voting

6. **MEETING ADJOURNMENT** – 12:31pm

Signed this day March 23, 2021,



Melissa Cornelius, Executive Director



Carmen Wyckoff, Board Chair