

**ARIZONA STATE BOARD OF TECHNICAL REGISTRATION  
MINUTES FOR  
EXECUTIVE DIRECTOR HIRING COMMITTEE MEETING**

Thursday, February 25, 2021 beginning at 1:00 p.m.  
1110 W. Washington, Conference Room #240  
Phoenix, AZ 85007

**1. CALL TO ORDER**

**2. ROLL CALL**

**Telephonic** – Carmen Wyckoff, Andrew Everroad

**Absent** - Stephen Noel

**Staff** – Robert Stam, Douglas Parlin, Kurt Winter

**AAG** – Scott Donald

**3. COMMITTEE TASKS**

Discussion, Consideration and Action on the following:

**A. Executive Director Job Description**

Committee Members and Board staff discussed and updated the Job Description template ADOA provided to Board staff. Updates included additions to the knowledge, skills and ability section and the requirements and preferred qualifications section.

Ms. Wyckoff moved and Mr. Everroad seconded to direct staff to forward the Committee’s drafted job description to ADOA for posting; motion carried unanimously.

**B. Executive Director Job Post and Closing Date**

Ms. Wyckoff presented a draft schedule of the EDHC’s goals and hiring process schedule to the Committee. Committee members and Board staff discussed the schedule, which included the following: job posting and removal date, deadline to shortlist received job applications, date of the meeting to select the initial interview applicants and dates of the initial interviews.

The Committee directed Board Staff to agendaize and calendar the discussed schedule and proceed with any preparations required.

C. Job Recruitment, Communication and Outreach Plan

The Committee and Board staff discussed whether to inform the Board's stakeholders, professional organizations and any other entities of the Board's job posting.

The Committee directed Board Staff to email the Board's stakeholders news of the Board's ED job opening and post the job-opening link on the Board's Facebook page.

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

Future meetings per timeline

5. **MEETING ADJOURNMENT** – 2:01pm

  
Carmen Wyckoff, Committee Chair