

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

Friday, March 12, 2021 beginning at 1:00 p.m.  
1110 W. Washington, Conference Room #240  
Phoenix, AZ 85007

**1. CALL TO ORDER – 1:01pm**

**2. ROLL CALL**

**Telephonic** – Carmen Wyckoff, Andrew Everroad

**Absent** - Stephen Noel

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

**AAG** – Scott Donald

**3. CALL TO THE PUBLIC**

No one appeared before the Committee

**4. COMMITTEE TASKS**

*The majority or a quorum of the Committee may vote to hold an Executive Session to review confidential records exempt by law from public inspection, pursuant to A.R.S. § 38-431.03(A)(2) or to obtain legal advice pursuant to A.R.S. § 38-431.03(A)(3) regarding agenda items 4(C),(D),(E).*

Review, Consideration, and Possible Action on the following:

**A. Approve, modify and/or reject, Previous Committee Meeting Minutes**

**1. 2-25-2021 Meeting Minutes**

Ms. Wyckoff moved and Mr. Everroad seconded to approve the minutes; motion carried. Mr. Noel abstained.

**B. Discussion and Selection of Block Times for Initial Interviews**

Ms. Wyckoff moved and Mr. Everroad seconded to schedule interview block times between 12pm-3pm local time Tuesday (3-16-2021) and Wednesday (3-17-2021); motion carried unanimously.

The Committee directed the deputy director to reach out to ADOA and schedule candidates for block times.

**C. Discussion and Selection of Procedure for Conduct of the Interviews**

Mr. Everroad moved and Mr. Noel seconded to enter executive session at 1:03pm to review confidential records exempt by law from public inspection and to obtain legal advice; motion carried unanimously.

The Committee reentered open session at 2:33pm.

See agenda item 4E.

**D. Discussion and Selection of Executive Director Initial Interview Candidates**

Ms. Wyckoff moved and Mr. Everroad seconded to select applicants 3, 18, 37, 39, 45, 76, 102 and 103 for initial interviews; motion carried unanimously.

**E. Discussion, Drafting and Selection of Initial and Final Interview Questions**

Mr. Everroad moved Mr. Noel seconded to use the format as discussed and the screening questions prepared during the executive session; motion carried unanimously.

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

At Thursday EDHC Meeting (3-18-2021) 12pm-3pm create shortlist and final questions

**6. MEETING ADJOURNMENT – 2:42pm**

  
Carmen Wyckoff, Committee Chair