



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

TOBI ZAVALA  
Executive Director

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MEETING OF THE ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS  
**PERSONNEL SUBCOMMITTEE**

MINUTES OF THE COMMITTEE MEETING  
Friday, May 10, 2019

Members present: Chip Coffey, Gary Goodwin, Meaghan Kramer, Gerald Szymanski  
Staff present: Tobi Zavala, Executive Director, Marc Harris, A.A.G., Donna Dalton, Deputy Director, Joey Ordonez, Assistant Director

**1. Call to order**

The meeting was called to order at 8:03 a.m. on May 10, 2019, with Mr. Coffey presiding.

**2. Roll call**

See above.

**3. Review and approval of minutes**

Mr. Goodwin moved, seconded by Ms. Kramer, to invoke the rule of impossibility and approve the May 5, 2017, general meeting minutes as submitted. The motion passed unanimously.

**4. Discussion regarding modification of performance evaluation process for the executive director**

Members discussed the Executive Director evaluation process that has been used in the past and options for how the process should be handled moving forward.

Following review and discussion by members, Mr. Szymanski moved, seconded by Ms. Kramer, to recommend to the Board that rather than having a regularly scheduled evaluation of the Executive Director, any Board or Committee member or the Executive Director may reach out to the Chair to request that an evaluation be performed. The motion passed unanimously.

**5. Future agenda items**

Election of subcommittee Chair.

**6. Adjournment**

Mr. Goodwin moved, seconded by Mr. Szymanski, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:38 a.m.

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Chairperson signature

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Approval Date