



ARIZONA BOARD OF APPRAISAL

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MINUTES PERSONNEL COMMITTEE MEETING Tuesday, July 24, 2012 1:00 PM

Call to Order and Roll Call

Meeting called to order by Kevin Yeanoplos, Board Chairman

Committee members present at roll call:

Kevin Yeanoplos - Telephonic

James Heaslet - Telephonic

Joe Stroud - Telephonic

Frank Ugenti

Staff Attendance:

Jeanne Galvin - Assistant Attorney General

Amanda Benally - Staff

Juanita Coghill - Staff

Kevin Yeanoplos, Board Chairman, asked for the Committee to nominate a Chairperson for the Personnel Committee. Joe Stroud made a motion to nominate James Heaslet as Personnel Committee Chair. Frank Ugenti seconded the motion. The Committee voted unanimously in favor of the motion.

James Heaslet, accepted the position as Chairperson for the Personnel Committee. Mr. Heaslet informed the Committee that he had been in contact with the Arizona Department of Administration (ADOA) and that there were a few people interested in the Interim Director position and that they may be a good fit for the Board. He explained that the next issue would be what the pay rate would be for the interim director, and suggested that the Board pay approximately what they had paid the previous interim director. The Committee discussed pay ranges for the position and Frank Ugenti made a motion to advise the ADOA that the pay range would be \$31-\$35 per hour. Joe Stroud seconded the motion. The Committee voted unanimously in favor of the motion.

Mr. Heaslet asked if the Committee could start the process for finding an Executive Director while the search for an Interim Director was going on. Jeanne Galvin, Assistant Attorney General informed the Committee that they can proceed and recommended that the Committee work on putting together questions for the interview process.

Mr. Heaslet asked the Committee for suggestions on the timeframe for how long applications would be accepted prior to conducting interviews. Ms. Galvin informed the Committee that ADOA had advised that postings typically run from about 2 weeks and up to 30 days. Mr. Ugenti suggested that the posting be ran for 30 days so that it would be competitive and allow time for applicants out of state that may have previous experience to apply as well. Mr. Heaslet said that we can also give the posting to AARO, and that AARO could send it out to all jurisdictions nationwide. Mr. Ugenti made a motion to post the job opening for 30 days and to post it as quickly as possible. Mr. Yeanoplos seconded the motion. The Committee voted unanimously in favor of the motion.

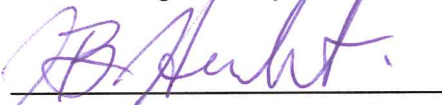
Mr. Heaslet asked Amanda Benally to obtain from ADOA, interview questions for an executive director position along with the interview questions that were asked by the Board of Appraisal at the previous interview for the executive director position. Mr. Ugenti asked if he could send specific questions to the applicants in an email. Ms. Galvin informed the Committee that each applicant would need to be asked the same questions, and that she would verify with ADOA if Mr. Ugenti's proposal would be permissible.

Mr. Heaslet asked the Committee if everyone was comfortable with the current salary range for the executive director which is listed at \$64,101.00 to \$115,380.00. Frank Ugenti made a motion to approve the salary range. Joe Stroud seconded the motion. The Committee voted unanimously in favor of the motion.

Mr. Heaslet asked the Committee to meet again on Thursday, August 9, 2012. Frank Ugenti suggested the meeting be at 9:30 A.M., prior to the Application Review Committee meeting. The next Committee meeting was set for Thursday, August 9, 2012 at 9:30 A.M.

Adjournment

The meeting was adjourned.



James Heaslet, Personnel Committee Chairperson