



## ARIZONA BOARD OF APPRAISAL

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### MINUTES PERSONNEL COMMITTEE MEETING Friday, August 17, 2012 2:00 PM

#### **Call to Order and Roll Call:**

Meeting called to order by James Heaslet, Personnel Committee Chairman at 2:00 PM.

#### **Committee members present telephonically at roll call:**

James Heaslet – Committee Chair  
Joe Stroud  
Frank Ugenti  
Kevin Yeanoplos

#### **Staff Attendance:**

Margaret Burns – Interim Executive Director  
Amanda Benally – Staff  
Juanita Coghil - Staff

Frank Ugenti made a motion to approve the Personnel Committee Minutes from the August 9, 2012 meeting. Kevin Yeanoplos seconded the motion. The Committee voted unanimously in favor of the motion.

Margaret Burns, Interim Executive Director, updated the Committee regarding applicants for the Executive Director position. Susan Laurence of ADOA had currently received 31 applications for the position, but only 5 of the applicants met the requirements. Ms. Laurence offered her services to send out a notice to the professional organizations regarding the vacant position and she offered to do the reference checks on the qualified applicants. James Heaslet, Committee Chair, directed staff to accept Ms. Laurence's offer for assistance in the recruiting process.

Mr. Heaslet directed Frank Ugenti to get contact information to Amanda Benally for the Appraisal Institute, NAIFA, and other groups that may have lateral experience that would be a good fit for the vacant position such as mortgage broker or banker organizations.

James Heaslet asked the Committee if they would like to extend the closing date for the position. Frank Ugenti made a motion to extend the closing date and to have staff reach out to any professional organizations that may be a good fit for the position. Margaret Burns recommend that the closing date be extended by 30 days. Mr. Ugenti amended his motion to extend the closing date for 30 days from the original closing date which would make the new closing date September 14, 2012 and for staff to contact the groups that the Committee members will provide the contact information for via email to Ms. Benally. Joe Stroud seconded the motion. The Committee voted unanimously in favor of the motion.

The Committee will meet again on September 13, 2012 at 9:30 AM.

#### **Adjournment**

The meeting was adjourned.

James Heaslet, Personnel Committee Chairperson