

**ARIZONA BOARD OF APPRAISAL
REGULAR BOARD MEETING MINUTES
1400 W. Washington Ave., Suite 360 Conference Room
Phoenix, AZ 85007
Friday, August 24, 2012 9:00 AM**

Call to Order and Roll Call

Regular Board meeting called to order by Kevin Yeanoplos, Chairperson.

Board Members Present via Telephone Conference at Roll Call:

Erik Clinite – present

Frank Ugenti - present

Joe Stroud - present

Mike Trueba - present

James Heaslet –present

Kevin Yeanoplos - present

Mike Petrus – present

Staff Attendance:

Bridget Harrington – Assistant Attorney General – present

Susan Laurence Arizona Department of Administration – present

Margaret Burns, Interim Executive Director – present

Rebecca Loar – Regulatory Compliance Officer - present

Kevin Yeanoplos gave background and the purpose of this meeting. Mr. Yeanoplos stated that it has become even clearer in the last few months how important the mission is. The Board's mission is included in the job posting for Executive Director, "The mission of the Board is to promote quality real estate appraisal in Arizona that protects the health, safety, and welfare of the public." Mr. Yeanoplos stated that he believes the emphasis is on the health and welfare of the public and stated that the confidence of the public is also important. The Board's decisions should be free from the appearance of taint, coercion, bias, etc. In the past few weeks the Board has received phone calls and emails recommending certain candidates for the Executive Director position. Mr. Yeanoplos stated that any calls, letters, or emails, regarding this matter should be forwarded to Margaret Burns, Interim Executive Director. Bridget Harrington mentioned that Mr. Yeanoplos is correct. The Board does not want certain candidates to have an additional advantage over candidates. Ms. Harrington supports Mr. Yeanoplos' request and Ms. Burns is the appropriate person to receive all communication.

#4 Discussion, consideration, and possible action relating to the search for a new Executive Director and an update from Susan Laurence, Arizona Department of Administration

Mike Petrus requested an update on the process from Susan Laurence. Ms. Laurence stated that there are seven candidates who met all the qualifications currently posted. And there are thirty seven candidates who did not meet all the requirements. Ms. Laurence mentioned that it is a unique job market now; people are applying for any position they see, whether they are qualified. The lack of qualifications is based on experience in budgeting, strategic planning, etc. Ms. Laurence stated there is a lot more scrutiny with hiring executive directors than before, and that is due to the current job market; a lot of people are desperate.

#2 Discussion, consideration, and possible action relating to the posted qualifications of the position for Executive Director and possible revisions to the same

There was discussion on whether the Board should change the current job posting for executive director. Kevin Yeanoplos stated he was concerned that if the Board made any changes now, it could be construed as the Board made that decision to accommodate a certain person. Susan Laurence suggested that the Board post the job in other industry related publications, websites, and email lists and continue to receive resumes. There was discussion as to whether seven candidates are enough to start the interview process. Mike Petrus reminded the Board that they removed the previous Executive Director over three years ago and changed the qualifications and hired Dan Pietropaulo. The importance and value to the Board and regulated community of requiring the executive director to have appraisal experience was discussed. There was discussion on whether to expand the criteria if the Board cannot find someone with the current qualifications. Frank Ugenti mentioned that he would like to review all thirty seven candidates, but specifically the seven candidates that meet the current requirements. Mr. Ugenti does not want to limit potential candidates with the current job requirements. Mr. Ugenti mentioned that having a qualified administrator is critical and if the candidate is an appraiser it would be an added bonus. Ms. Burns informed the Board, at the last Personnel/Hiring Committee, the job posting was extended until September 14, 2012. There was discussion regarding the candidate's concern of public scrutiny. James Heaslet stated that it is part of the job; if they are uncomfortable then they should not apply. Mr. Ugenti stated he felt it was the Board's responsibility to not only post the job but to allow the time to ethically recruit candidates who the Board thinks meet the qualifications, encourage them, and it takes time for candidates to consider leaving a comfortable job and consider the executive director position. Kevin Yeanoplos is comfortable with the process and believes this will produce some good candidates. Mr. Yeanoplos stated that there is a general consensus that the Board not change the current qualifications. Ms. Harrington suggested the Board take a vote to be clear for the record. Mike Petrus made the motion for the Board to leave the requirements for executive director as posted, no revisions. Joe Stroud seconded the motion. Ms. Harrington suggested the Board take a roll call due to this being a telephonic meeting for clarity.

- James Heaslet – Yes
- Joe Stroud – Yes
- Mike Trueba – Yes
- Frank Ugenti – Yes
- Mike Petrus – Yes

Erik Clinite – Yes

Kevin Yeanoplos – Yes

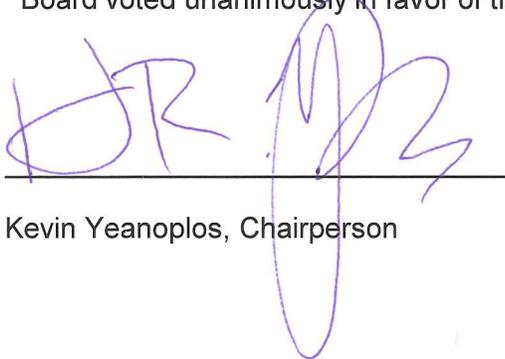
The Board voted unanimously in favor of the motion.

#3 Discussion, consideration, and possible action relating to the posting of the position for Executive Director and possible direction to members of the Personnel Committee.

Kevin Yeanoplos stated that due to the previous vote to leave the requirements for executive director as posted with no revisions, that there was no action to need. There was discussion on when the Personnel Committee can begin interviewing candidates and if there is any statutory restrictions to begin interviewing before the posting closes. Susan Laurence informed the Board that there is no statutory issue and the committee can begin anytime. Ms. Laurence did mention that seven candidates is a good start and it would be a good idea to wait until September 14, 2012 to see if more people apply. James Heaslet suggested that the Board direct Ms. Laurence to contact the seven candidates who meet all the requirements, send out the questionnaire request it be returned no less than five business days and the Personnel Committee can begin reviewing the seven candidate's resumes. Mr. Heaslet suggested there be a Personnel Committee meeting on 9/13/12 at 9:30 a.m. Susan Laurence stated that she will not be available on the 9/13/12 committee meeting. Mr. Heaslet would like the review all the resumes and questionnaires from the seven qualified candidates. Ms. Laurence asked the Board if they would like her to include any other new candidates that meet all the requirements for the committee to consider. The Board agreed they will be willing to accept any other new candidates in the interim. Ms. Laurence will email the resumes of the qualified candidates to Ms. Burns today. When Ms. Laurence has received the questionnaires from Ms. Burns, Ms. Laurence will distribute the questionnaire to the qualified candidates and request a response on or before 9/7/12.

Kevin Yeanoplos stated his appreciation, willingness, insight, and wisdom of the Board.

Mike Petrus made the motion for the Board to adjourn. Mike Trueba seconded the motion. The Board voted unanimously in favor of the motion.



Kevin Yeanoplos, Chairperson