



ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602) 542-1558 Fax (602) 542-1598
Email: info@azboa.gov
Website: www.azboa.gov

MINUTES PERSONNEL COMMITTEE MEETING Thursday, September 13, 2012 9:30 AM

Call to Order and Roll Call

Meeting called to order by Kevin Yeanoplos at 9:40 AM.

Committee members present telephonically at roll call:

Kevin Yeanoplos
Joe Stroud
Frank Ugenti (Telephonic)

Staff Attendance:

Jeanne Galvin – Assistant Attorney General
Margaret Burns – Interim Executive Director
Amanda Benally – Staff
Juanita Coghill - Staff
Susan Laurence – ADOA Human Resources Department

Susan Laurence updated the Committee on the status of the applications received. The closing date for the position is on September 14, 2012. As of September 13, 2012, Ms. Laurence had received approximately 50 applicants, 10 of which were qualified based on the job announcement. Kevin Yeanoplos stated that Ms. Laurence has done a great job and has given the Committee a great pool of applicants to review. Joe Stroud felt that based on the resumes that he had scanned over; he felt that there was no need to extend the recruiting period. The Committee concurred.

Jeanne Galvin, Assistant Attorney General, recommended the Committee set up the next meeting to discuss which applicants they have chosen for an interview. Ms. Laurence asked if the Committee would prefer a reference check on all qualified candidates or if they would prefer only a reference check on the final candidates chosen. Mr. Yeanoplos asked for the reference check to be on all qualified candidates as that may help in determining which candidates are asked to be interviewed. James Heaslet joined the meeting at 9:50. The Committee discussed the possibility of announcing a name at the October meeting, but felt that there would not be enough time to review applications and interview candidates before the October 5, 2012 meeting. The Committee will meet again telephonically on September 25, 2012 at 8:00 AM.

Joe Stroud made a motion to adjourn. James Heaslet seconded the motion. The Committee voted unanimously in favor of the motion.

Adjournment

The meeting was adjourned.

James Heaslet, Personnel Committee Chairperson