



Arizona Medical Board

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FINAL MINUTES FOR THE MEETING OF THE EXECUTIVE DIRECTOR SELECTION AND RETENTION COMMITTEE

Held on Friday, December 27, 2024

1740 W. Adams St., Board Room A • Phoenix, Arizona

Committee Members

Lois E. Krahn, M.D., Chair
Susan Reina, P.A.-C, Vice-Chair
Bruce A. Bethancourt, M.D., F.A.C.P.
Katie S. Artz, M.D., M.S.
Jodi A. Bain, M.A., J.D., LL.M.
David C. Beyer, M.D., F.A.C.R., F.A.S.T.R.O.
Laura Dorrell, M.S.N., R.N.
R. Screven Farmer, M.D.
Gary R. Figge, M.D.
James M. Gillard, M.D., M.S., F.A.C.E.P., F.A.A.E.M.
Gail Guerrero-Tucker, M.D., M.P.H., F.A.A.F.P., D.A.B.F.M.
Jessyca Leach
John J. Shaff, PA-C, D.F.A.A.P.A

GENERAL BUSINESS

A. CALL TO ORDER

Chair Krahn called the Committee's meeting to order at: 4:01 p.m.

B. ROLL CALL

The following Committee members were present: Dr. Krahn, PA Reina, Dr. Bethancourt, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard, Dr. Guerrero-Tucker, Ms. Jones, and PA Shaff.

The following Committee members were absent: Dr. Artz, and Ms. Leach.

ALSO PRESENT

The following Board staff participated in the meeting: Patricia McSorley, Executive Director; Nicole Samaradellis, Investigations Manager; and Heather Foster, Public Records Coordinator. Elizabeth Campbell, Assistant Attorney General ("AAG") also participated in the meeting.

C. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR HIRING PROCESS WITH GEORGE MCNEELY, ADOA INCLUDING MEMBER ASSIGNMENTS, SCHEDULING, AND APPLICANT QUESTIONNAIRES

Dr. Krahn proposed to discuss the overall philosophy, scope, how to pursue the search, and development of the Executive Director job posting. Dr. Krahn recommended using the timeline that Ms. Baker provided to look ahead for future meeting dates.

Dr. Figge recommended the process for a national search would be in the Board's best interest.

Mr. McNeely commented that one of the primary guiding principles of the state is open competition. If you look at A.R.S. § 41-742, it states open competition is the norm for any position, but a direct hire is also available.

Dr. Figge commented on the timeline and the realistic expectations of finding a qualified candidate.

Dr. Krahn stated It would be ideal to identify Ms. McSorley's successor within the timeline set by ADOA with time for an overlap. Allowing for a transition, onboarding and full orientation. Dr. Krahn mentioned to have interviews within 6 weeks and most qualified candidates ranked by 7 weeks from now.

Mr. McNeely commented on the State's basic metric is 45 days' time to fill a position. He stated that the more realistic timeline is 60 to 90 days for an executive director.

Ms. McSorley opined her ideal retirement date would be April 23rd or 24th but would be willing to work with the Board to do what is best for the operation of the board.

Dr. Krahn opined she would like to discuss the basic strategy of an open search versus a highly focused search looking at candidates.

**MOTION: Figge moved to use an open process strategy for selecting the next Executive Director.
SECOND: Dr. Bethancourt.**

Dr. Bethancourt commented that 60-90 days may be ambitious in selecting a new Executive Director.

Ms. Bain asked who will create the job posting, publish the job posting, and pick candidates based on credentials.

Mr. McNeely stated ADOA will publish the job posting and pick candidates based on credentials and provide them to the committee. Then the committee will choose who to interview.

Ms. Bain asked if another meeting would be required for the committee to help create the job posting or will primary communication go through the Chair and Vice Chair.

Ms. Baker replied with the job posting will need to be agreed upon by the committee members as a group.

PA Schaff asked how the committee can minimize the timeline.

Mr. McNeely stated that the original job posting from 2013 can be used as a starting point.

VOTE: The following Board members voted in favor of the motion: Dr. Krahn, PA Reina, Dr. Bethancourt, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard, Dr. Guerrero-Tucker, Ms. Jones, and PA Shaff.

The following Board members were absent: Dr. Artz, and Ms. Leach.

VOTE: 12-yay, 0-nay, 0-abstain, 0-recuse, 2-absent.

MOTION PASSED.

Mr. McNeely stated the job posting will be published to the AZ State Jobs. Traditionally this site pulls about 28 to 35,000 candidates per month. He estimated that the Executive Director posting may pull 60 to 120 candidates in addition to LinkedIn.

Dr. Krahn and Dr. Bethancourt mentioned posting to the Federation of State Medical Boards.

Dr. Krahn asked what information is required of the candidate to apply for the position.

Ms. Baker commented that with the initial application, applicants submit a resume. The application process can require a cover letter and prescreening questions.

Dr. Krahn mentioned she would like to request the candidate to provide a cover letter, resume, and answer prescreening questions. She opined that more serious candidates would apply for the position.

PA Schaff mentioned either in the prescreening questions or in the interview processes that the candidate is made aware they will oversee two separate Boards.

Dr. Krahn proposed two prescreening questions.

Dr. Gillard mentioned requesting letters of recommendation.

Dr. Krahn stated that letters of recommendation are essential but at the end of the interview process. She would like to use the prescreening questions instead of other tools ADOA uses to search for qualified candidates.

D. ADJOURNMENT

MOTION: Bethancourt moved for adjournment.

SECOND: Dr. Figge

VOTE: The following Board members voted in favor of the motion: Dr. Krahn, PA Reina, Dr. Bethancourt, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard, Dr. Guerrero-Tucker, Ms. Jones, and PA Shaff.

The following Board members were absent: Dr. Artz, and Ms. Leach.

VOTE: 12-yay, 0-nay, 0-abstain, 0-recuse, 2-absent.

MOTION PASSED.

The meeting adjourned at: 5:08 p.m.



A handwritten signature in cursive script that reads "Lois E. Krahn".

Lois E. Krahn, M.D., Chair