



Arizona Medical Board

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

Held on Thursday, June 12, 2025
1740 W. Adams St., Phoenix, Arizona

Committee Members

Lois E. Krahn, M.D., Chair
Susan Reina, P.A.-C, Vice-Chair
Katie S. Artz, M.D., M.S.
Jodi A. Bain, M.A., J.D., LL.M.
Bruce A. Bethancourt, M.D., F.A.C.P.
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: 5:37 p.m.

B. ROLL CALL

The following Committee members participated virtually: Dr. Krahn, PA Reina, Dr. Bethancourt, Dr. Artz, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard, Ms. Leach and PA Shaff.

The following Committee members were absent: Dr. Guerrero-Tucker.

ALSO PRESENT

The following Board staff participated in the meeting: Michelle Robles, Board Operations Manager. Carrie Smith, Assistant Attorney General ("AAG") and Michelle Kunzman, AAG also participated in the meeting.

C. APPROVAL OF MINUTES

- March 26, 2025 Executive Director Selection and Retention Committee Executive Session
- April 14, 2025 Executive Director Selection and Retention Committee; including Executive Session
PA Shaff noted an attendance correction in the March 26, 2025 Executive Session minutes.

MOVED: Dr. Figge moved to approve the March 26, 2025 Executive Session minutes and the April 14, 2025 Regular Session and Executive Session minutes.

SECOND: Dr. Artz.

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

**VOTE: 10-yay, 0-nay, 0-abstain, 0-recuse, 3-absent.
MOTION PASSED.**

D. REVIEW OF RESUMES FOR EXECUTIVE DIRECTOR POSITION AND SELECTION OF CANDIDATES FOR INTERVIEWS

Dr. Krahn noted that the job posting was reopened and posted to the FSMB. New resumes were received and two have been chosen for the Committee to consider.

MOVED: Dr. Krahn moved for the Board to enter into Executive Session to obtain legal advice pursuant to A.R.S. § 38-431.03(A)(1) and (3) to discuss the new applicants and for legal advice.

SECOND: Ms. Leach

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

VOTE: 10-yay, 0-nay, 0-abstain, 0-recuse, 3-absent.

MOTION PASSED.

The Board entered into Executive Session at 5:41 p.m.

The Board returned to Open Session at 6:00 p.m.

No legal action was taken by the Board during Executive Session.

PA Reina joined the meeting.

Dr. Krahn stated that the Committee reviewed the new pool of candidates.

MOVED: Dr. Figge moved to add the new candidates 1 and 2 to the current pool of three candidates.

SECOND: Dr. Gillard.

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

VOTE: 11-yay, 0-nay, 0-abstain, 0-recuse, 2-absent.

MOTION PASSED.

E. DISCUSSION AND POSSIBLE ACTION REGARDING NEXT STEPS IN THE HIRING PROCESS, INCLUDING BUT NOT LIMITED TO UPCOMING MEETINGS AND DECISION MAKING TIMELINE

Dr. Krahn noted that there was a clear message for the Committee at the last meeting to be consistent and clear with all candidates. The small subgroup would interview the new candidates and request letters of reference. Dr. Beyer agreed with the current process and commented that the Committee should be looking for someone who plans to stay and not move on in two to three years. Dr. Krahn commented on inviting out of state candidates for a visit and further commented on being mindful of the timeframe so that good candidates are not lost. Dr. Krahn noted that one of the options would be to have the interviews in a short span of time to allow candidates to participate in person and as many committee members as possible or to have a second subgroup of the committee to conduct the interviews and the full committee meet to consider the candidates. Ms. Leach inquired about the funding for travel and lodging. Dr. Krahn noted that there is the option to request funding to fly candidates out for an interview.

Mr. McNeely confirmed that there is a state-wide policy for an agency to pay for an out of state candidate to come for an interview. It is a fairly simple process and could possibly be scheduled within a week.

Ms. Leach inquired if there is funding in the budget.

Ms. Butler commented that the agency does not have a line item for this specifically and staff have not received the budget yet for next year. Ms. Butler opined that a \$5000 expense would be problematic.

Dr. Gillard noted that before flying in applicants the Committee should conduct a meet and greet virtually. Dr. Krahn noted that they have already interviewed the first three candidates.

Mr. McNeely confirmed that it is ethical to interview the new candidates before moving forward with travel plans.

Ms. Leach inquired about the Committee considering a local candidate. Dr. Figge noted that was already considered at the previous meeting and the subgroup should interview the two new candidates. Dr. Figge further opined that to be equitable the same process should be followed for all candidates. Dr. Artz agreed that a subgroup is already in play to conduct the interviews, and recommended bringing the top candidates out after the interviews are completed.

Ms. Smith noted that the hiring decision was not clearly outlined in the agenda for today so that step cannot be taken today.

Dr. Gillard inquired if other Committee members can listen to the interviews. Dr. Krahn noted that the previous three candidates were interviewed by the subgroup. Dr. Krahn proposed that the subgroup interview the additional two candidates and then have a voluntary meet and greet with the full Committee. After the meet and greet the full Committee would vote on the next executive director or consider bringing candidates for in-person interviews.

MOVED: Dr. Krahn moved for the subgroup to interview the additional two candidates, obtain references and then reconvene as a full committee.

SECOND: Dr. Gillard.

MOVED: Dr. Krahn moved for the Board to enter into Executive Session to obtain legal advice pursuant to A.R.S. § 38-431.03(A)(1) and (3) to discuss confidential employment information and for legal advice.

SECOND: Dr. Beyer

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

VOTE: 11-yay, 0-nay, 0-abstain, 0-recuse, 2-absent.

MOTION PASSED.

The Board entered into Executive Session at 6:20 p.m.

The Board returned to Open Session at 6:41 p.m.

No legal action was taken by the Board during Executive Session.

Dr. Beyer inquired if the interviews were recorded for other members to view. Dr. Krahn confirmed that the first three candidates were not recorded.

VOTE: The following Committee members voted in favor of the motion: Dr. Krahn, PA Reina, Dr. Bethancourt, Dr. Artz, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard and PA Shaff. The following Committee member voted against the motion: Ms. Leach. The following Committee member was absent: Dr. Guerrero-Tucker.

VOTE: 11-yay, 1-nay, 0-abstain, 0-recuse, 1-absent.

MOTION PASSED.

Ms. Smith clarified that the subgroup was delegated to conduct the interviews and was not classified as a committee. That is why the interviews were not recorded.

Dr. Krahn clarified that there are three candidates from the first cohort and two from the second cohort. Dr. Figge commented that we have to be cognizant of the candidates, and the Committee needs to trust the subgroup. Dr. Figge suggested the subgroup narrow the pool down to three candidates for the Committee's consideration. Dr. Gillard questioned whether or not Committee members would not view the candidates the same. Dr. Krahn commented that the subgroup should meet quickly, and a quorum should be obtained for the full Committee to meet soon.

Mr. McNeely commented that ADOA is ready to help expedite and support the process. All that is needed is a date to start reaching out to the candidates.

F. ADJOURNMENT

MOTION: Dr. Gillard moved for adjournment.

SECOND: Dr. Figge.

VOTE: The following Committee members voted in favor of the motion: Dr. Krahn, PA Reina, Dr. Bethancourt, Dr. Artz, Ms. Bain, Dr. Beyer, Ms. Dorrell, Dr. Farmer, Dr. Figge, Dr. Gillard, Ms. Leach and PA Shaff. The following Committee member was absent: Dr. Guerrero-Tucker.

VOTE: 12-yay, 0-nay, 0-abstain, 0-recuse, 1-absent.

MOTION PASSED.

The meeting adjourned at: 6:52 p.m.



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

Lois E. Krahn, M.D., Chair