



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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MEETING OF THE ARIZONA BOARD OF BEHAVIORAL HEALTH EXAMINERS  
**PERSONNEL SUBCOMMITTEE**

MINUTES OF THE COMMITTEE MEETING  
Friday, November 13, 2020

Members present: Chip Coffey

Members present telephonically: Meaghan Kramer and Gerald Szymanski

Staff present: Tobi Zavala, Executive Director and Elma Brambila, Credentialing Manager

Staff present telephonically: Mona Baskin, A.A.G.

**1. Call to order**

The meeting was called to order at 8:00 a.m. on November 13, 2020, with Mr. Coffey presiding.

**2. Roll call**

See above.

**3. Review and approval of minutes**

*A. May 10, 2019, general meeting minutes*

Mr. Coffey moved, seconded by Ms. Kramer, to approve the general meeting minutes for the May 10, 2019, general meeting minutes as submitted. The motion passed unanimously.

**4. Review, consideration, and possible action regarding the Executive Director's annual performance evaluation and compensation.**

Mr. Coffey shared with members the importance of a completing a performance evaluation of Ms. Zavala to provide her feedback and set goals for the Board for the upcoming year.

Following review and discussion by members, Mr. Coffey moved, seconded by Ms. Kramer to recommend to the Board that Mr. Coffey submit a memo to the personnel subcommittee regarding the performance of Ms. Zavala.

**5. Future agenda items**

None.

**6. Adjournment**

Mr. Coffey moved, seconded by Ms. Kramer, to adjourn. The motion passed unanimously and the meeting was adjourned at 8:38 a.m.

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Chairperson signature

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Approval Date