

Katie Hobbs
Governor



Jack Confer
Executive Director

Hiring Subcommittee Meeting Minutes

The Executive Director Hiring Subcommittee of the NCIA Board convened at 9:00 am, Friday, Apr 7, 2025 via a virtual meeting, with Vice President Hill presiding.

BOARD MEMBERS PRESENT:

Rebecca Hill, Vice President
Kelly Bojorquez, Member
Mark Muir, Member
Annette Mendonca, Member

STAFF PRESENT:

George McNeely, Chief Human Resources, ADOA Shared Service
Shawn McDonnell, ADOA Shared Services Recruiter
Seamus Monaghan, Assistant Attorney General
Jack Confer, Executive Director
Donita McGlasson, Deputy Director
Stacy Rodriguez, Project Specialist

I. CALL TO ORDER:

The meeting was called to order at 9:03 AM by Vice President Becky Hill.

II. ROLL CALL:

Vice President Hill, Member Bojorquez, Member Muir, and Member Mendonca were present.

George Mcneely, Chief Human Resources Officer for Shared Services, and Shawn McConnell, recruiter for ADOA Shared Services.

III. DECLARATION OF CONFLICTS OF INTEREST – A.R.S. § 38-503:

No conflicts of interest were declared.

IV. CALL TO THE PUBLIC

No one wished to speak.

V. REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE EXECUTIVE DIRECTOR POSITION'S SPECIFIC JOB DESCRIPTION

McNeely gave an overview of the detailed process and gave time expectations of timeframes and who would be the point of contact during this process.

Vice President Hill advised she would like to see a clear explanation of the job description so responsibilities are understood, and would like to see the NCIA website updated to make it easier to navigate and find resources for Licensees.

McNeely mentioned the position description will have generalized language and specific things that are wanting to be highlighted, but it can be built on with the posting. But the interview questions will really help out to identify proper candidates.

Member Bojorquez mentioned that asking questions during an interview is very important to actually be able to know a person better.

Vice President Hill mentioned that in today's fast changing world, it's important to ensure the proper candidate is also comfortable with technology and the important role it has with everyday work and staff.

Member Mendonca asked Executive Director Confer for his input.

Executive Director Confer mentioned that this will be the Board's next Executive Director and to make it their own. As well as, for Board members to take into consideration the hiring time frame and budget appropriations. He also believes it would be beneficial to bring somebody in for training before leaving, but Deputy Director and staff can also assist on job training. Executive Director Confer mentioned again that his last day is set for July 1, but it can vary.

Member Mendonca talked about potential timeframes that Members have for the hiring process before July 1.

McNeely informed the Board Members that they are able to start interviewing while the posting is still active.

McNeely mentioned a sample to the Subcommittee members as to what a timeline would look like and was is needed.

Vice President Hill asked if there was a type of request for a small advance appropriation for the job overlap.

Executive Director Confer mentioned at this time he was not aware of such a request, but if it's only for 30 days, that budget for this year would be able to cover it. But it needs to be made known before June to be able to anticipate those costs and plan accordingly. He also wanted to ensure that Board members understood the process that even after a candidate is selected, that there is a final approval needed from the governor's office.

McNeely provided Board members with an example of turnaround times to hear back from the governor's office, also believes that having a backup plan for an interim, might be necessary in case it gets extended out.

McNeely presented a sample to the Subcommittee members as to what a timeline would look like and was is needed, and if timeline was followed they can get a candidate hired by June 21, giving them 72 days for the hiring process and still be able to give the candidate a week or so to train with Jack.

Vice President Hill expressed how the sample timeline with the given dates is a good idea and asked how fast can they start reviewing resumes once they are received.

Assistant Attorney General Monaghan gave input on inviting the chosen candidates to come to a board meeting or special board meeting to conduct interviews individually. He recommended for the subcommittee to have a quick meeting to decide what candidates they want to push resumes forward to the Board, and then invite them to a Board meeting.

Executive Director Confer reminded members that Shawn, recruiter for ADOA, shares services and has made the first cut, but ADOA reviews and takes out those candidates that may not qualify for the position.

Vice President Hill mentioned she was okay with ADOA making the first decision, she trusted the ADOA expertise to make that first cut.

McNeely wanted to know how the Board wanted to advertise the job posting, advertising in other industry specific areas, other websites, trade associations, LinkedIn at ADOA.

Vice President Hill expressed that with the amount of time they have, they're looking for someone who already knows how to run a board and locally from Arizona.

Member Mendonca mentioned she prefers quality over quantity, meaning they can get a lot of great candidates locally.

Assistant Attorney General Monaghan gave a reminder that all this information about candidates is confidential.

Vice President Hill that they will have to work with staff to find a date that the Board could attend for interviews, and posting still be opened.

McNeely asked Assistant Attorney General Monaghan whether the Board or subcommittee has to vote on PD before posting and it would be beneficial if either him or Shawn sat in the interview panel since role is critical and helps with enterprise view.

Assistant Attorney general Monaghan responded that no approval is needed prior to posting, as long as the subcommittee gives direction to do so based on today's conversation.

Member Mendonca wanted a clarification on how soon the job will get posted.

Vice President Hill mentioned that the tentative date of April 15 would be to get the posting done

McNeely confirmed about posting the job by April 15, but if PD and posting can get done sooner, the job will be posted before this weekend. ADOA tends to see that weekends are where they see the highest volume of

candidates.

Member Bojorquez asked whether Jack's retirement was confidential or just information about candidates. Also questioned whether they will see candidates that are national applicants.

Assistant Attorney General Monaghan responded that Jack has already announced in a public meeting about his retirement in July 2025.

McNeely responded that all sorts of applicants will apply both locally and nationally. That many big job boards will also post that job opening and direct them back to us.

Vice President Hill wanted to know what kind of questions can be asked during the interview and whether they can ask their own questions.

McConnell gave information that he can provide questions and Board Members chose from those questions, to make sure everyone gets asked the same questions. He also described the two different type of questions that applicants will need to answer, ones at the interview and other screening questions.

Assistant Attorney General Monaghan also responded that the easiest way to ask the same questions, without deviating from them. If they are wanting to ask different questions that are relevant and might provide more clarification, the best would be to present them to the Board before the interview and have everyone on the same page.

Member Muir made a comment that he agreed with everything that was discussed today.

Member Mendonca asked from whom they should expect communication from.

Executive Director Confer informed Board Members that they will receive communications from Board staff, also when that job has been posted, and they'll receive a copy of it. And Shawn will give notification as to when resumes will be available to view in the shared services.

Member Muir asked whether there can be outside communications about the job posting, candidates, etc?

Assistant Attorney General Monaghan advised that there be no outside communications of this due to the sensitivity of the process.

McNeely reminded subcommittee members that if staff, someone that receives communications, applied for the position, they'd be removed from the process.

Assistant Attorney General Monaghan also mentioned that the same thing would happen if a Board Member were to apply, they would be removed from the process.

VI. REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE DIRECTION FROM ADOA HUMAN RESOURCES RELATED TO CONSIDERATIONS FOR POSTING THE POSITION TO THE AZ STATE JOBS WEBSITE:

Vice President Hill directed Board staff to work with ADOA to post job descriptions, take resumes two weeks & sorting those resumes to help prepare for a meeting in early May to look at resumes in the first cut and possibly discuss interview questions, save the date to interview candidates following that subcommittee meeting with the full Board, if needed.

VII. REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE NEXT SUBCOMMITTEE MEETING DATE TO PROCEED WITH THE NEXT STEPS IN THE HIRING PROCESS

No future date is set for the next subcommittee meeting.

VIII. ADJOURNMENT

The meeting adjourned on Apr 7, 2025 10:00 AM .



Jack Confer, Executive Director