



**BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND
ASSISTED LIVING FACILITY MANAGERS**

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EXECUTIVE DIRECTOR HIRING SUBCOMMITTEE HIRING NOTICE AND AGENDA

April 7, 2025 9:00AM – by GoogleMeets

The Board's mission is to protect the health, welfare, and safety of the public who seek and use the services of nursing care institution administrators and assisted living facility managers.

Pursuant to A.R.S. § 38-431.02, **NOTICE IS HEREBY GIVEN** to the members of the State of Arizona Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers ("Board") and the general public, that this agenda is a notice to the general public that the Executive Director Hiring Subcommittee will hold a **virtual meeting**, which is open to the public on: **Monday, April 7, 2025 at 9:00AM, via Google Meets: meet.google.com/uqr-zewo-ksx Participants and attendees may Join by (US) +1 978-533-1697 PIN: 234 665 321#**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Jack Confer at 602-542-8156 (or through the Arizona Relay Service at 711). Please make your request as early as possible to allow time to arrange the accommodation.

The purpose of the subcommittee meeting is to discuss the retirement announcement of the current Executive Director, review and discuss the Executive Director job description and discuss the steps for posting the job announcement on the AZ State Jobs website. The subcommittee agenda April 7, 2025 is as follows:

- I. ROLL CALL**
- II. DECLARATION OF CONFLICTS OF INTEREST – A.R.S. § 38-503**
- III. DECLARATION OF RECUSAL(S)**
- IV. CALL TO THE PUBLIC**

Persons who want to address the Board do not need to request permission in advance, but they do need to complete a "Request to Speak to the Board" form so that the Board is aware that they are here and that they want to speak to the Board. Each person who wants to address the Board will be given five (5) minutes to do so. However, the Board may limit the number of

persons speaking on each issue to a reasonable number of persons. Pursuant to A.R.S. § 38-431.02(H), the Board can discuss or take action only on matters that are listed on the Agenda. Board action on issues that are not listed on the Agenda is limited to directing staff to study the matter or to schedule the matter for further discussion at a future Board Meeting.

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

The Board may vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice)

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:

The Board may vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice).

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

The Board may vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(2) (to discuss confidential information), A.R.S. § 38-431.03(A)(3) (to receive legal advice).

VIII. ADJOURNMENT

Jack Confer, Executive Director

