



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

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Executive Director

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**EXECUTIVE DIRECTOR HIRING SUBCOMMITTEE HIRING NOTICE AND AGENDA**  
**April 30, 2025 12:00 PM – 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: **Wednesday, April 30, 2025 at 12:00 PM, via Google Meets: [meet.google.com/unc-fzcw-fzj](https://meet.google.com/unc-fzcw-fzj) Participants and attendees may Join by (US) 1-347-964-4982 PIN: 149 329 691#**

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 review the applications and make a selection of candidates to be interviewed by either the Subcommittee or the Board. The April 30, 2025 agenda 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. EXECUTIVE DIRECTOR POSITION**

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)

**A. Review, Discussion and Possible action on personnel matters and recommendations for the Executive Director Position**

Pursuant to A.R.S. § 38-431.03(A)(1) the committee may go into Executive Session to discuss personnel matters

1. Review of applications and selection of candidates to be recommended for interview by either the subcommittee or the Board

2. Review of candidate interview questions and selection of recommended questions to be used during Executive Director interviews; and

3. Discussion of interview and selection process. The discussion and possible action may include the selection of recommended date's and time's for conducting interviews.

**VI. ADJOURNMENT**

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Jack Confer, Executive Director

