

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

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Katie Hobbs  
Governor



Jack Confer  
Executive Director

**EXECUTIVE DIRECTOR HIRING SUBCOMMITTEE HIRING NOTICE AND AGENDA**

**May 21, 2025 1:00 PM – by GoogleMeets link [meet.google.com/okg-dwwm-bbz](https://meet.google.com/okg-dwwm-bbz) by phone: +1  
484-423-4819 PIN: 749 329 436#**

The Executive Director Hiring Subcommittee of the NCIA Board convened at 1:11 pm, Wednesday, May 21, 2025 via a virtual meeting, with Vice President Hill presiding.

**BOARD MEMBERS PRESENT:**

Rebecca Hill, Vice President  
Mark Muir, Member  
Annette Mendonca, Member  
Amy Malkin, Member

**STAFF PRESENT:**

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

## **I. ROLL CALL:**

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

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

Assistant Attorney General Seamus Monaghan was also present.

## **II. DECLARATION OF CONFLICTS OF INTEREST – A.R.S. § 38-503:**

No conflicts of interest were declared.

## **III. DECLARATION OF RECUSAL(S)**

No declaration of recusals were declared.

## **IV. CALL TO THE PUBLIC**

No one wished to speak.

## **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

Vice President Hill ▾ motioned, Member Mendonca ▾ seconded, to go into Executive Session to receive legal advice, discuss confidential material, and personnel matters.

## **ROLL CALL VOTE (3-0) Executive Session 1: 14 PM - 1:50 PM**

<b><u>VOTE</u></b>	<b><u>President Cook</u></b>	<b><u>Vice President Hill</u></b>	<b><u>Member Bojorquez</u></b>	<b><u>Member Malkin</u></b>	<b><u>Member Louis</u></b>	<b><u>Member Muir</u></b>	<b><u>Member Mendonca</u></b>
YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECUSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 2. Review, discussion and consideration of reopening Executive Director Recruitment Announcement to obtain a larger pool of qualified candidates

Member Mendonca ▾ motioned, Member Muir ▾ seconded, to interview the original two candidates and to invite the alternative candidates as discussed in Executive Session to interviews with the full Board when scheduled.

### ROLL CALL VOTE (3-0)

<u>VOTE</u>	<u>President Cook</u>	<u>Vice President Hill</u>	<u>Member Bojorquez</u>	<u>Member Malkin</u>	<u>Member Louis</u>	<u>Member Muir</u>	<u>Member Mendonca</u>
YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECUSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3. Review of candidate interview questions and selection of recommended questions to be used during Executive Director Interviews;

Member Mendonca ▾ motioned, Member Muir ▾ seconded, to adopt the interview questions as provided and discussed in Executive Session

### VOICE VOTE (3-0)

<u>VOTE</u>	<u>President Cook</u>	<u>Vice President Hill</u>	<u>Member Bojorquez</u>	<u>Member Malkin</u>	<u>Member Louis</u>	<u>Member Muir</u>	<u>Member Mendonca</u>
YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECUSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Discussion, Consideration and Possible Recommendation of Appointment of an Interim Executive Director

Member Mendonca ▾ motioned, Member Muir ▾ seconded, to recommend to the full board that we seek an interim director who will step in at the conclusion of Director Confer's service in beginning of July to serve as director if we do not make and offer and to serve as the interim director to help onboard anyone we may make an offer to.

### ROLL CALL VOTE (3-0)

<b><u>VOTE</u></b>	<b><u>President Cook</u></b>	<b><u>Vice President Hill</u></b>	<b><u>Member Bojorquez</u></b>	<b><u>Member Malkin</u></b>	<b><u>Member Louis</u></b>	<b><u>Member Muir</u></b>	<b><u>Member Mendonca</u></b>
YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECUSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Subcommittee discussed the next regular Board meeting date is June 9, 2025

### VII. **ADJOURNMENT**

The meeting adjourned on May 21, 2025 1:55 PM.



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Jack Confer, Executive Director