

**ARIZONA STATE PERSONNEL BOARD
MEETING MINUTES
NOVEMBER 6, 2017**

The Arizona State Personnel Board meeting was called to order by Chair Mark Ziska at 8:45 a.m. The telephonic meeting was held at 1400 West Washington Street, Suite 280, Phoenix, Arizona. Board members in attendance by phone were Mark Ziska, Joe Beers and Chad Kirkpatrick. Staff members present by phone were Jeff Bernick as Counsel for the Board and Robin Van Staeyen, Administrative Assistant II, appeared in person.

The Board called for comments from the public. There were no public comments.

Next, the Board considered the personnel matters of the Board.

Mark Ziska announced that Laurie Barcelona, Executive Director, of the Board has retired after 35 years of service with the State. On behalf of the Board, Mark thanked Laurie for her dedicated service.

Mark then designated Robin Van Staeyen as Interim Executive Director for the Board and requested that she also cover the Administrative Assistant duties as well. Mark requested Silvia Hernandez, Human Resources Shared Services Manager, who attended the meeting in person, to prepare the documents for Robin Van Staeyen to receive a stipend for the additional work she has been assigned.

Mark stated that the office has experienced a reduced workload and the Board is examining the possibility of eliminating one of the two full-time staff positions. Mark asked Silvia if one person could accomplish the duties as Executive Director, as well as the Administrative Assistant, or a possibility of sharing of an Executive Director position with another agency. Silvia responded that there are a few agencies that are a Board of one person and that she is not aware of any agencies sharing of Executive Directors. However, she stated she would get back to Mark with a definite answer.

Mark asked what the recruitment process would entail and how long that process would take. Silvia stated that if the Board has identified the person for the role, then there can be a direct hire and the process can be accomplished in about 48-72 hours. The position could also be posted, applications accepted and interviews conducted.

By combining the two positions, Mark stated that the job description for the Executive Director would not be the same as before and therefore, asked Robin to prepare a new job description and present it to the Board members. Furthermore, Robin is to prepare the appropriate paperwork to allow her to accomplish tasks in her new role.

There being no further business before the Board, Mark Ziska proposed the meeting be adjourned. Joe Beers seconded the motion which carried unanimously. The meeting adjourned at 8:56 a.m.

(Quotations of Board members in these minutes have been reviewed by staff for grammatical content, and certain grammatical changes may have been made by staff administratively. No changes to content have been made by staff administratively or otherwise.)

Respectfully submitted:

Robin Van Staeyen
Robin Van Staeyen, Interim Executive Director
Arizona State Personnel Board

January 16, 2018
Date Prepared