



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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FINAL MINUTES FOR THE ADMINISTRATION COMMITTEE TELECONFERENCE Held on Wednesday, July 12, 2017 9545 E. Doubletree Ranch Road • Scottsdale, Arizona

Committee Members

Jodi A. Bain, Esq., Chair

R. Screven Farmer, M.D.

James M. Gillard, M.S., M.D., F.A.C.E.P., F.A.A.E.M.

Pamela E. Jones

A. CALL TO ORDER AND ROLL CALL

Ms. Bain called the meeting to order at 4:05 p.m.

The following Board members participated telephonically: Ms. Bain, Dr. Farmer and Dr. Gillard.

The following Board member was absent: Ms. Jones.

ALSO PRESENT

Present among Board staff include: Carrie Smith, Assistant Attorney General ("AAG"); Patricia E. McSorley, Executive Director; Kristina Fredericksen, Deputy Director, telephonically; Evangeline Webster, Operations Manager; Sean Charles, Systems Administrator; Mary Bober, Board Operations Manager; and Michelle Robles, Board Coordinator.

B. APPROVAL OF MINUTES

MOTION: Dr. Farmer moved to approve the June 2, 2017 Administration Committee Meeting minutes with amendments as identified.

SECOND: Dr. Gillard

VOTE: 3-yay, 0-nay, 0-abstain, 0-recuse, 1-absent.

MOTION PASSED.

C. EXECUTIVE DIRECTOR UPDATE & MEMO – REVIEW AND DISCUSSION

Patricia E. McSorley, Executive Director

Ms. McSorley reported that a memorandum was prepared to provide an update regarding the budget process and the Agency's financial situation for the Board member's review. Ms. McSorley noted that the Agency was returning \$623,000 of unspent appropriation to the reserve fund from the 2017 fiscal year budget and for fiscal year 2018 the Agency has received an increase of their appropriation of \$320,000. Ms. McSorley recommended that no decision packages be requested, noting that at this time, the Board is in a good position for fiscal year 2019.

Ms. McSorley informed the committee that there is money set aside in the budget for unexpected expenses. Ms. McSorley noted that the Agency will be hiring two additional full time employees. Money has been set aside for Information Technology's (IT) relocation and set up costs and that ultimately the move will result in a reduction of IT's expenses due shared services and equipment in the new building. Changes to costs for rent caused by the relocation will be budget neutral. Ms. McSorley reported that some board meeting equipment will become a shared expense. Ms. McSorley clarified that the Board will ultimately bear the cost of the move but it will not be paid out through the Reserve fund.

Ms. McSorley summarized that the Board is not in a position to justify a request for increased funding.

D. REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING AGENCY BUDGET AND PLANNING 2018

Ms. McSorley noted that two full time employees will be joining the staff.

E. REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING AGENCY BUDGET AND PLANNING 2019

F. DISCUSSION OF SCOPE OF ADMINISTRATIVE COMMITTEE

Ms. Bain recommended setting goals on what the Committee is working towards accomplishing. Dr. Gillard commented that he is pleased the committee is able to review and discuss the Executive Director's recommendations for the Board. Dr. Farmer commented that the initial goal of this committee was to ensure that there was a review process for the Boards staff's work load. Ms. McSorley commented that she continues to have a transparent and working relationship with the committee and the Board.

G. REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION ON POTENTIAL ITEMS TO BE PLACED ON FUTURE COMMITTEE AGENDA

- Update on the move

H. ADJOURNMENT

MOTION: Dr. Gillard moved to adjourn the meeting.

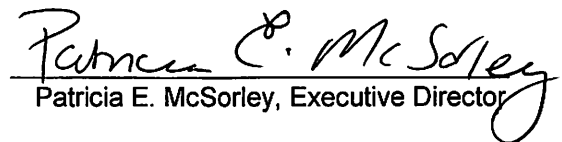
SECOND: Dr. Farmer.

VOTE: 3-yay, 0-nay, 0-abstain, 0-recuse, 1-absent.

MOTION PASSED.

The meeting adjourned at 4:43 p.m.




Patricia E. McSorley, Executive Director