



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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DRAFT MINUTES FOR ADMINISTRATION COMMITTEE TELECONFERENCE

Held on Wednesday, December 13, 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 5:03 p.m.

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

ALSO PRESENT

Present among Board staff include: Carrie Smith, Assistant Attorney General (“AAG”); Patricia E. McSorley, Executive Director; Kristina Fredericksen, Deputy Director; Evangeline Webster, Operations Manager; James Gentile, Chief Information Officer; Mary Bober, Board Operations Manager; and Michelle Robles, Board Coordinator.

B. GENERAL CALL TO THE PUBLIC

No individuals who addressed the Committee during the Public Statements portion of the meeting.

C. APPROVAL OF MINUTES

MOTION: Dr. Gillard moved to approve the July 12, 2017 Administration Committee Teleconference Meeting minutes.

SECOND: Dr. Farmer.

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

MOTION PASSED.

D. REVIEW AND DISCUSSION REGARDING AGENCY BUDGET STATUS

Ms. McSorley reported that the Agency is on track for the first third of the fiscal year budget as projected. With regards to the capital and noncapital equipment it has been decided to only purchase what is absolutely necessary in order to make adjustments for costs associated with the move.

E. REVIEW AND DISCUSSION REGARDING AGENCY RELOCATION AND IMPACT ON AGENCY FUNCTIONS

Ms. McSorley reported that there will be minimal interruptions to Agency services due to the move. With regard to the costs for the Agency move, Ms. McSorley noted that there are still many unknowns that have not been determined. She stated that the rent has been decreased; however there has been a significant increase in the Board’s security, IT and telephone costs.

Ms. McSorley reviewed the IT expenses associated with the move; specifically equipment re-figuration, data and storage space, the RISK sense assessment, the Google migration, IP remediation and the address changes. Ms. McSorley informed the Committee that Board members will be able to complete

the Google training online and noted the benefits of the Google migration. Mr. Gentile informed the Committee that email will no longer be hosted by the AMB IT department and will now be managed by the State.

Ms. McSorley explained the layout of the new building with two entrances one for the public and one for employees who will need their badges to enter. Mr. Gentile noted that the process for board meetings will change and board members will be provided with updated equipment. Ms. McSorley noted there should be adequate parking at the new location for both Board members and the public.

F. REVIEW AND DISCUSSION REGARDING STAFFING STATUS AND NEEDS

Ms. McSorley confirmed that there is a vacant licensing manager position and that the previous manager has been moved to new special projects position. When completely staffed there are 12 active licensing positions and 13 investigation positions.

Ms. McSorley discussed the various changes that have occurred in staffing over the past ten years with regard to the allocation of costs, duties and positions and stated that she does not anticipate a large turnover due to the move. Ms. McSorley informed the Committee that it is in the best interest of the Agency to maintain the current fax system instead of converting to an e-fax system due to associated costs. Ms. McSorley noted that the shared security is strictly for the building entrance and that Board room security will be at the Agency's expense.

Committee members noted Board staff's hard work in preparation for the move.

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

Ms. McSorley suggested scheduling a quarterly meeting to evaluate the costs after move in.

H. ADJOURNMENT

MOTION: Dr. Farmer moved to adjourn the meeting.

SECOND: Ms. Jones.

VOTE: 4-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.

MOTION PASSED.

The meeting adjourned at 6:05 p.m.



Patricia E. McSorley, Executive Director