



Arizona Medical Board

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DRAFT MINUTES FOR ADMINISTRATION COMMITTEE TELECONFERENCE

Held on Thursday, August 16, 2018

1740 W. Adams St., Board Room 4100 • Phoenix, 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 5:32 p.m.

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

ALSO PRESENT

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

B. GENERAL CALL TO THE PUBLIC

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

C. APPROVAL OF MINUTES

- December 13, 2017 Administration Committee Teleconference Meeting

MOTION: Ms. Jones moved to approved the December 13, 2017 Administration Committee Teleconference Meeting.

SECOND: Dr. Gillard

<u>VOTE</u>		<u>Bain</u> Chair	<u>Farmer</u> Member	<u>Gillard</u> Member	<u>Jones</u> Member
YES	4	X	X	X	X
NO	0				
RECUSE	0				
ABSTAIN	0				
ABSENT	0				

MOTION PASSED.

D. REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING FY2020 BUDGET INCLUDING PROPOSED DECISION PACKAGES

Ms. McSorley informed the committee of Decision Packet 1 regarding database improvements and migration of all Agency data to the cloud. The Board will be moving from on premises/hardware based system towards a cloud based service and is requesting money for any potential upgrades that may be needed per the recommendations made by the CGI Organizational Assessment of Agency's IT

operations . Ms. McSorley reported that the ultimate goal is modernize and increase efficiency by moving all Agency data to the cloud using a phased approach to IT processes. Dr. Farmer expressed concern regarding internet security and commented that continuous effort towards security is necessary. Ms. McSorley stated she will provide regular reports on security for the Board's review.

Committee members agreed with the proposed Decision Packet 1. Committee members requested that the technical aspects of a cloud based platform be provided to Board members for review; specifically data retrieval and security.

Ms. McSorley informed the Committee of Decision Package 2 requesting a five percent increase in the budget allocated towards employee salary due to excellent agency staff performance and a cost of living increase. The last time the state issued a raise was 2013. Ms. McSorley discussed the rationale for the request.

Ms. Bain stated that as of right now revenue does not equal expenses and that the budget must be balanced. Ms. Bain also suggested changes to the language.

Ms. McSorley noted that the Board did not ask for a decision making package last year and that the Board sent funds back to the reserve last year. Committee members discussed whether the IT money, as a onetime expense, should come from the reserve or the budget.

Committee members agreed to move the material forward as discussed with adjustments for the Board's consideration.

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

- Conduct Quarterly Meetings
- Update on the Status of the Budget and Reserve
- Update on IT Processes and Reports

F. ADJOURNMENT

MOTION: Ms. Jones moved to adjourn the meeting.

SECOND: Dr. Gillard.

<u>VOTE</u>		<u>Bain</u> Chair	<u>Farmer</u> Member	<u>Gillard</u> Member	<u>Jones</u> Member
YES	4	X	X	X	X
NO	0				
RECUSE	0				
ABSTAIN	0				
ABSENT	0				

MOTION PASSED.

The meeting adjourned at 6:34 p.m.



Patricia E. McSorley, Executive Director