



# Arizona Commission

for the deaf and the hard of hearing

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**Minutes from the Arizona Commission for the Deaf and the  
Hard of Hearing, Search Committee Meeting.  
Meeting held June 26th, 2025 at 4:00 pm.  
The meeting was held via Zoom Teleconference**

## **Call to Order & Roll Call**

Commissioner Sienko called the meeting to order at 4:04 PM

Commissioners present: Sarah Bolmarcich, Diana Herron, Randal Kidd, Catherine Sienko, and Lisa Swenson

Commissioners absent: Andrew Cohen

AAG: Elise Phalen along with Michelle Kunzman

ADOA Staff: George McNeely and Brian Westerberg

ACDHH Staff Present: Ricky Gonsowski, Shari Burda, and Chyla Dalton-Nava

## **Approval of Minutes - June 9th 2025 Meeting**

Commissioner Kidd moved to approve the minutes from the last meeting. Commissioner Bolmarcich seconded. The motion passed unanimously.

## **Executive Director Job Post**

Commissioner Sienko opened the discussion of the Executive Director job post and asked the ADOA representatives to talk about the post, and the process. Brian Westerberg referenced the previous job post. He included, any changes made to the post would also require a change to the Position Description (PD) to identify recruiting elements. The PD would require approval.

Commissioner Kidd asked if the element “Fluent in ASL” can be moved from the Selective Preferences section to one of the requirements. George McNeely confirmed that element is in the Required Education, Licensure and Certification section of the PD. Commissioner Sienko referenced the State Statute. AAG Elise Phalen identified the statute as A.R.S. 36-1943 b which states in part the executive director shall be “*skilled in the use of manual communication, commonly referred to as sign language*”. A discussion ensued. George McNeely, Michelle Kunzman, along with Commissioners Kidd, Herron, Bolmarcich, and

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Sienko participated in the discussion. Commissioner Seinko recognized the value of an ASL screening (ASL Proficiency Exam) as a future agenda item in discussing the process.

### **ED Position Description**

Commissioner Herron was concerned that the way the job duties and the KSA's are currently written would not attract the right kind of candidate. Commissioner Bolmarcich was concerned about the Skills section. It does not identify the use for each skill, as if to identify a "talent without application". A discussion ensued. George McNeely and Brian Westerberg along with Commissioners Herron, Bolmarcich, and Sienko participated in the discussion. Commissioner Kidd asked for clarification on how to provide input on the Position Description. AAG Elise Phalen reminded "as long as no decisions are being made and or major discussions being had, especially anything that is important to the public interest should always be in the open meeting". She suggested submitting [ideas] to ADOA. Michelle Kunzman confirmed that it would not be inappropriate to individually provide ADOA with word choices, then discuss in an open meeting. George McNeely agreed to accept the verbiage and create a draft of the PD and the posting for discussion. Brian Westerberg suggested all comments be sent to Chair Sienko who will forward them to ADOA. Commissioner Herron previously shared a list of suggested verbiage with Commissioner Sienko who shared it with AAG Elise Phalen. Commissioner Herron shared [screen] said list with the entire board for discussion. Commissioner Sienko clarified and summarized Commissioner Herron's list for Youtube ASL audience. Commissioner Kidd suggested a motion to submit Commissioner Herron's draft to be added to the Position Description. George Mcneely confirmed if the draft is submitted, he will add it to the format and get approval for the Position Description which will be reflected in the posting.

### **ED Search Timeline**

Commissioner Sienko asked for clarification on the December 8th fulfillment date. Brian Westerberg confirmed December 8th as a suggested date, or earlier, to start there and work backwards on the timeline document. Commissioner Sienko asked for an estimated posting date. Brian Westerberg responded according to the process to approve the PD and develop the post, it would take approximately one week. Commissioner Kidd moved to approve the current description with Commissioner Herron's revision, and that it be submitted to ADOA with their adjustments as needed and have that sent over to Chair Sienko and have that posted possibly by next week. Commissioner Bolmarcich seconded the motion. The motion passed unanimously. Commissioner Kidd asked if it would be possible to have a subcommittee complete a screening for ASL skills. This question was posed to the ADOA representatives. Commissioner Bolmarcich clarified a phone screening did not mean a telephone screening. Commissioner Sienko suggested a Zoom call, but

deferred to the ADOA representatives. George McNeely confirmed a 'phone' screening as a general term. A discussion ensued. Commissioners Bolmarcich, Kidd, and Herron participated in the discussion. Commissioner Sienko suggested having the initial screenings in August. Commissioner Herron suggested having the first interview in ASL only to eliminate the screening process. Commissioner Bolmarcich is in disagreement with that suggestion until all hearing issues are appropriately accommodated.

### **Adjournment**

Commissioner Kidd moved to adjourn the meeting at 5:33 PM; Commissioner Swenson seconded the motion, the meeting was adjourned at 5:33 PM.

27th day of June, 2025 at 5:00 pm by Shari Burda, Business Operations Coordinator.