



**ARIZONA BOARD OF OSTEOPATHIC EXAMINERS  
IN MEDICINE AND SURGERY**

9535 EAST DOUBLETREE RANCH ROAD  
SCOTTSDALE, ARIZONA 85258-5572  
PH (480) 657-7703 | FX (480) 657-7715  
www.azdo.gov | questions@azdo.gov

**Board Members**  
Scott Steingard, D.O., Pres  
Douglas Cunningham, D.O., V.P.  
Jon B. Fiegen, J.D.  
Mary Ann Picardo, D.O.  
Michael P. Ward, D.O.  
Jerry G. Landau, J.D.  
Vas Sabeeh, D.O.

**Governor**  
Janice K. Brewer

**Executive Director**  
Elaine LeTarte

---

---

**MINUTES OF THE TELEPHONIC PUBLIC BOARD MEETING OF  
THE ARIZONA BOARD OF OSTEOPATHIC EXAMINERS  
IN MEDICINE AND SURGERY**

**Tuesday, October 18, 2011**

**BOARD MEMBERS PRESENT:** President Scott Steingard, D.O.  
Vice President Douglas Cunningham, D.O.  
Jon B. Fiegen, J.D.  
Mary Ann Picardo, D.O.  
Michael P. Ward, D.O.  
Jerry G. Landau, J.D.  
Vas Sabeeh, D.O.

**BOARD MEMBERS ABSENT:** none

**STAFF / OTHERS PRESENT:** Elaine LeTarte, Executive Director  
Barbara Meyers, Deputy Director  
Mona Baskin, Assistant Attorney General / Licensing Enforcement  
Susan Laurence, Executive Recruitment, ADOA / HR

**1. CALL TO ORDER**

The Board President, Dr. Scott Steingard, called the meeting to order at 6:22 p.m.

**2. ROLL CALL AND REVIEW OF AGENDA**

The Executive Director took the roll. All the Board Members were present, establishing quorum for the meeting. The Executive Director reviewed the agenda.

**3. REVIEW, DISCUSSION AND ACTION ON HIRING OF EXECUTIVE DIRECTOR**

Mr. Landau moved that the Board go into Executive Session, for the purpose of discussing personnel matters and confidential records. (A.R.S. §38-431.03(A)(1) and (3)). Dr. Picardo seconded. The motion passed and the Board went into Executive Session at 6:24 p.m. The Board returned to Open Session at 6:55 p.m.

**A. Selection of applicants to be interviewed**

**MOTION:** Mr. Landau moved that the Board invite the applicants numbered 1, 2, 3, 4, 5, and 7 to be interviewed. Dr. Picardo seconded.

**VOICE VOTE:** The motion passed, 7-0.

Ms. Laurence informed the Board that her office would contact the applicants to inform them of this invitation, and would arrange the scheduling of the interviews.

**B. Review of Interview Questions**

The Board directed staff to revise the interview questions and submit them to ADOA HR for final preparation. Ms. Laurence answered the Board's questions about ADOA HR procedures for verifying an applicant's credentials.

**C. Selection of Date for the Interviews**

The Board members discussed their availability on various dates.

**MOTION:** Dr. Cunningham moved that the interviews be held at the Board's regular meeting in January, 2012. Dr. Picardo seconded.

**VOICE VOTE:** The motion passed, 7-0.

Note: during the conference call meeting, the date of the January meeting was incorrectly referred to as being January 21, 2012. The correct date is January 28, 2012, according to the schedule voted on at the Board's September 24, 2011 meeting and published on the Board's website.

Mr. Landau left the conference call meeting at this point.

**4. POLICY AND PROCEDURE REPORTS: for consideration and possible action**

**A. Appointment of Acting Executive Director**

**MOTION:** Dr. Picardo moved that Barbara Meyers, Deputy Director, be appointed Acting Executive Director for the period between Ms. LeTarte's end date and the new Executive Director's start date. Dr. Cunningham seconded.

**VOICE VOTE:** The motion passed, 6-0.

Ms. LeTarte reported that she received notice from the Office of the Governor that Dr. Steingard and Dr. Picardo had been re-appointed to the Board.

**5. ADJOURNMENT**

Dr. Picardo moved that the conference call meeting be adjourned. Dr. Cunningham seconded. Dr. Steingard adjourned the meeting at 7:15 p.m.