

**ARIZONA BOARD OF FINGERPRINTING
MINUTES OF PUBLIC MEETING**

January 9, 2003

2222 West Encanto Blvd., #350, Phoenix, Arizona

Board attendance: Department of Education: Craig Emanuel, Chair
Department of Economic Security: Mike LeHew, Vice Chair
Administrative Office of the Courts: Joseph Jericho (telephonic,
alternate)
Department of Health Services: Kim Pipersburgh
Department of Juvenile Corrections: Vernon Waite

Staff attendance: Dennis Seavers, Executive Director

Members of the public: None attending

I. CALL TO ORDER AND ROLL CALL

Mr. Emanuel called the meeting to order at 11:21 a.m. and conducted a roll call.

II. APPROVAL OF MINUTES

Mr. LeHew made a motion to approve the minutes identified on the agenda as items II, A through G, and Mr. Waite seconded. The motion passed, 5-0.

III. BUSINESS REPORTS

A. Chair's report

Mr. Emanuel reported that the member agencies – the Administrative Office of the Courts (AOC) and the Departments of Economic Security (DES), Education (DOE), Health Services (DHS), and Juvenile Corrections (DJC) – along with the Department of Public Safety (DPS) and the Board's executive director, continue to meet on legislative efforts. He said that a fee of \$3 - \$5 was being planned to fund the Board's operations for fiscal year 2004. He reported that the agencies are nearing a consensus on their legislative goals.

Mr. LeHew asked whether the legislation would include the authority for the Board to deny good cause exceptions without holding a hearing. Mr. Emanuel believed that the draft proposal of the bill included that authorization. He added that the agencies will discuss altering the suspension process (specifically, a conviction rather than an arrest would trigger the suspension).

Mr. Emanuel said he would share the results of the next meeting of the agencies with the Board members. He concluded by saying that the portion of the legislation that would authorize a fee-based budget would be introduced as emergency legislation.

B. Budget quarterly report

Mr. Seavers reported on the Board's expenditures for the second quarter of fiscal year 2003 and outlined the Board's budget for the third and fourth quarters. A summary of this report appears in Attachment 1.

C. Strategic plan quarterly report

Mr. Seavers reported on the Board's progress toward its strategic plan goals. He noted that much of the plan was obsolete, largely because the Board's operations and policies changed after OEG's report and technical assistance. He recommended that the Board alter its strategic plan for the next fiscal year in order to reflect its current operations.

IV. GENERAL SESSION

A. Appointment of Executive Director

Mr. LeHew made a motion, seconded by Ms. Pipersburgh, to appoint Dennis Seavers as the Board's executive director. The motion passed, 5-0.

Mr. LeHew made a motion to recess for one hour, and Mr. Waite seconded. The motion passed, 5-0. The Board recessed at 11:46 p.m and reconvened at 12:58 p.m.

B. Hearing agendas

Mr. Seavers asked the Board to indicate whether the hearing agendas needed to be changed. Specifically, he asked whether the Board wanted two sets of hearings (morning and afternoon) for each day. Mr. Jericho recommended that the Board continue its current practice. The Board asked Mr. Seavers to increase the number of hearings by at least two each day.

C. Hearing schedule

Mr. Seavers asked the Board to indicate whether it wanted to keep its current schedule of hearings. The Board agreed to continue meeting weekly on Wednesdays to conduct hearings.

D. DPS denial letter

Mr. Seavers reported that, due to some confusion between the Board and the Applicant Clearance Card Team, DPS had been sending letters of denial that made no reference to applicant's 30-day timeframe. He mentioned that the problem had been cured but wanted Board members to know in case they received calls from employees at contracted agencies.

V. EXECUTIVE DIRECTOR'S REPORT

A. Board status report

Mr. Seavers reported on the status of the Board's backlog. He said that he would be assuming the responsibility of sending period status reports to the Board members, agency directors, and other individuals.

B. OEG closing

Mr. Seavers reported that the Governor's Office for Excellence in Government closed informally on January 3, 2003 at the close of business. He said the new governor would close the office formally by executive order in the near future.

C. Establishment, recruitment, and hiring of staff positions

Mr. Seavers said that the acting director had established the three new positions authorized by the Board: and investigator and two administrative assistants. He said that he had appointed Gloria Deschler to be the investigator and was beginning the process of hiring the administrative assistants.

VI. CALL TO THE PUBLIC

There were no members of the public present.

VII. ADJOURNMENT

Mr. LeHew made a motion to adjourn the meeting, and Mr. Waite seconded. The motion passed, 5-0. Mr. Emanuel adjourned the meeting at 1:32 p.m.

Minutes approved on _____, 2003.

Dennis Seavers, Executive Director

Expenditures and Budget for Fiscal Year 2003

Quarter 2 ACTUALS				
	<u>Fund</u> <u>2435</u>	<u>Fund</u> <u>2433</u>	<u>Special Svcs</u> <u>Fund</u>	<u>TOTAL</u>
REVENUE				
Quarterly Allotment	\$ 13,650.00	\$ 4,939.00	\$ 197,400.00	\$ 215,989.00
Carryforward	\$ 1,127.40	\$ 447.00	\$ -	\$ 1,574.40
Other Transfers	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 14,777.40	\$ 5,386.00	\$ 197,400.00	\$ 217,563.40
EXPENDITURES				
Personal Services				
6011 - Regular Base Salary	\$ 4,167.01	\$ 4,117.71	\$ -	\$ 8,284.72
6031 - Overtime	\$ 185.48	\$ -	\$ -	\$ 185.48
6041 - Annual Leave	\$ 536.76	\$ 362.92	\$ -	\$ 899.68
6042 - Sick Leave	\$ 526.06	\$ 38.13	\$ -	\$ 564.19
6043 - Compensatory Leave	\$ 137.70	\$ -	\$ -	\$ -
SUBTOTAL	\$ 5,553.01	\$ 4,518.76		\$ 10,071.77
ERE				
6111 - FICA	\$ 504.95	\$ 254.60	\$ -	\$ 759.55
6113 - Medical	\$ 466.75	\$ 349.86	\$ -	\$ 816.61
6114 - Life	\$ 5.16	\$ 6.45	\$ -	\$ 11.61
6116 - Long Term Disability	\$ 27.22	\$ 22.16	\$ -	\$ 49.38
6118 - Dental	\$ 23.71	\$ 30.02	\$ -	\$ 53.73
6119 - Workers Comp	\$ 94.38	\$ 76.81	\$ -	\$ 171.19
6155 - ASRS	\$ 111.05	\$ 90.36	\$ -	\$ 201.41
6186 - Tech Agency charge	\$ 8.32	\$ 6.77	\$ -	\$ 15.09
6189 - Sick Leave Accumulation	\$ 22.22	\$ 18.07	\$ -	\$ 40.29
SUBTOTAL	\$ 1,263.76	\$ 855.10		\$ 2,118.86
Professional & Outside Services	\$ -	\$ -	\$ -	\$ -
Other Operating				
7111 - Risk Management	\$ -	\$ -	\$ -	\$ -
7321 - Office Supplies	\$ 477.93	\$ -	\$ -	\$ -
7481 - Postage & Delivery	\$ 1,178.96	\$ -	\$ -	\$ -
7599 - Misc. Operating	\$ 45.40	\$ -	\$ -	\$ 45.40
SUBTOTAL	\$ 1,702.29	\$ -	\$ -	\$ 1,702.29
Equipment				
8521 - Furniture Non-Capital	\$ 538.14	\$ -	\$ -	\$ 538.14
SUBTOTAL	\$ 538.14	\$ -	\$ -	\$ 538.14
TOTAL	\$ 9,057.20	\$ 5,373.86		\$ 14,431.06
BALANCE (ACTUAL)	\$ 5,720.20	\$ 12.14	\$ 197,400.00	\$ 203,132.34
ENCUMBERED TO DATE	\$ -	\$ -	\$ -	\$ -
OPERATING BALANCE	\$ 5,720.20	\$ 12.14	\$ 197,400.00	\$ 203,132.34

Quarter 3				
	<u>Fund</u> <u>2435</u>	<u>Fund</u> <u>2433</u>	<u>Special Svcs</u> <u>Fund</u>	<u>TOTAL</u>
REVENUE				
Quarterly Allotment	\$ 13,000.00	\$ 7,180.00	\$ -	\$ 20,180.00
Carryforward	\$ 5,720.20	\$ 12.14	\$ -	\$ 203,132.34
Other Transfers	\$ 197,400.00	\$ -	\$ -	\$ -
TOTAL	\$ 216,120.20	\$ 7,192.14	\$ -	\$ -
EXPENDITURES				
Personal Services				
6011 - Regular Base Salary	\$ 11,384.62			
6031 - Overtime	\$ -			
6041 - Annual Leave	\$ -			
6042 - Sick Leave	\$ -			
6043 - Compensatory Leave	\$ -			
TOTAL	\$ 11,384.62			\$ 11,384.62
ERE				
6111 - FICA	\$ 846.10			
6113 - Medical	\$ 1,314.84			
6114 - Life	\$ 13.36			
6116 - Long Term Disability	\$ 55.80			
6117 - Unemployment Insurance	\$ 17.07			
6118 - Dental	\$ 96.05			
6119 - Workers Comp	\$ 27.31			
6155 - ASRS	\$ 227.67			
6183 - Personal Services	\$ 118.40			
6186 - GITA charge	\$ 17.07			
6189 - Sick Leave Accumulation	\$ 45.53			
TOTAL	\$ 2,882.18			
Professional & Outside Services	\$ -			
Other Operating				
7111 - Risk Management	\$ -			
7269	\$ 96.00			
7321 - Office Supplies	\$ 782.48			
7481 - Postage & Delivery	\$ 559.64			
7599 - Misc. Operating	\$ -			
TOTAL	\$ 1,438.12			
Equipment				
8521 - Furniture Non-Capital				
TOTAL	\$ -			
TOTAL	\$ 31,306.86	\$ -	\$ -	\$ 11,385
BALANCE (ACTUAL)	\$ 184,813.34	\$ 7,192.14	\$ -	\$ 8,795.38
ENCUMBERED TO DATE	\$ 10,922.35		\$ -	\$ 10,922.35
OPERATING BALANCE	\$ 173,890.99	\$ 7,192.14	\$ -	\$ 8,795.38

Quarter 4				
	Fund 2435	Fund 2433	Special Svcs Fund	TOTAL
REVENUE				
Quarterly Allotment	\$ 18,200	\$ 10,052	\$ -	\$ 28,252
Carryforward	\$ 173,891	\$ 7,192	\$ -	\$ 8,795
Other Transfers	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 192,091	\$ 17,244	\$ -	\$ 209,335
EXPENDITURES				
Personal Services				
6011 - Regular Base Salary				
6031 - Overtime				
6041 - Annual Leave				
6042 - Sick Leave				
6043 - Compensatory Leave				
TOTAL				
ERE				
6111 - FICA				
6113 - Medical				
6114 - Life				
6116 - Long Term Disability				
6118 - Dental				
6119 - Workers Comp				
6155 - ASRS				
6186 - GITA charge				
6189 - Sick Leave Accumulation				
TOTAL	\$ 2			
Professional & Outside Services	\$ -			
Other Operating				
7111 - Risk Management				
7321 - Office Supplies				
7481 - Postage & Delivery				
7599 - Misc. Operating				
TOTAL	\$ -			
Equipment				
8521 - Furniture Non-Capital				
TOTAL	\$ -			
TOTAL	\$ 2	\$ -	\$ -	\$ -
BALANCE (ACTUAL)	\$ 192,089	\$ 17,244	\$ -	\$ 28,252
ENCUMBERED TO DATE				
OPERATING BALANCE				