



## **ARIZONA BOARD OF FINGERPRINTING**

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### **Final Minutes for Regular Session Meeting**

Held January 9, 2004 at 8:30 a.m.

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

#### **Board Members**

Craig Emanuel, Department of Education, Chair  
Mike LeHew, Department of Economic Security, Vice Chair  
Alvin Vasicek, Administrative Office of the Courts  
Kim Pipersburgh, Department of Health Services  
Vernon Waite, Department of Juvenile Corrections

#### **Executive Director**

Dennis Seavers

### **CALL TO ORDER AND ROLL CALL**

In the absence of Messrs. Emanuel and LeHew, Mr. Waite chaired the meeting. Mr. Waite called the meeting to order at 9:21 a.m. and conducted a roll call. The following board members were present: Vernon Waite, Vincient Yanez (alternate for the Department of Education), and Kim Pipersburgh. The following board members were absent: Mike LeHew and Alvin Vasicek.

### **CALL TO THE PUBLIC**

Mr. Waite made a call to the public. There were no members of the public present.

### **APPROVAL OF MINUTES**

Ms. Pipersburgh made a motion to approve the minutes of the special meeting on September 26, 2003, and Mr. Yanez seconded. The motion passed, 3-0.

Ms. Pipersburgh made a motion to approve the minutes of the executive session on September 26, 2003, and Mr. Yanez seconded. The motion passed, 3-0.

## **ELECTIONS FOR BOARD OFFICERS**

Mr. Waite called for nominations for the position of board chair, recently vacated by Craig Emanuel. Mr. Yanez nominated Mike LeHew as chair. There were no other nominations. Mr. Yanez made a motion to name Mr. LeHew as chair, and Ms. Pipersburgh seconded. The motion passed, 3-0.

Mr. Waite called for nomination for the position of board vice chair, which was vacated by naming Mr. LeHew as chair. Mr. Waite nominated Mr. Yanez as vice chair. There were no other nominations. Mr. Waite made a motion to name Mr. Yanez as vice chair, and Ms. Pipersburgh seconded. The motion passed, 3-0.

## **REPORTS**

### **A. Chair's report**

There was no report by the acting chair.

### **B. Executive Director's report on fiscal year 2004 budget**

Mr. Seavers reported that the board spent \$77,153.15 in the first quarter of fiscal year ("FY") 2004. The board's expenditures were in the following amounts by category.

- Personal services, \$31,372.38
- Employee-related expenditures, \$8,157.35
- Professional and outside services, \$9,840
- Other operating, \$11,783.42
- Transfers out, \$16,000

Mr. Seavers reported that the board spent \$54,509.31 in the second quarter of FY 2004. The board's expenditures were in the following amounts by category.

- Personal services, \$36,390.45
- Employee-related expenditures, \$9,251.34
- Professional and outside services, \$792
- Other operating, \$8,075.52

Mr. Seavers offered a comparison of the board's budget and the actual revenues and expenditures. The board's budget provided for \$98,456 in revenues for quarter one; the actual revenues were the same. The board's budget provided for \$140,029.33 in revenues for quarter two; the actual revenues were \$94,217. For both quarters, the actual revenues were \$45,812.33, or 19.21%, less than the budget anticipated. Mr. Seavers explained that the revenue projections

assumed an equal number of applications for fingerprint clearance cards in each quarter, when the number of applications vary by quarter.

The board's budget provided for \$92,957.54 in expenditures for quarter one; the actual expenditures were \$77,153.15. The board's budget provided for \$63,952.71 in expenditures for quarter two; the actual expenditures were \$54,509.31. For both quarters, the actual expenditures were \$25,247.79, or 16.09%, less than the budget allowed.

Mr. Yanez asked what would happen to funds that remained at the end of FY 2004. Mr. Seavers said that the fees were nonlapsing, so those monies would remain with the board into the next fiscal year. In contrast, the appropriated funds should be lapsing; however, it was unclear how the General Accounting Office would be able to determine which funds were fee-based and which funds were appropriated, when both fund types are deposited into the same account. Mr. Seavers said he assumed that some money would revert to the Department of Public Safety in FY 2005.

## **OFFICE OF ADMINISTRATIVE HEARINGS**

Mr. Seavers offered the board some information about the approval and denial rates for appellants since the Office of Administrative Hearings begun conducting good cause exception hearings. The Board indicated that it wanted to continue the policy of having the Office of Administrative Hearings handle the hearings.

## **ADJOURNMENT**

Mr. Yanez made a motion to adjourn the meeting, and Ms. Pipersburgh seconded. The motion passed, 3-0. Mr. Waite adjourned the meeting at 9:41 a.m.

Minutes approved on February 13, 2004

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Dennis Seavers, Executive Director