



ARIZONA BOARD OF FINGERPRINTING

Mail Code 185 • Post Office Box 6129 • Phoenix, Arizona 85005-6129
Telephone (602) 265-0135 • Fax (602) 265-6240

Notice of Public Meeting

April 6, 2007, at 9:00 a.m.

3839 North 3rd Street, Suite 101, Phoenix, Arizona

Board Members

Mike LeHew, Department of Economic Security, Chair
Kim Pipersburgh, Department of Health Services, Vice Chair
Rand Rosenbaum, Administrative Office of the Courts
Charles Easaw, Department of Education
Arthur W. Baker, Department of Juvenile Corrections

Executive Director

Dennis Seavers

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Arizona Board of Fingerprinting ("board") and to the general public that the board will hold a meeting open to the public as specified below. The board reserves the right to change the order of the agenda.

Individuals who wish to acquire background material provided to board members (with the exception of material relating to possible or previous executive sessions) may request them by contacting Dennis Seavers at (602) 265-0135.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting Dennis Seavers at (602) 265-0135. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED THIS 4th day of April 2007 at 12:00 p.m.

Arizona Board of Fingerprinting

By _____
Dennis Seavers, Executive Director

AGENDA

I. CALL TO ORDER AND ROLL CALL Mr. LeHew

II. CALL TO THE PUBLIC Mr. LeHew

At this portion of the meeting, the public is invited to make comments. Arizona law prohibits board members from discussing items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to scheduling the matter for further consideration and decision at a later date.

III. MINUTES Mr. LeHew

- A. Minutes from January 26, 2007, meeting (including executive session)
- B. Minutes from February 9, 2007, meeting (including executive session)
- C. Minutes from February 20, 2007, meeting (including executive session)
- D. Minutes from February 23, 2007, meeting
- E. Minutes from March 9, 2007, meeting (including executive session)

IV. CHANGES TO FISCAL YEAR 2007 BUDGET Mr. LeHew

At this portion of the meeting, the board will discuss whether to make changes to its fiscal year 2007 budget, especially to include one-time costs related to the Board's recent office move.

V. LEGISLATION Mr. Seavers

At this portion of the meeting, the board will discuss current legislation that may affect the Board.

VI. ADJOURNMENT Mr. LeHew

Arizona Board of Fingerprinting

Memo

TO: Board members and alternates
FROM: Dennis Seavers
C:
Date: April 4, 2006
SUBJECT: **Change to Board's FY 2007 budget**



This memo describes a requested increase to the Board's FY 2007 budget, which was approved in August 2006. Although budgets are meant to offer guidance and do not delineate strict requirements for spending, substantial departures from the approved budget should be considered by the Board. This memo identifies two areas of increased spending.

1. Alterations to building doors to improve security and make our facilities accessible;
2. Furniture expenses for the new office.

Below is a detailed description of the proposed expenditures and a summary of the impact these expenditures will have on the overall budget. **The total increase in costs would be \$19,349.96.** I recommend that the Board approve these budget changes.

Alterations to doors to improve security and accessibility—\$6,904.00

There are three doors that should be made accessible to a person in a wheelchair: the door to the lobby of the Board's office (not the building lobby), the door from the office lobby into the main part of the office, and the door to the men's restroom. In addition to making the door between the lobby and the main part of the office accessible, that door would include magnetic locking to improve security. The accessibility feature would include a push-activated plate for wheelchair-bound individuals to open the doors.

Although the men's bathroom is shared with other tenants, asking the property manager to pay for the cost of an accessible door would require a renegotiation of the rent. The property manager has tentatively agreed to allow the Board to change the door.

The quote from the vendor was \$4,487.00 for the two doors in the Board office and \$2,417.00 for the bathroom door, totaling \$6,904.00. This price includes installation.

Furniture expenses for the new office—\$12,445.96

Although some of the furniture from the Board's former office can still be used, the Board should consider purchasing additional and replacement furniture. Below is a description of

furniture the Board may want to purchase, including an explanation of how the furniture would be used. Total furniture costs would be \$11,729.42. Labor and installation, including alterations to how the administrative assistants' cubicles are configured, are \$225.00. The total, including sales tax, would be \$12,445.96.

Hearing officer's office

In the old facility, the hearing officer shared the conference room with the investigator. In the new facility, he has his own office. Currently, the Board is renting a desk and other furniture for him.

Desk\$1,096.80
Bookcase\$301.20

Investigator's office

A lateral file will make cases that the investigator is working on more readily accessible. Currently, the investigator uses banker's boxes for cases with deficiencies or waiting for Board review.

Four-drawer lateral file\$864.00

Executive director's office

A lateral file will make cases that the executive director is tracking (such as cases before superior court, cases for possible rehearing or review, or cases that have had a hearing) more readily accessible. A conference table will provide work space and allow for one-on-one meetings.

Four-drawer lateral file\$864.00
Round table\$159.00

Lobby

These furnishings will be for the lobby, which serves as a waiting area for applicants appearing at a hearing, either before the hearing officer or the Board.

15 Side chairs \$160 each; \$2,400 total
Coffee table\$135

Conference room

The Board's current conference table is sufficient, but a larger table will give Board members more workspace and room, particularly when applicants appear before the Board. The current conference-room chairs are old, worn, and not ergonomic. (Some of the ergonomic chairs below will be used in other rooms in the office.)

Conference table	\$1,144.50
10 ergonomic chairs	\$391.14 each; \$3,911.40 total
4 side chairs.....	\$231.38 each; \$853.52 total

Impact on budget

For FY 2007, the Board had budgeted \$378,952.75. At the end of the second quarter, the Board was under its budget by \$42,783.99, of which \$15,000 was set aside for database improvements that will begin within the next month or two. The remainder, \$27,783.99 will cover the increased costs for furniture and doors, with enough left over to account for unexpected costs for the database improvements.