



## **ARIZONA BOARD OF FINGERPRINTING**

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### **Final Minutes for Public Meeting** Held August 29, 2014, at 9:15 a.m. 4205 North 7th Avenue, Suite 206 Phoenix, Arizona

#### **Board Members**

Charles Easaw, Department of Education, Chairperson  
Matthew A. Scheller, Department of Juvenile Corrections, Vice Chairperson  
*Vacant*, Administrative Office of the Courts  
Michael Ashley, Department of Child Safety  
Courtney McFarland, Department of Economic Security  
Kim Pipersburgh, Department of Health Services

#### **Executive Director**

Dennis Seavers

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

Mr. Easaw called the meeting to order at 9:20 a.m. The following Board members were present: Charles Easaw, Matthew A. Scheller, Michael Ashley, Courtney McFarland, and Kim Pipersburgh.

Also in attendance was Dennis Seavers, Executive Director.

### **CALL TO THE PUBLIC**

Mr. Easaw made a call to the public. There were no members of the public present who wished to comment.

## **APPROVAL OF MINUTES**

Mr. Scheller made a motion to approve the draft minutes from July 7, 2014, and Ms. Pipersburgh seconded. The motion passed 5–0.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Easaw referred the Board members to Mr. Seavers's August 21, 2014 memo on the fiscal year (FY) 2014 budget performance (see Attachment 1). Mr. Scheller noted the typographical error on the fourth bullet point under "Summary" on page 1 ("FY 2012" instead of "FY 2014").

Mr. Easaw referred the Board member to Mr. Seavers's August 21, 2014 memo on the FY 2014 strategic-plan performance (see Attachment 2). Mr. Seavers commended the Board's investigator on the quality of the recommendations, as reflected in the percentage of recommendations adopted by the Board. Mr. Easaw echoed the commendation. Regarding the performance measure on the percentage of applications complete on submission, Mr. Easaw asked what the most common things were that applicants failed to submit initially. Mr. Seavers responded that applicants sometimes have trouble understanding the requirements for court documents; when applicants submit police reports, they sometimes submit just the citation and not the officer's narrative; and applicants sometimes address just the charges on the DPS denial or suspension notice rather than all charges in their criminal history.

## **ADOPTION OF BUDGET FOR FISCAL YEAR 2015**

Mr. Easaw referred the Board members to Mr. Seavers's August 21, 2014 memo proposing a budget for FY 2015 (see Attachment 3). Mr. Easaw asked Board members whether they wanted to give the executive director discretion for salary increases for staff members (not including the executive director) as proposed in the memo, and the Board members supported giving him that discretion.

Mr. Scheller made a motion to adopt the FY 2015 budget as proposed, and Ms. Pipersburgh seconded. The motion passed, 5–0.

## **ELECTIONS**

Mr. Easaw referred the Board members to Mr. Seavers's August 21, 2014 memo regarding election procedures (see Attachment 4).

Mr. Scheller made a motion to elect Charles Easaw as chairperson, and Ms. Pipersburgh seconded. The motion passed, 5–0.

Ms. Pipersburgh made a motion to elect Matthew A. Scheller as vice chairperson, and Mr. Ashley seconded. The motion passed, 5–0.

## **ADJOURNMENT**

Mr. Scheller made a motion to adjourn the meeting, and Ms. Pipersburgh seconded. The motion passed, 5–0. Mr. Easaw adjourned the meeting at 9:36 a.m.

Minutes approved on December 19, 2014

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Dennis Seavers, Executive Director



# Arizona Board of Fingerprinting Memo

TO: Board members  
FROM: Dennis Seavers  
C:  
Date: August 19, 2014  
**SUBJECT FY 2014 budget report**

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The agenda for the Board's August 29, 2014 meeting includes a report from the executive director on the fiscal year (FY) 2014 budget performance. To help expedite the meeting, I've prepared this memo, which summarizes the Board's budget performance in FY 2014. Attachment 1 details the Board's expenditures and revenues, with a comparison to the approved FY 2014 budget.

## **SUMMARY**

- The fund balance at the beginning of FY 2014 was \$1,283,787.71.
- The Board had \$737,285.50 in revenues.
- The Board had \$512,094.91 in expenditures.
- The fund balance at the end of FY 2012 was \$1,508,978.30.

## **DISCUSSION**

*Balance of the Board of Fingerprinting Fund continues to increase*

The list below shows the end-of-FY balances for the Board of Fingerprinting Fund since the end of FY 2010.

- End of FY 2010: \$181,692.06
- End of FY 2011: \$558,765.84
- End of FY 2012: \$900,242.66
- End of FY 2013: \$1,283,787.71
- End of FY 2014: 1,508,978.30

*Revenues continue to decline, but the Board should not be concerned*

The Board's revenues in FY 2014 were \$200,371.50 lower than FY 2013 revenues, which in turn were \$53,816 lower than in FY 2012. Since there have been many changes over the past decade to the number of programs in the fingerprint-clearance-card system, it's not possible to draw reliable comparisons of the number of fingerprint-clearance-card applications (which is the basis for the Board's revenues) among fiscal years, and thus the causes for fluctuations in the number of applications are difficult to assess. However, there appears to be a six-year cycle for the number of applications—a cycle that corresponds to the six years that cards are good for.

I reported at the beginning of FY 2014 that, if this cycle exists, then the Board should expect to see lower revenues for the next few years than in the past few years. We appear to be in a low point of the cycle. However, unless there is a drastic reduction in fingerprint-clearance-card applications, revenues will still exceed expenditures. (In order for the revenues to be less than expenditures, the application rate would have to drop by an additional 27%, and even then the Board would have a substantial fund balance to cover the difference.) Therefore, the Board should not be concerned about a decrease in revenues.

*Specific areas of difference between expenditures and budget*

Attachment 1 provides a comparison of actual expenditures and revenues with the FY 2014 budget. The list below explains areas where there are notable differences in spending. As always, the Board members are welcome to contact me with questions about any areas of spending not discussed below.

- 6000 – Personal Services. This category refers to costs for employee salaries. Although the spending in this category was \$14,020.92 lower than the budgeted expenditures, Board members should note that there is \$8,896.23 in spending listed under the code 6241 for temporary agency services, bringing the total for personal services and temporary personnel to \$294,783.88—an amount relatively close to the expenditures authorized by the budget. (Temporary workers were used while we recruited for the administrative assistant position that was vacated partway through the year.)
- 6100 – Employee-Related Expenditures (ERE). This category refers to costs for benefits, FICA, and pro-rata charges. Although the ERE expenditures were a little higher than the budgeted amount, the total personnel costs (personal services, temporary agency services, and ERE) were \$767.80 more than budgeted, an amount that was covered by savings in other budget categories.
- 6299 – Other Professional and Outside Services. The Board authorized \$13,000 in expenditures for database development in FY 2014. I delayed these costs because of mid-year budget adjustments, and I wasn't able to schedule the project until August 2014 (the project is currently being planned and development should begin soon).

- 8521 – Furniture (Non-capital). This category covers non-capital furniture purchases. Although the actual expenditures were \$8,174.30 below the budget, there were some furniture purchases that will appear in the next fiscal year because of the timing of the purchases. In addition, some of the savings were applied to new Board room furniture that was required because of an increase in the size of the Board. (The budget proposal for FY 2015 will provide more detail about the Board room costs.)
- 8531 – Computer Equipment (Non-capital). This category covers computer costs. The FY 2014 budget listed certain telecommunications costs (like tablets) under code 8561. Although actual costs were accounted for differently, the budget authorized the expenditures.
- 8581 – Purchase or License Software. This category covers software purchases. The budget authorized \$1,300 in case there was a need to purchase new software for failed computers. Although we did have a computer crash this year, I was able to transfer the software licenses.

### Attachment 1 - FY14 Budget Report

|   | FY14 Actual            | FY14 Budget            | Difference            | Perc. of Budget       |
|---|------------------------|------------------------|-----------------------|-----------------------|
| <b>REVENUES</b>                               |                        |                        |                       |                       |
| <b>4900 - Operating Transfers In</b>          |                        |                        |                       |                       |
| Prior FY Carryover                            | \$ 1,283,787.71        | \$ 1,283,787.71        | \$ -                  | 100.00%               |
| 4901 - Oper. Transfers In                     | \$ 737,285.50          | \$ 805,000.00          | \$ (67,714.50)        | 91.59%                |
| <b>Total 4900 - Oper. Trans. In</b>           | <b>\$ 2,021,073.21</b> | <b>\$ 2,088,787.71</b> | <b>\$ (67,714.50)</b> | <b>96.76%</b>         |
| <b>TOTAL REVENUES</b>                         | <b>\$ 2,021,073.21</b> | <b>\$ 2,088,787.71</b> | <b>\$ (67,714.50)</b> | <b>96.76%</b>         |
| <b>EXPENDITURES</b>                           |                        |                        |                       |                       |
| <b>6000 - Personal Services</b>               |                        |                        |                       |                       |
|   | \$ 285,887.65          | \$ 299,908.57          | \$ (14,020.92)        | 95.32%                |
| <b>6100 - Employee-related exp.</b>           |                        |                        |                       |                       |
|   | \$ 113,910.92          | \$ 108,018.43          | \$ 5,892.49           | 105.46%               |
| <b>6200 - Prof. &amp; Outside Svcs.</b>       |                        |                        |                       |                       |
| 6241 - Temp Agency Service                    | \$ 8,896.23            | \$ -                   | \$ 8,896.23           | (Budgeted under 6000) |
| 6299 - Other Prof. & Out. Svcs.               | \$ 3,751.25            | \$ 16,240.00           | \$ (12,488.75)        | 23.10%                |
| <b>Total 6200 - Prof. &amp; Outside Svcs.</b> | <b>\$ 12,647.48</b>    | <b>\$ 16,240.00</b>    | <b>\$ (3,592.52)</b>  | <b>77.88%</b>         |
| <b>6500 - Travel In-State</b>                 |                        |                        |                       |                       |
| 6521 - Motor Pool Charges                     | \$ 344.29              | \$ 200.00              | \$ 144.29             | 172.15%               |
| <b>Total 6500 - Travel In-State</b>           | <b>\$ 344.29</b>       | <b>\$ 200.00</b>       | <b>\$ 144.29</b>      | <b>172.15%</b>        |
| <b>7000 - Other Operating</b>                 |                        |                        |                       |                       |
| 7110 - Insurance & Related Chgs               | \$ 2,000.00            | \$ 2,000.00            | \$ -                  | 100.00%               |
| 7153 - Internal Svc. Data Proc.               | \$ 9,377.55            | \$ 10,682.52           | \$ (1,304.97)         | 87.78%                |
| 7179 - Other External Comm.                   | \$ 13,721.66           | \$ 13,328.31           | \$ 393.35             | 102.95%               |
| 7221 - Rental of Land & Bldgs.                | \$ 32,992.30           | \$ 35,991.60           | \$ (2,999.30)         | 91.67%                |
| 7241 - Int Acctg, Budg, Fin Svc.              | \$ 3,840.00            | \$ 3,840.00            | \$ -                  | 100.00%               |
| 7266 - Repair/Maint-Other Equip               | \$ 1,194.09            | \$ 1,190.00            | \$ 4.09               | 100.34%               |
| 7321 - Office Supplies                        | \$ 4,830.81            | \$ 8,000.00            | \$ (3,169.19)         | 60.39%                |
| 7472 - External Printing                      | \$ 1,875.57            | \$ -                   | \$ 1,875.57           | (Budgeted under 7321) |
| 7481 - Postage & Delivery                     | \$ 9,258.25            | \$ 8,000.00            | \$ 1,258.25           | 115.73%               |
| 7511 - Awards                                 | \$ -                   | \$ 100.00              | \$ (100.00)           | 0.00%                 |
| 7541 - Books, Subscr., & Pubs.                | \$ 381.97              | \$ 400.00              | \$ (18.03)            | 95.49%                |
| 7598 - Background Checks                      | \$ 15.75               | \$ -                   | \$ 15.75              | 0.00%                 |
| 7599 - Other Misc. Operating                  | \$ 322.00              | \$ 400.00              | \$ (78.00)            | 80.50%                |
| <b>Total 7000 - Other Operating</b>           | <b>\$ 79,809.95</b>    | <b>\$ 83,932.43</b>    | <b>\$ (4,122.48)</b>  | <b>95.09%</b>         |
| <b>8400 - Capital Equipment</b>               |                        |                        |                       |                       |
| 8471 - Other Equip. - Capital Purch.          | \$ 7,780.71            | \$ 7,184.40            | \$ 596.31             | 108.30%               |
| <b>Total 8400 - Capital Equipment</b>         | <b>\$ 7,780.71</b>     | <b>\$ 7,184.40</b>     | <b>\$ 596.31</b>      | <b>108.30%</b>        |
| <b>8500 - Non-capital Equipment</b>           |                        |                        |                       |                       |
| 8521 - Furniture Non-capital                  | \$ 4,825.70            | \$ 13,000.00           | \$ (8,174.30)         | 37.12%                |
| 8531 - Computer Equip. Non-cap.               | \$ 2,788.21            | \$ 1,600.00            | \$ 1,188.21           | 174.26%               |
| 8561 - Tele. Equip. - Non-cap.                | \$ -                   | \$ 1,200.00            | \$ (1,200.00)         | 0.00%                 |
| 8581 - Purch. or lic. software                | \$ -                   | \$ 1,300.00            | \$ (1,300.00)         | 0.00%                 |
| <b>Total 8500 - Non-capital Equip.</b>        | <b>\$ 7,613.91</b>     | <b>\$ 17,100.00</b>    | <b>\$ (9,486.09)</b>  | <b>44.53%</b>         |
| <b>9100 - Transfers Out</b>                   |                        |                        |                       |                       |
| 9101 - Op Trans Out: Fund Sweeps              | \$ 4,100.00            | \$ 4,100.00            | \$ -                  |                       |
| <b>Total 9100 - Oper. Trans. Out</b>          | <b>\$ 4,100.00</b>     | <b>\$ 4,100.00</b>     | <b>\$ -</b>           |                       |
| <b>TOTAL EXPENDITURES</b>                     | <b>\$ 512,094.91</b>   | <b>\$ 536,683.83</b>   | <b>\$ (25,329.52)</b> | <b>95.42%</b>         |
| <b>NET INCOME</b>                             | <b>\$ 1,508,978.30</b> | <b>\$ 1,552,103.88</b> | <b>\$ (42,384.98)</b> | <b>97.22%</b>         |



# Arizona Board of Fingerprinting Memo

TO: Board members  
FROM: Dennis Seavers  
C:  
Date: August 27, 2014  
**SUBJECT FY 2014 strategic-plan report**

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The agenda for the Board's August 29, 2014 meeting includes a report from the executive director on the Board's strategic-plan performance during fiscal year (FY) 2014. To help expedite the meeting, I've prepared this memo, which offers background and analysis on some of the performance measures.

Attached to this memo is a detailed report on the Board's performance measures.

## **SUMMARY**

- The investigator has exceeded the Board's goal for the percentage of recommendations accepted. This high acceptance rate makes meetings more efficient.
- The Board continues to reduce the wait time for applicants to get decisions. Since the Board hired an additional administrative law judge (ALJ), overall wait times have declined and compliance with statutory time frames has improved.

## **DISCUSSION**

Below is a discussion of some of the performance measures that merit close attention from the Board.

### **Goal 1: to make fair and consistent determinations on good-cause exceptions.**

The primary purpose of the measurements under this goal is to determine whether the Board grants applications at a rate consistent with previous years. Since the Board's criteria for granting applications have not changed significantly over the past few years, the Board's approval rate should remain fairly constant from year to year. (The performance measures for application-approval rate are based on rates from previous

fiscal years and should not be understood as some ideal percentage that the Board should necessarily strive for.)

#### *Investigator recommendations adopted at a high rate*

For expedited reviews, the Board receives a recommendation from the investigator to approve an application or refer the case to a hearing. The Board exceeded its goal of 96% with an average over the fiscal year of 99.12%.

The investigator's recommendation is based on what he believes the Board will decide, not necessarily what he believes the Board should decide. (In that respect, his recommendation is different from a hearing officer's recommendation.) However, the recommendation forms the basis of the Board's consent agendas. If the investigator achieves a high rate of accepted recommendations, then the Board's meetings run more efficiently.

#### *Approval rate*

The Board's approval rate has remained about the same since last fiscal year. Please note that the rate of approval does not include cases that are decided administratively (e.g., DPS issues card based on dismissal or applicant withdraws) but only includes cases where the Board makes a final decision.

### **Goal 2: to provide applicants with timely decisions on their good-cause-exception applications.**

While Goal 1 above mostly deals with the quality and consistency of the Board's decisions, this goal addresses how quickly the Board makes decisions by measuring caseload and processing time. The Board has continued to build on improvements in the previous fiscal year, primarily due to the decision to hire an additional ALJ in FY 2013.

#### *Caseload has remained steady, and the Board keeps up with its caseload*

The Board's caseload increased only 2% from FY 2013 to FY 2014. The Board resolves as many cases as it receives. This measure is important because if the Board were to fall behind in resolving cases, a backlog would develop.

#### *Processing time continued to drop*

The Board has made progress on reducing the average time to process applications. Although the average wait time increased by a little less than a day, the time that the Board spends processing the applicant decreased by 0.76 days. Processing time is the time the Board and its staff spend working on an application; it excludes time spent waiting on applicants or other agencies to submit information—wait time which is beyond the Board's control.

*The Board has nearly achieved full compliance with time frames*

The Board has three statutory time frames (although there are no penalties for failing to comply with the statute):

- Expedited review: 20 days from receipt of a complete application to an expedited review. In FY 2014, only one case failed to meet the time frame.
- Hearing: 45 days from expedited review to hearing (unless the applicant requests that a hearing be rescheduled). In previous fiscal years, the Board was not in full compliance with this time frame because the number of hearings would have been more than the ALJs could keep up with. With the additional ALJ, I can schedule hearings more frequently and fully comply with the time frame.
- Board decision: 80 days from hearing to Board decision (unless the applicant requests that a hearing be rescheduled). As a result of hiring the additional ALJ, the Board is moving toward full compliance. The cases that weren't in compliance were from early in the fiscal year when there were cases remaining from the period when the Board was understaffed.

**Goal 3: to develop fair and comprehensible rules, policies, and procedures for determining good-cause exceptions.**

The purpose of this goal is to measure how difficult the Board's application process is for applicants and whether improvements would make the process easier to understand, without sacrificing rigor.

There is only one measurement under this goal, but it effectively shows how well the Board communicates with applicants about the good-cause-exception process. The Board measures the percentage of applications that are complete on submission. If the Board is able to communicate its expectations clearly to applicants, then there should be a higher number of applications complete on submission. The Board fell short of its goal of 85%, but it remained fairly close to the previous fiscal year's performance. Since the difference from the previous fiscal year was minor, the Board should not be concerned about the decrease. As a comparison, the measurement in FY 2012—the fiscal year before last—was 67.5%.

## Arizona Board of Fingerprinting Fiscal Year 2014 Performance Measures

### Goal 1. To make fair and consistent determinations on good-cause exceptions

| Performance Measure  | FY 13 Actual | FY 14 Estimate | FY 14 Actual |
|--|--------------|----------------|--------------|
| Percent of investigator recommendations for expedited reviews accepted | 98.39%       | 96.00%         | 99.12%       |
| Percent of applications approved                                       | 97.16%       | 96.00%         | 97.69%       |
| Percent of approvals by expedited review                               | 95.76%       | 95.00%         | 95.35%       |
| Percent of approvals by administrative hearing                         | 4.24%        | 5.00%          | 4.65%        |

### Goal 2. To provide applicants with timely decisions on their good-cause-exception applications

| Performance Measure  | FY 13 Actual | FY 14 Estimate | FY 14 Actual |
|--|--------------|----------------|--------------|
| Number of applications received  | 2,644        | 2,600          | 2,697        |
| Number of applications disposed  | 2,612        | 2,600          | 2,715        |
| Ratio of cases opened to cases closed  | 1:99         | 1:1            | 1:1.01       |
| Average number of days to dispose  | 32.60        | 30.00          | 33.48        |
| Average number of days spent processing applications   | 20.49        | 20.00          | 19.73        |
| Average number of days spent processing applications from receipt to expedited review                | 12.59        | 12.00          | 12.83        |
| Average days from expedited review to hearing  | 37.89        | 35.00          | 34.54        |
| Percent of applications with an expedited review within 20 days of receipt of a complete application | 99.96%       | 100.00%        | 99.96%       |
| Percent of applications with a hearing within 45 days of an expedited review                         | 87.10%       | 100.00%        | 100.00%      |
| Percent of applications decided within 80 days of a hearing  | 63.52%       | 100.00%        | 97.66%       |

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**Goal 3. To develop fair and comprehensible rules, policies, and procedures for determining good-cause exceptions**

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| <b>Performance Measure</b>                             | <b>FY 13 Actual</b> | <b>FY 14 Estimate</b> | <b>FY 14 Actual</b> |
|--|---------------------|-----------------------|---------------------|
| Percent of applications complete on initial submission | 82.17%              | 85.00%                | 79.61%              |



# Arizona Board of Fingerprinting Memo

TO: Board members  
FROM: Dennis Seavers  
C:  
Date: August 21, 2014  
**SUBJECT FY 2015 budget proposal**

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This memo discusses a proposed budget for fiscal year (FY) 2015 for the Board to adopt at its August 29, 2014 meeting. The memo also provides financial information to assist the Board in its deliberations about the budget.

## **SUMMARY**

- The Board should adopt a budget that includes \$572,020.13 in expenditures.
- The proposed budget projects \$700,000 in revenues. This projection assumes that DPS will receive 100,000 fingerprint-clearance-card applications in FY 2015.
- If the revenues match projections, the Board's fund balance at the end of FY 2015 will be \$1,636,958.17, an increase from the previous fiscal year of \$127,979.87.

## **FUND BALANCE**

- At the end of FY 2014 (as of June 30, 2014), the Board's fund balance was \$1,508,978.30.
- As of July 31, 2014—the last date when there was an end-of-month reconciliation with AFIS (the state accounting system) data—the Board's fund balance was \$1,470,874.91.

## **BUDGET PROPOSAL FOR FY 2015**

Attachment 1 proposes a budget that includes \$572,020.13 in expenditures and assumes \$700,000 in revenues.

Attachment 1 also provides a comparison of FY 2014 actual expenditures and revenues with the FY 2015 budget proposal. The list below explains areas where there are

notable differences in spending between FYs 2014 and 2015. As always, Board members may request additional details about the proposed budget.

- 6000 – Personal Services. This category refers to expenditures from wages and salaries. The proposed budget includes a spending increase of \$33,351.15 from the FY 2014 actual spending. However, Board members should note that the FY 2014 actual expenditures included \$8,896.23 for temporary agency services, which means that the proposed budget includes an increase of \$24,454.92 over last year's actual spending on wages. This increase is due to two factors:
  - The Board approved salary increases in March and July 2014 that, over the course of a year, amount to \$22,346.69.
  - The remaining new spending would allow the executive director to increase employee salaries (except for his own salary, which would be considered separately by the Board) by no more than 5%, depending on how well the employees score on the MAP performance appraisals. This approach would give discretion to the executive director to reward performance according to criteria established by the Arizona Department of Administration. Alternatively, the Board could consider any pay increases at a separate meeting and, at least for now, reduce this category of spending accordingly.
- 6100 – Employee-Related Expenditures. This category refers to expenditures from benefits and withholdings, such as medical benefits, retirement, and Social Security. These expenditures are based on benefit choices by employees and include other costs that represent a percentage of personal services. The proposed increase in this category is for the same reasons outlined under the personal-services category above.
- 6299 – Other Professional & Outside Services. This category includes miscellaneous costs from external sources and consultations, such as security, language interpreters, document destruction, and database programming. The proposed budget would increase spending from the previous fiscal year by \$12,648.75. The primary reason for the increase would be for database development that the Board authorized for FY 2014 but which I delayed due to mid-year budget adjustments and which I wasn't able to schedule until August 2014. Therefore, this increase really represents a cost that the Board previously approved but that was delayed until this fiscal year. As a reminder, the purposes of the database development would be the following:
  - The Board's existing databases, which include a new database developed in 2012, will require some maintenance and debugging.
  - I recommend that the Board approve a project to change its database management system from Microsoft Access to other software to improve performance. Although not a primary reason for changing software, this change would have an added benefit of making a smoother transition to a web-based user interface in subsequent fiscal years.
- 7221 – Rental of Land and Buildings. The proposed spending in this category is for leasing our office space. The yearly rent for our space is \$35,991.60. The

increase from FY 2014 to FY 2015 is actually due to the timing of invoices. An invoice that normally would be paid in FY 2014 will instead be paid in FY 2015.

- 8471 – Other Equipment (Capital). In 2013, the Board purchased a new copier/scanner/fax machine. I don't anticipate any capital-equipment needs in FY 2015.
- 8521 – Furniture (Non-capital). In FY 2014, the Board authorized \$13,000 in spending to replace old furniture and improve the Board's public spaces. Actual spending in FY 2014 was only \$4,825.70, which left \$8,174.30 unspent. The proposed budget would include the remaining amount from FY 2014 and an additional \$1,556.61. The purpose of the expenditures would be to switch the executive director's office and the Board meeting room and to purchase new furniture. The switch was necessary because the Board membership increased with the addition of a Board member from the Arizona Department of Child Safety.
- 8531 – Computer Equipment (Non-capital). The proposed increase in spending includes the possibility of purchasing a new computer in case one fails.
- 8581 – Purchase or license software. If a new computer purchase is necessary (see the previous category), it may be necessary to purchase new software licenses.
- 9101 – Operating Transfers Out. In FY 2014, state agencies were required to transfer monies into an Automated Projects Fund. The Board is not currently required to transfer any money into other state funds during FY 2015.

## Attachment 1 - FY15 Budget Proposal

|   | FY14 Actual            | FY15 Proposed<br>Budget | Difference           |
|---|------------------------|-------------------------|----------------------|
| <b>REVENUES</b>                               |                        |                         |                      |
| <b>4900 - Operating Transfers In</b>          |                        |                         |                      |
| Prior FY Carryover                            | \$ 1,283,787.71        | \$ 1,508,978.30         | \$ 225,190.59        |
| 4901 - Oper. Transfers In                     | \$ 737,285.50          | \$ 700,000.00           | \$ (37,285.50)       |
| <b>Total 4900 - Oper. Trans. In</b>           | <b>\$ 2,021,073.21</b> | <b>\$ 2,208,978.30</b>  | <b>\$ 187,905.09</b> |
| <b>TOTAL REVENUES</b>                         | <b>\$ 2,021,073.21</b> | <b>\$ 2,208,978.30</b>  | <b>\$ 187,905.09</b> |
| <b>EXPENDITURES</b>                           |                        |                         |                      |
| <b>6000 - Personal Services</b>               | \$ 285,887.65          | \$ 319,238.80           | \$ 33,351.15         |
| <b>6100 - Employee-related exp.</b>           | \$ 113,910.92          | \$ 127,695.52           | \$ 13,784.60         |
| <b>6200 - Prof. &amp; Outside Svcs.</b>       |                        |                         |                      |
| 6241 - Temp Agency Service                    | \$ 8,896.23            | \$ -                    | \$ (8,896.23)        |
| 6299 - Other Prof. & Out. Svcs.               | \$ 3,751.25            | \$ 16,400.00            | \$ 12,648.75         |
| <b>Total 6200 - Prof. &amp; Outside Svcs.</b> | <b>\$ 12,647.48</b>    | <b>\$ 16,400.00</b>     | <b>\$ 3,752.52</b>   |
| <b>6500 - Travel In-State</b>                 |                        |                         |                      |
| 6521 - Motor Pool Charges                     | \$ 344.29              | \$ 500.00               | \$ 155.71            |
| <b>Total 6500 - Travel In-State</b>           | <b>\$ 344.29</b>       | <b>\$ 500.00</b>        | <b>\$ 155.71</b>     |
| <b>7000 - Other Operating</b>                 |                        |                         |                      |
| 7110 - Insurance & Related Chgs               | \$ 2,000.00            | \$ 2,000.00             | \$ -                 |
| 7153 - Internal Svc. Data Proc.               | \$ 9,377.55            | \$ 11,000.00            | \$ 1,622.45          |
| 7179 - Other External Comm.                   | \$ 13,721.66           | \$ 16,000.00            | \$ 2,278.34          |
| 7221 - Rental of Land & Bldgs.                | \$ 32,992.30           | \$ 38,990.90            | \$ 5,998.60          |
| 7241 - Int Acctg, Budg, Fin Svc.              | \$ 3,840.00            | \$ 3,840.00             | \$ -                 |
| 7266 - Repair/Maint-Other Equip               | \$ 1,194.09            | \$ 1,200.00             | \$ 5.91              |
| 7321 - Office Supplies                        | \$ 4,830.81            | \$ 6,000.00             | \$ 1,169.19          |
| 7472 - External Printing                      | \$ 1,875.57            | \$ 2,000.00             | \$ 124.43            |
| 7481 - Postage & Delivery                     | \$ 9,258.25            | \$ 11,000.00            | \$ 1,741.75          |
| 7511 - Awards                                 | \$ -                   | \$ 100.00               | \$ 100.00            |
| 7541 - Books, Subscr., & Pubs.                | \$ 381.97              | \$ 400.00               | \$ 18.03             |
| 7598 - Background Checks                      | \$ 15.75               | \$ -                    | \$ (15.75)           |
| 7599 - Other Misc. Operating                  | \$ 322.00              | \$ 524.00               | \$ 202.00            |
| <b>Total 7000 - Other Operating</b>           | <b>\$ 79,809.95</b>    | <b>\$ 93,054.90</b>     | <b>\$ 13,244.95</b>  |
| <b>8400 - Capital Equipment</b>               |                        |                         |                      |
| 8471 - Other Equip. - Capital Purch.          | \$ 7,780.71            | \$ -                    | \$ (7,780.71)        |
| <b>Total 8400 - Capital Equipment</b>         | <b>\$ 7,780.71</b>     | <b>\$ -</b>             | <b>\$ (7,780.71)</b> |
| <b>8500 - Non-capital Equipment</b>           |                        |                         |                      |
| 8521 - Furniture Non-capital                  | \$ 4,825.70            | \$ 9,730.91             | \$ 4,905.21          |
| 8531 - Computer Equip. Non-cap.               | \$ 2,788.21            | \$ 4,100.00             | \$ 1,311.79          |
| 8561 - Tele. Equip. - Non-cap.                | \$ -                   | \$ -                    | \$ -                 |
| 8581 - Purch. or lic. software                | \$ -                   | \$ 1,300.00             | \$ 1,300.00          |

### Attachment 1 - FY15 Budget Proposal

|  | FY14 Actual     | FY15 Proposed Budget | Difference    |
|--|-----------------|----------------------|---------------|
| <b>Total 8500 - Non-capital Equip.</b> | \$ 7,613.91     | \$ 15,130.91         | \$ 7,517.00   |
| <b>9100 - Transfers Out</b>            |                 |                      |               |
| 9101 - Op Trans Out: Fund Sweeps       | \$ 4,100.00     | \$ -                 | \$ (4,100.00) |
| <b>Total 9100 - Oper. Trans. Out</b>   | \$ 4,100.00     | \$ -                 | \$ (4,100.00) |
| <b>TOTAL EXPENDITURES</b>              | \$ 512,094.91   | \$ 572,020.13        | \$ 59,925.22  |
| <b>NET INCOME</b>                      | \$ 1,508,978.30 | \$ 1,636,958.17      | \$ 127,979.87 |



# Arizona Board of Fingerprinting Memo

TO: Board members  
FROM: Dennis Seavers  
C:  
Date: August 21, 2014  
**SUBJECT Elections**

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Under A.R.S. § 41–619.52(B), the Board must annually elect a chairperson and vice-chairperson from among its members. (The Board may also elect “any other officers that are deemed necessary or advisable,” but the Board has never elected additional officers.)

At its August 29, 2014 meeting, the Board will elect a chairperson and vice-chairperson. This memo explains the duties of each officer and discusses how the Board should conduct its elections.

## **DUTIES OF OFFICERS**

The chairperson presides over Board meetings and hearings and sets the agendas for Board meetings (often with input from the executive director). In general, the executive director keeps the chairperson informed about issues that could affect the Board. (Board members who may be interested in the office should be aware that the executive director communicates regularly with the chairperson, usually at least a couple of times a month and sometimes more, especially during legislative sessions.)

The vice-chairperson assumes the chairperson’s duties when the chairperson is absent.

There are no restrictions on how many times a Board member may serve in an office.

## **PROCEDURES**

The Board’s statutes do not prescribe procedures for conducting elections. However, open-meeting laws prohibit secret ballots or elections conducted in executive session. Although the Board has options for conducting its elections, the most straightforward procedure would be the following, which the Board has used in previous elections.

- The Board has discussion, if necessary.
- A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
- A vote is taken. If the motion passes by a majority, the person is elected chairperson.
- The procedure is repeated for the office of vice-chairperson.

In cases where the Board has elected new officers, it has been common practice for the current officers to continue their role for the remainder of the meeting and for the newly elected officers to preside at the next meeting.