



ARIZONA BOARD OF FINGERPRINTING

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Final Minutes for Public Meeting Held August 28, 2015, at 9:30 a.m. 4205 North 7th Avenue, Suite 206 Phoenix, Arizona

Board Members

Charles Easaw, Department of Education, Chairperson
Courtney Mays, Department of Economic Security, Vice Chairperson
Kim Pipersburgh, Department of Health Services
Chad Kewish, Administrative Office of the Courts
John Crabtree, Department of Juvenile Corrections
William Stuebe, Department of Child Safety

Executive Director

Matthew A. Scheller

CALL TO ORDER AND ROLL CALL

Mr. Easaw called the meeting to order at 9:52 a.m. The following Board members were present: Charles Easaw, Kim Pipersburgh, Courtney Mays, Chad Kewish and William Stuebe. The following Board member was absent: John Crabtree.

Also in attendance was Matthew A. Scheller, 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 FROM THE FOLLOWING MEETINGS: DECEMBER 19, 2014, JANUARY 21, 2015, JANUARY 30, 2015, FEBRUARY 6, 2015, FEBRUARY 18, 2015, FEBRUARY 27, 2015 AND MARCH 13, 2015

Ms. Pipersburgh made a motion to approve the draft minutes from December 19, 2014, January 21, 2015, January 30, 2015, February 6, 2015, February 18, 2015, February 27, 2015 And March 13, 2015, and Ms. Mays seconded. The motion passed 5–0.

EXECUTIVE DIRECTOR'S REPORT

Mr. Easaw requested that Mr. Scheller provide a summary of the memo's that he authored and submitted to the Board for review. Mr. Scheller provided a summary of the fiscal year (FY) 2015 budget report memo dated August 21, 2015 (see Attachment 1) and the FY 2015 strategic-plan performance memo dated August 26, 2015 (see Attachment 2).

Mr. Scheller spoke about the positive financial position of the Board and that the current fund balance amount does not include the June or July 2015 transfer from the Department of Public Safety (DPS). These transfers have been significantly delayed because on the difficulties being encountered with the New AFIS (AZ Financial Information System (AFIS)). The projection is strong for the current fiscal year and the account balance is projected to grow by an additional \$100,000 by the end of the fiscal year.

Mr. Scheller commended the Board's investigator on the quality of the recommendations, as reflected in the percentage of recommendations adopted by the Board. He pointed out that on Goal 2¹ the Board has made progress on reducing the average time to process applications in all areas. In addition, on Goal 3² the Board fell slightly below the intended goal of 85%, but surpassed the previous fiscal year's performance by 4.5% and FY 2013's performance by 2%. The Board should be pleased with this increase as it shows the diligent efforts being made to communicate with applicants about the Board's application process.

Mr. Easaw commended the staff for the outstanding numbers on the strategic-plan performance. He indicated that the great work that Mr. Seavers started is continuing under the new Executive Director. Mr. Easaw expressed his thanks and is pleased to see that there is a plan in place for the Board to come into full compliance with the three statutorily required hearing time frames; particularly, 20 days from receipt of a complete application to an expedited review.

¹ To Provide Applicants With Timely Decisions On Their Good-Cause-Exception Applications.

² To Develop Fair And Comprehensible Rules, Policies, And Procedures For Determining Good-Cause Exceptions.

ADOPTION OF BUDGET FOR FISCAL YEAR 2016

Mr. Easaw referred the Board members to Mr. Scheller's August 21, 2015 memo proposing a budget for FY 2016 (see Attachment 3). Mr. Easaw asked if a separate motion was needed for the recommendation by the Executive Director to change the database management system from Microsoft Access to other software to improve performance. The determination was that the motion could be made as a part of the entire fiscal year package.

Ms. Mays suggested that the Board may want to take additional action on the database when more information is obtained by Mr. Scheller. She also expressed interest in the ability of the Board to access information from a secure internet based application. Mr. Scheller indicated that he would conduct the research and keep the Board apprised of progress, particularly on the issue of confidentiality and data security. Mr. Easaw suggested that Mr. Scheller keep the Chair apprised of his progress on database upgrade options and that a meeting could be called if necessary.

Ms. Pipersburgh made a motion to adopt the FY 2016 budget as proposed, and Ms. Mays seconded. The motion passed, 5-0.

ELECTIONS

Mr. Easaw referred the Board members to Mr. Scheller's August 21, 2015 memo regarding election procedures (see Attachment 4).

Mr. Easaw indicated that he would be willing to serve in the position as chairperson for one additional year. Ms. Mays made a motion to elect Charles Easaw as chairperson, and Ms. Pipersburgh seconded. On a roll call vote the motion passed unanimous, 5-0.

Ms. Pipersburgh made a motion to elect Courtney Mays as vice chairperson, and on a roll call vote the motion passed unanimous, 5-0.

ADJOURNMENT

Mr. Easaw adjourned the meeting at 10:22 a.m.

Minutes approved on January 15, 2016

Matthew A. Scheller, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board Members
 FROM: Matthew A. Scheller
 Date: August 21, 2015
SUBJECT FY 2015 budget report

The agenda for the Board's August 28, 2015 meeting includes a report from the Executive Director (ED) on our fiscal year FY 2015 budget performance. To help expedite the meeting, I have prepared this memo, which summarizes the Board's budget performance in FY 2015. Attachment 1 details the Board's expenditures and revenues, with a comparison to the approved FY 2015 budget.

SUMMARY

- The fund balance at the beginning of FY 2015 was \$1,510,344.02.
- The Board had \$665,058.22 in revenues.
- The Board had \$549,295.37 in expenditures.
- The fund balance at the end of FY 2015 was \$1,626,106.87.¹

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
- End of FY 2015: \$1,626,106.87

¹ I received notice on August 13, 2015, that the June transfer from the Arizona Department of Public Safety (DPS) was significantly delayed because of New AFIS (AZ Financial Information System (AFIS)) – the state's official accounting system. The June transfer is \$92,302.00 which brings total revenue for FY 2015 to \$757,360.22 and the fund balance total to \$1,718,408.87.

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

The Board's revenues in FY 2015 were 72,227.28 lower than in FY 2014, which were \$218,782.78 lower than FY 2013 revenues. There have been many changes over the past decade to the number of programs in the fingerprint-clearance-card system; therefore, it is not possible to draw a reliable comparison of the number of fingerprint-clearance-card applications (which is the basis for the Board's revenues) among fiscal years. With the many fluctuations in the number of applications it is a difficult area to assess.

As we have seen in the past, there is a six-year cycle for the number of applications – a cycle that corresponds to the six years that cards are good for and then must be renewed. We appear to be in a low point of the cycle and the Board should expect to see slightly lower revenues for the next year or two. Unless there is a drastic reduction in fingerprint-clearance-card applications, revenues will still exceed expenditures. Even with a significant drop, the Board has a substantial fund balance to cover the difference. The Board should not be concerned about a decrease in revenues.

I will continue to monitor the application process closely as the fiscal year progresses. A new electronic fingerprint application process is being implemented at DPS (Arizona Automated Fingerprint Identification System (AZAFIS)). In addition, new legislation this year added dentists, dental hygienists and denturists to the fingerprint clearance card system. (ARS §§ 32-1232, 32-1284, 32-1297.01)

Specific areas of difference between expenditures and budget

Attachment 1 provides a comparison of actual expenditures and revenues with the FY 2015 budget. The list below explains areas where there are notable differences in spending. 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. Spending in this category was \$6,190.52 lower than the budgeted expenditures. We stayed below budget even with the change in the ED position and maintaining the previous ED in a consultant position for several months during this fiscal 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, other professional/outside services, and ERE) were \$10,340.37 less than budgeted.
- 7461 – Advertising. The small amount expended in this area was not budgeted. These funds were used for the Arizona Republic ad for the ED position.

- 6299 – Other Professional and Outside Services. The Board authorized \$13,000 in expenditures for database development in FY 2014 and \$13,000 in FY 2015. Although these amounts were approved, the project was delayed by the Executive Director because of mid-year budget adjustments in FY 2014 and then his departure in mid FY 2015. I will reach out to our previous vendor to begin planning and developing the new database in FY 2016.
- 8521 – Furniture (Non-capital). This category covers non-capital furniture purchases. The actual expenditures were \$144.01 below the budget. The new Board room furniture was required because of an increase in the size of the Board. (The budget proposal for FY 2016 will provide more detail about the Board room costs.)
- 8531 – Computer Equipment (Non-capital). This category covers computer costs. The FY 2015 shows that we were under budget in this area by \$2,358.36. The largest expenditure in this area was the upgraded microphones and recording equipment for the Board Conference Room. (The budget proposal for FY 2016 will provide detail about upgrading our current computer equipment.)
- 8581 – Purchase or License Software. This category covers software purchases. The Board did not purchase new computers or software in FY 2015, so none of the budgeted amount of \$1,300 was used.

Attachment 1 - FY15 Budget Report

	FY15 Actual	FY15 Budget	Difference	Perc. of Budget
REVENUES				
4900 - Operating Transfers In				
Prior FY Carryover	\$ 1,510,344.02	\$ 1,508,978.30	\$ 1,365.72	100.09%
4901 - Oper. Transfers In	\$ 665,058.22	\$ 700,000.00	\$ (34,941.78)	95.01%
Total 4900 - Oper. Trans. In	\$ 2,175,402.24	\$ 2,208,978.30	\$ (33,576.06)	98.48%
TOTAL REVENUES	\$ 2,175,402.24	\$ 2,208,978.30	\$ (33,576.06)	98.48%
EXPENDITURES				
6000 - Personal Services				
	\$ 313,048.28	\$ 319,238.80	\$ (6,190.52)	98.06%
6100 - Employee-related exp.				
	\$ 134,401.67	\$ 127,695.52	\$ 6,706.15	105.25%
6200 - Prof. & Outside Svcs.				
6241 - Temp Agency Service	\$ -	\$ -	\$ -	0.00%
6299 - Other Prof. & Out. Svcs.	\$ 5,544.00	\$ 16,400.00	\$ (10,856.00)	33.80%
Total 6200 - Prof. & Outside Svcs.	\$ 5,544.00	\$ 16,400.00	\$ (10,856.00)	33.80%
6500 - Travel In-State				
6521 - Motor Pool Charges	\$ -	\$ 500.00	\$ (500.00)	0.00%
Total 6500 - Travel In-State	\$ -	\$ 500.00	\$ (500.00)	0.00%
7000 - Other Operating				
7111 - Insurance & Related Chgs	\$ 2,000.00	\$ 2,000.00	\$ -	100.00%
7153 - Internal Svc. Data Proc.	\$ 8,111.89	\$ 11,000.00	\$ (2,888.11)	73.74%
7179 - Other External Comm.	\$ 14,545.11	\$ 16,000.00	\$ (1,454.89)	90.91%
7221 - Rental of Land & Bldgs.	\$ 38,990.90	\$ 38,990.90	\$ -	100.00%
7241 - Int Acctg, Budg, Fin Svc.	\$ 3,840.00	\$ 3,840.00	\$ -	100.00%
7266 - Repair/Maint-Other Equip	\$ 810.67	\$ 1,200.00	\$ (389.33)	67.56%
7321 - Office Supplies	\$ 4,523.49	\$ 6,000.00	\$ (1,476.51)	75.39%
7461 - Advertising	\$ 99.00	\$ -	\$ 99.00	(not bugeted)
7472 - External Printing	\$ 1,894.73	\$ 2,000.00	\$ (105.27)	94.74%
7481 - Postage & Delivery	\$ 9,462.09	\$ 11,000.00	\$ (1,537.91)	86.02%
7511 - Awards	\$ -	\$ 100.00	\$ (100.00)	0.00%
7541 - Books, Subscr., & Pubs.	\$ 149.00	\$ 400.00	\$ (251.00)	37.25%
7598 - Background Checks	\$ -	\$ -	\$ -	0.00%
7599 - Other Misc. Operating	\$ 546.00	\$ 524.00	\$ 22.00	104.20%
Total 7000 - Other Operating	\$ 84,972.88	\$ 93,054.90	\$ (8,082.02)	91.31%
8400 - Capital Equipment				
8471 - Other Equip. - Capital Purch.	\$ -	\$ -	\$ -	0.00%
Total 8400 - Capital Equipment	\$ -	\$ -	\$ -	0.00%
8500 - Non-capital Equipment				
8521 - Furniture Non-capital	\$ 9,586.90	\$ 9,730.91	\$ (144.01)	98.52%
8531 - Computer Equip. Non-cap.	\$ 1,741.64	\$ 4,100.00	\$ (2,358.36)	42.48%
8561 - Tele. Equip. - Non-cap.	\$ -	\$ -	\$ -	0.00%
8581 - Purch. or lic. software	\$ -	\$ 1,300.00	\$ (1,300.00)	0.00%
Total 8500 - Non-capital Equip.	\$ 11,328.54	\$ 15,130.91	\$ (3,802.37)	74.87%
9100 - Transfers Out				
9101 - Op Trans Out: Fund Sweeps	\$ -	\$ -	\$ -	
Total 9100 - Oper. Trans. Out	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 549,295.37	\$ 572,020.13	\$ (22,224.76)	96.03%

Attachment 1 - FY15 Budget Report

	FY15 Actual	FY15 Budget	Difference	Perc. of Budget
NET INCOME	\$ 1,626,106.87	\$ 1,636,958.17	\$ (11,351.30)	99.34%



Arizona Board of Fingerprinting Memo

TO: Board Members
FROM: Matthew A. Scheller
Date: August 26, 2015
SUBJECT FY 2015 Strategic-Plan Report

The agenda for the Board's August 28, 2015 meeting includes a report from the executive director on the Board's strategic-plan performance during fiscal year (FY) 2015. 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 for FY 2014 and FY 2015.

SUMMARY

- The investigator has exceeded the Board's goal for the percentage of recommendations accepted. This high acceptance rate makes Board meetings more efficient.
- The Board reduced the wait time for applicants to get decisions in all areas. Overall wait times have declined significantly and compliance with statutory time frames approaches full compliance.
- The Board effectively communicates with applicants based on the high level of applications completed on initial submission.

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 the 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 98.72%.

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

This year the Board's approval rate fluctuated slightly with approvals by administrative hearing increasing by approximately 3% and the approvals by expedited review decreasing by this same amount. This means that slightly more approvals are coming from the area of administrative hearings vs. expedited review. 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.

Caseload has decreased, and the Board keeps up with its caseload

The Board's caseload decreased slightly from FY 2014 to FY 2015 and the Board continues to resolve 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 dropped significantly

The Board has made progress on reducing the average time to process applications in all areas. The average wait time decreased by more than 2 full days, and the time that the Board spends processing the applicant decreased by more than 3 full days. Processing time is the time the Board and its staff spend working on an application; it excludes time spent waiting on applicants (application deficiencies) or other agencies to submit information (criminal records) – wait time which is beyond the Board's control.

Even with the change in the executive director position, 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 2015, there were 5 cases that failed to meet the time frame. Four of these cases were from August 2014 and missed the 20 day timeframe by one day. Measures are in place to ensure that cases do not go even a day beyond the prescribed timeframe.
- Hearing: 45 days from expedited review to hearing (unless the applicant requests that a hearing be rescheduled). In FY 2015 there were 3 cases that failed to meet the time frame. All of these cases were received by the Board in early January 2015 during the interim period between executive directors. Measures are in place to ensure that cases are set within prescribed timeframes.
- Board decision: 80 days from hearing to Board decision (unless the applicant requests that a hearing be rescheduled). There are no cases that went beyond the 80 day timeframe. The Board is in full compliance with this performance measure.

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 adherence to Board standards.

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 slightly below the goal of intended goal of 85%, but surpassed the previous fiscal year's performance by 4.5% and FY 2013's performance by 2%. The Board should be encouraged with this increase as it shows the diligent efforts being made to communicate with applicants about the Board's application process.

Arizona Board of Fingerprinting Fiscal Year 2015 Performance Measures

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

Performance Measure	FY 14 Actual	FY 15 Estimate	FY 15 Actual
Percent of investigator recommendations for expedited reviews accepted	99.12%	96.00%	98.72%
Percent of applications approved	97.69%	96.00%	98.43%
Percent of approvals by expedited review	95.35%	95.00%	92.38%
Percent of approvals by administrative hearing	4.65%	5.00%	7.62%

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

Performance Measure	FY 14 Actual	FY 15 Estimate	FY 15 Actual
Number of applications received	2,697	2,600	2,461
Number of applications disposed	2,715	2,600	2,564
Ratio of cases opened to cases closed	1:1.01	1:1	1:1.04
Average number of days to dispose	33.48	30.00	27.80
Average number of days spent processing applications	19.73	20.00	16.47
Average number of days spent processing applications from receipt to expedited review	12.83	12.00	10.48
Average days from expedited review to hearing	34.54	35.00	34.66
Percent of applications with an expedited review within 20 days of receipt of a complete application	99.96%	100.00%	99.79%
Percent of applications with a hearing within 45 days of an expedited review	100.00%	100.00%	97.84%
Percent of applications decided within 80 days of a hearing	97.66%	100.00%	100.00%

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

Performance Measure	FY 14 Actual	FY 15 Estimate	FY 15 Actual
Percent of applications complete on initial submission	79.61%	85.00%	84.10%



Arizona Board of Fingerprinting Memo

TO: Board Members
 FROM: Matthew A. Scheller
 Date: August 21, 2015
SUBJECT FY 2016 budget proposal

This memo discusses a proposed budget for fiscal year (FY) 2016 for the Board to adopt at its August 28, 2015 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 \$594,067.77 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 2016.
- If the revenues match projections, the Board's fund balance at the end of FY 2016 will be \$1,732,039.10, an increase from the previous fiscal year of \$105,833.23.

FUND BALANCE

- At the end of FY 2015 (as of June 30, 2015), the Board's fund balance was 1,626,106.87. This is an increase of \$115,762.85 from FY 2014 (\$1,510,344.02).
- As of July 31, 2015 – the last date when there was an end-of-month reconciliation – the Board's fund balance was \$1,583,770.09¹. (Please note that New AFIS, which is the state's new accounting system, is a "real-time" system and Central Services Bureau cannot provide cash balances as of the end of each month. The General Accounting Office is working on a fix for this concern.)

BUDGET PROPOSAL FOR FY 2016

Attachment 1 proposes a budget that includes \$594,067.77 in expenditures and assumes \$700,000 in revenues.

¹ This amount does not include the June or July 2015 transfers from the Department of Public Safety because of the significant delay with New AFIS.

Attachment 1 also provides a comparison of FY 2015 actual expenditures and revenues with the FY 2016 budget proposal. The list below explains areas where there are notable differences in spending between FY 2015 and FY 2016. 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 \$23,782.24 from the FY 2015 actual spending. This increase is due to two factors:
 - The Board approved a salary increase in March 2014 and July 2014 that, over the course of a year, amounts 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 2% of the total personal services base (excluding ERE), depending on how well the employees score on the MAP performance appraisals. This amounts to no more than \$6,604.52 over the course of the fiscal year, and any incentive payments cannot exceed 5% of an employee's annual base salary. This approach would give discretion to the executive director to reward performance according to the Compensation Plan and criteria established by the Arizona Department of Administration.
- 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 \$11,456.00. The primary reason for the increase would be for database development that the Board authorized for FY 2014 and then in FY 2015 but was delayed by the Executive Director because of mid-year budget adjustments in FY 2014 and then his departure in mid FY 2015. This project was unable to be scheduled in either of the past fiscal years even though the Board previously approved this project. The purposes of the database development would be the following:
 - The Board's existing Microsoft Access database, which was developed in 2012, requires 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. This amount is a decrease from last fiscal year since there was an invoice that normally would have been paid in FY 2014 that was instead paid in FY 2015.
- 8471 – Other Equipment (Capital). In FY 2013, the Board purchased a new copier/scanner/fax machine. I don't anticipate any capital-equipment needs in FY 2016.
- 8521 – Furniture (Non-capital). In FY 2014 and FY 2015, the Board authorized a total of \$14,556.61 in spending to replace old furniture and improve the Board's public spaces. The purpose of the expenditure was to move the director's office and the Board meeting room and to purchase new furniture. The change was necessary to accommodate the increased Board membership with the addition of a member from the Arizona Department of Child Safety. The proposed budget amount in this area for FY 2016 is in the event that any items, such as a desk or desk chairs, need to be replaced.
- 8531 – Computer Equipment (Non-capital). The proposed increase in spending includes purchasing two new desktop computers with monitors and one laptop computer to replace the existing units which have not been replaced since 2012. The proposed increase 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. This was not the case in FY 2015 and the Board is not currently required to transfer any money into other state funds during FY 2016.

Attachment 1 - FY16 Budget Proposal

	FY15 Actual	FY16 Proposed Budget	Difference
REVENUES			
4900 - Operating Transfers In			
Prior FY Carryover	\$ 1,510,344.02	\$ 1,626,106.87	\$ 115,762.85
4901 - Oper. Transfers In	\$ 665,058.22	\$ 700,000.00	\$ 34,941.78
Total 4900 - Oper. Trans. In	\$ 2,175,402.24	\$ 2,326,106.87	\$ 150,704.63
TOTAL REVENUES	\$ 2,175,402.24	\$ 2,326,106.87	\$ 150,704.63
EXPENDITURES			
6000 - Personal Services			
	\$ 313,048.28	\$ 336,830.52	\$ 23,782.24
6100 - Employee-related exp.			
	\$ 134,401.67	\$ 141,805.65	\$ 7,403.98
6200 - Prof. & Outside Svcs.			
6241 - Temp Agency Service		\$ -	\$ -
6299 - Other Prof. & Out. Svcs.	\$ 5,544.00	\$ 17,000.00	\$ 11,456.00
Total 6200 - Prof. & Outside Svcs.	\$ 5,544.00	\$ 17,000.00	\$ 11,456.00
6500 - Travel In-State			
6521 - Motor Pool Charges		\$ 500.00	\$ 500.00
Total 6500 - Travel In-State	\$ -	\$ 500.00	\$ 500.00
7000 - Other Operating			
7111 - Insurance & Related Chgs	\$ 2,000.00	\$ 2,000.00	\$ -
7153 - Internal Svc. Data Proc.	\$ 8,111.89	\$ 11,000.00	\$ 2,888.11
7179 - Other External Comm.	\$ 14,545.11	\$ 16,000.00	\$ 1,454.89
7221 - Rental of Land & Bldgs.	\$ 38,990.90	\$ 35,991.60	\$ (2,999.30)
7241 - Int Acctg, Budg, Fin Svc.	\$ 3,840.00	\$ 3,840.00	\$ -
7266 - Repair/Maint-Other Equip	\$ 810.67	\$ 1,200.00	\$ 389.33
7321 - Office Supplies	\$ 4,523.49	\$ 6,000.00	\$ 1,476.51
7461 - Advertising	\$ 99.00		
7472 - External Printing	\$ 1,894.73	\$ 2,000.00	\$ 105.27
7481 - Postage & Delivery	\$ 9,462.09	\$ 11,000.00	\$ 1,537.91
7511 - Awards	\$ -	\$ 100.00	\$ 100.00
7541 - Books, Subscr., & Pubs.	\$ 149.00	\$ 400.00	\$ 251.00
7598 - Background Checks	\$ -	\$ -	\$ -
7599 - Other Misc. Operating	\$ 546.00	\$ 600.00	\$ 54.00
Total 7000 - Other Operating	\$ 84,972.88	\$ 90,131.60	\$ 5,257.72
8400 - Capital Equipment			
8471 - Other Equip. - Capital Purch.	\$ -	\$ -	\$ -
Total 8400 - Capital Equipment	\$ -	\$ -	\$ -
8500 - Non-capital Equipment			
8521 - Furniture Non-capital	\$ 9,586.90	\$ 1,500.00	\$ (8,086.90)
8531 - Computer Equip. Non-cap.	\$ 1,741.64	\$ 5,000.00	\$ 3,258.36
8561 - Tele. Equip. - Non-cap.	\$ -	\$ -	\$ -

Attachment 1 - FY16 Budget Proposal

	FY15 Actual	FY16 Proposed Budget	Difference
8581 - Purch. or lic. software	\$ -	\$ 1,300.00	\$ 1,300.00
Total 8500 - Non-capital Equip.	\$ 11,328.54	\$ 7,800.00	\$ (3,528.54)
9100 - Transfers Out			
9101 - Op Trans Out: Fund Sweeps	\$ -	\$ -	\$ -
Total 9100 - Oper. Trans. Out	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 549,295.37	\$ 594,067.77	\$ 44,871.40
NET INCOME	\$ 1,626,106.87	\$ 1,732,039.10	\$ 105,833.23



Arizona Board of Fingerprinting Memo

TO: Board Members
FROM: Matthew A. Scheller
Date: August 21, 2015
SUBJECT Elections

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 28, 2015 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 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:

1. The Board has discussion, if necessary.

2. A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
3. A vote is taken. If the motion passes by a majority, the person is elected chairperson.
4. 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.