



## **ARIZONA BOARD OF FINGERPRINTING**

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### **FINAL Minutes for Public Meeting** Held December 16, 2016, at 9:15 a.m. 4205 North 7th Avenue, Suite 206 Phoenix, Arizona

#### **Board Members**

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

#### **Executive Director**

Matthew A. Scheller

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

Ms. Mays called the meeting to order at 9:15 a.m. The following Board members were present: Courtney Mays, Chad Kewish, Kim Pipersburgh, John Crabtree, William Stuebe and Garnett Winders. Mr. Piccarreta, Alternate Board member for the Department of Child Safety, was present and observing only. The following Board members were absent: none.

Also in attendance was Matthew A. Scheller, Executive Director (ED).

### **CALL TO THE PUBLIC**

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

## **APPROVAL OF MINUTES AUGUST 26, 2016**

Mr. Kewish made a motion to approve the draft minutes from August 26, 2016, and Ms. Pipersburgh seconded. Ms. Winders recused herself from the vote as she was not a member of the Board of Fingerprinting at the meeting held on August 26, 2016. The motion passed 5–0.

## **EXECUTIVE DIRECTOR'S REPORT**

### **A. Report on enhancement to the Board database management system**

Ms. Mays requested that Mr. Scheller provide a summary of the memo that he authored and submitted to the Board for review. Mr. Scheller provided a summary of the report on the enhancement to the Board database management system dated December 14, 2016 (see Attachment 1).

Mr. Scheller spoke about the progress that has occurred on the Board database over the past two fiscal years. Mr. Scheller indicated that he has had discussions with the Board's vendor, Gould Intelligent, and the programmer working on this project. Based upon the discussions, the programmer will need additional time to complete the letter conversion, installation of the completed database management system, and follow-up support. The amount of time requested is an additional 120 hours at an hourly rate of \$79.00 for a total of \$9,480. The work will include:

- o Conversion of associated letters and queries for the GCE application.
- o Vendor to develop an automated backup routine.
- o Vendor to test and debug as time needed.

Mr. Scheller indicated that he spoke to the Board's Strategic Enterprise Technology (ASET) Engagement Manager to get his input and advice. Mr. Scheller was advised by ASET that the Board does not need to go through the Project Investment Justification (PIJ) process for approval of the additional amount needed to complete this project.

Mr. Kewish asked if the 120 hours would get the Board to completion of the project or if there would be another request for funds this Fiscal Year (FY2017). Mr. Scheller indicated that the breakdown of time would essentially be: 40 hours for the letters, 40 hours for the installation and testing, and 40 hours for rollout support and programming modifications. This will allow for a buffer to prevent additional time requirements this fiscal year, and Mr. Scheller assured the Board that he will have the vendor complete the install and test in the quickest and most efficient manner possible.

Mr. Scheller indicated that completion of the Board's database management system will provide a smooth transition to the Statewide Licensing Solution that is being worked on by ASET. This e-licensing solution will be available to all state agencies beginning in FY 2018. In addition, finishing this project will make the Board processing time more "lean;" it will fortify the Board's data security; and improve performance.

Mr. Kewish made a motion to approve a total of \$9,480 (120 hours at an hourly rate of \$79.00) to complete the database enhancements, and Mr. Crabtree seconded. The motion passed, 6-0.

**B. Report on tentative date for 2017 Board Election – A.R.S. §41-619.52(B)**

Mr. Scheller indicated that the Board must annually elect a chairperson and vice-chairperson from among its members and any other officers that are deemed necessary or advisable. This will happen in January 2017 since the last election was held in January 2016. Ms. Mays indicated that she would not be available for the January 13, 2017 meeting and requested that the elections be held on January 27, 2017. Mr. Kewish and Mr. Crabtree indicated that they may not be available on that date but to proceed with elections on January 27, 2017.

**ADJOURNMENT**

Ms. Mays adjourned the meeting at 9:39 a.m.

Minutes approved on January 27, 2017

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Matthew A. Scheller, Executive Director



# Arizona Board of Fingerprinting Memo

TO: Board members  
FROM: Matthew A. Scheller  
Date: December 14, 2016  
**SUBJECT: Enhancement to the Board database management system**

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At its December 16, 2016 meeting, the Board will review the progress that has been made on the transition of the Board database management system.

## **PROGRESS:**

In FY 2016, the Board approved the conversion of Board's database from Microsoft Access to Microsoft SQL Server Express. This was successfully completed and installed by the end of last fiscal year.

At the Board meeting held on August 26, 2016, the Board approved a budget increase for FY 2017 in the area of "Other Professional & Outside Services" (COBJ 6299) for the "second phase" of the Board's database enhancement. Prior to Board approval for the new project, I met with the Arizona Department of Administration (ADOA) - Arizona Strategic Enterprise Technology (ASET) Engagement Manager, Jeff Crane. In consultation with Mr. Crane and another manager at ADOA, it was determined the estimate for the second phase would be under the amount necessary for a Project Investment Justification (PIJ) form.<sup>1</sup> Our vendor, Gould Intelligent, LLC, indicated that this project would take 240 hours at an hourly rate of \$79.00 for a total of \$18,960.

The programmer for Gould, Alan Turner, has been diligently working on our project for an average of 12 hours per week since August 2016. The following has been accomplished:

- Analysis of the project by meeting with Board staff to gain a thorough understanding of the workflow associated with the application.
- Conversion of the main form (or screen) with its 4 associated tabs.

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<sup>1</sup> A PIJ Form is used to gather information needed to provide a business case for Information Technology (IT) projects and investments of \$25,000 or more.

- Conversion of our existing GCE Visual Basic application to work with the SQLExpress database.

On November 13, 2016, Karen England from Gould Intelligent expressed to me that the programmer working on our project would need additional time to complete the conversion. The amount of time requested was an additional 120 hours at an hourly rate of \$79.00 for a total of \$9,480. The work would include the following:

- Conversion of associated letters and queries for our GCE application.
- Develop an automated backup routine.
- Developer test and debug time as needed.

On November 29, 2016, I had a meeting with our ASET Engagement Manager, Jeff Crane, at his office to provide this information and to get his advice. Mr. Crane indicated that the Board did not need to go through the PIJ process for approval of the additional amount needed to complete this project.

#### **RECOMMENDATION:**

I recommend that the Board approve the additional amount which will continue the Board's upgrade progress and enhance our database management system from Microsoft Access to SQL Server Express. This will make Board processing time more "lean," fortify our data security, improve performance and will have the added benefit of making a smoother transition to a web-based user interface in subsequent fiscal years.