



ARIZONA BOARD OF FINGERPRINTING

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FINAL Minutes for Public Meeting
Held September 22, 2017, at 9:00 a.m.
4205 North 7th Avenue, Suite 206
Phoenix, Arizona

Board Members

Vacant, Department of Economic Security, Chairperson
Garnett Winders, Department of Education, Vice Chairperson
Kim Pipersburgh, Department of Health Services
Shamiran Warda, Department of Juvenile Corrections
John Piccarreta, Department of Child Safety
Mark Koch, Administrative Office of the Courts

Executive Director

Matthew A. Scheller

CALL TO ORDER AND ROLL CALL

Ms. Winders called the meeting to order at 9:03 a.m. The following Board members were present: Garnett Winders, Kim Pipersburgh, Mark Koch, Shamiran Warda, and Jennifer Wydra (Alternate for the Department of Child Safety). The following Board member was absent: John Piccarreta (Department of Child Safety), and The Department of Economic Security, Chairperson position, is Vacant.

Also in attendance was Matthew A. Scheller, Executive Director.

CALL TO THE PUBLIC

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

APPROVAL OF MINUTES FROM AUGUST 25, 2017

Ms. Pipersburgh made a motion to approve the draft minutes from August 25, 2017, and Ms. Warda seconded. The motion passed 5–0.

ELECTIONS

Ms. Winders explained that the Chairperson position is open with the recent departure of Ms. Courtney Mays from her Board position and Chairperson Responsibilities.

Ms. Winders referred the Board members to Mr. Scheller's September 8, 2017 memo regarding election procedures (see Attachment 1).

Ms. Winders requested nominations for the Chairperson position. Ms. Pipersburgh made a motion to elect Ms. Winders as Chairperson of the Arizona Board of Fingerprinting, and Mr. Koch seconded. Ms. Winders accepted the nomination. The motion passed unanimous, 5–0.

Ms. Winders requested a nomination for the Vice Chairperson position. Ms. Pipersburgh made a motion to elect Mr. Koch as Vice Chairperson of the Arizona Board of Fingerprinting, and Ms. Warda seconded. Mr. Koch accepted the nomination. The motion passed unanimous, 5–0.

ADJOURNMENT

Ms. Mays adjourned the meeting at 9:07 a.m.

Minutes approved on June 29, 2018

Matthew A. Scheller, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board Members
FROM: Matthew A. Scheller
Date: September 8, 2017
SUBJECT Chairperson Election

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.) The last annual election was held in January 2017 of this year and an election was held for the open vice-chairperson position in February 2017. With the recent vacancy of the chairperson position, the Board’s Vice-Chairperson, Ms. Winders, has deemed it necessary to address this issue. (A.R.S. § 41–619.52(C))

At its September 22, 2017 meeting, the Board will elect a chairperson. This memo explains the duties of the officers and discusses how the Board should conduct its election.

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.