

Minutes of Public Meeting
ARIZONA BOARD OF FINGERPRINTING
January 16, 2002

The Arizona Board of Fingerprinting held a meeting at the Board of Fingerprinting, 2222 West Encanto Blvd., Suite 350, Phoenix, Arizona. The meeting began at approximately 9:03 a.m. (This meeting was originally scheduled for January 15, 2002 but was not properly noticed. An amended notice was properly filed and the meeting rescheduled for January 16, 2002.)

MEMBERS PRESENT

Mike LeHew
Corinne Velasquez (telephonically)
Kim Pipersburgh (telephonically)
Vernon Waite, Alternate
Cynthia Goertz

MEMBERS ABSENT

CALL TO ORDER

ROLL CALL

MINUTES

The wrong minutes were attached to the meeting package. The October 2001 minutes will be submitted at the next meeting.

BUSINESS REPORTS

After discussion, Ms. Velasquez made the motion to approve the second quarter budget report. Motion carried 5-0.

QUARTERLY BUDGET REPORT

MOTION

The latest monthly statistical report was also included with the strategic plan report. After discussion, Ms. Velasquez made the motion to approve the second quarter strategic plan report as amended. Motion passed 5-0.

QUARTERLY STRATEGIC PLAN REPORT

MOTION

No meetings have been held to date due to the backlog of appeals. Ms. Velasquez and Ms. Loveland committed to initiating this process in the near future.

RULES COMMITTEE REPORT

GENERAL SESSION

Ms. Loveland has been attending meetings with representatives of the five agencies requiring fingerprint clearance cards to develop consensus on changes to the statutes affecting fingerprint clearance cards. The discussion today specifically revolved around how to fund the Board in coming years. Although this issue has been discussed repeatedly since the Board lost its additional funding for FY 2002, several agencies expressed surprise that the Board's funding would cease as of June 30, 2002. They expressed surprise at the seriousness of the funding situation. Legislation is needed to establish the authority to charge and collect a fee but there is a deadline for introducing new bills for this legislative session. Ms. Velasquez offered to amend one of the Education bills currently before the legislature to address the Board funding issue.

PROPOSED LEGISLATION FOR THE BOARD'S BUDGET

After discussion, the Board decided to defer this issue to the Board's attorney. (Per Ms. Cassetta, the Board must hear their appeal of a suspension even though they have already appealed for the original denial.)

CLARIFICATION OF GUIDELINES REGARDING APPEAL RIGHTS FOR APPLICANTS WHO HAVE ALREADY APPEALED TO THE BOARD FOR A GOOD CAUSE EXCEPTION AND SUBSEQUENTLY HAD THEIR CARD SUSPENDED

CALL TO THE PUBLIC

No members from the public attended this meeting.

ADJOURNMENT

Mr. LeHew adjourned the meeting at approximately 9:41 a.m.

Approved by the Board on the _____ day of _____, 2002.

Chair

BOARD OF FINGERPRINTING
Quarterly Budget Report
for the quarter ending December 31, 2001

1/8/02

STARTING BALANCE		\$ -
		<u>\$ 179,200.00</u>
	Adjusted Balance* =	\$ 179,200.00

Personal Services	\$	47,116.00
ERE	\$	8,431.00
Professional/Outside Services	\$	1,017.00
In-State Travel	\$	-
Out-of-State Travel	\$	-
Other Operating	\$	19,399.00
Capital Equipment	<u>\$</u>	<u>10,151.00</u>
	Sub Total =	\$ 86,114.00

REMAINING BALANCE = \$ 93,086.00

* Funding Sources:

Regular Appropriations	\$	61,700.00
Appropriated fr/ACCT	\$	35,500.00
Extra Div for Happy 8764?	\$	-
Extra from ACCT	\$	7,000.00
Extra from DPS	<u>\$</u>	<u>75,000.00</u>
Total Funding	\$	179,200.00



**ARIZONA DEPARTMENT OF PUBLIC SAFETY
STRATEGIC PLAN PROGRESS REPORT**

Begin a new Page 1 for each budget program/sub-program goal. Complete the header information only on Page 1 for each goal. Sequentially number continuation pages for each goal.

FY: <u>2002</u> QTR: <u>2</u>	PROGRAM / SUB-PROGRAM <u>Fingerprint Identification Bureau/Arizona Board of Fingerprinting</u>	DATE <u>12/14/01</u>
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GOAL: 1. To develop and implement fair standards, rules, policies and procedures for approving good cause exceptions.

NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PERE.	ACTUAL PERE.	REMARKS
1.	Initiate the rule making process for the Board of Fingerprinting by July 30, 2002.	CP	Docket filed	6/30/2002	7/17/2001	
2.	At least quarterly, schedule open meetings with affected agencies and other interested parties to review and discuss proposed rules and policies.	OS	Number of meetings held	2	23	
3.	On an ongoing basis, continue to meet with agencies and other interested parties regarding Board policies, procedures and actions.	OS	Number of agencies, stakeholders attending meetings	10	28 31	

*Status Codes: OS = On Schedule AS=Ahead of Schedule BS=Behind Schedule CP=Completed CA=Cancelled

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ARIZONA DEPARTMENT OF PUBLIC SAFETY
STRATEGIC PLAN PROGRESS REPORT

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FY: <u>2002</u> QTR: <u>2</u>	PROGRAM / SUB-PROGRAM Fingerprnt Identification Bureau/Arizona Board of Fingerprinting	DATE 12/14/01
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NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PERF.	ACTUAL PERF.	REMARKS
GOAL: II. To provide applicants with timely decisions on their good cause exception appeals.						
1.	By June 30, 2002, hold the average turn-around time from receipt of application to decision/hearing to 90 days for good cause exception decisions and 365 days for good cause exception hearings.	BS	Number of good cause exception decisions/hearings requests received	986	801	The number of appeals the Board receives is directly related to the number of applications completed and denied by the ACCT and Vulnerable Adult units. The Board estimated that it would receive 493 requests for appeals by the end of the first quarter. This targeted number was actually 329. The change in the law that eliminates theft as a precluder for a Class 2 card may be responsible for part of this reduction in appeals. The ACCT backlog may also be a factor. It is too soon in the year to revise the projected yearly estimate of requests received.
		AS	Number of good cause exception appeals decided/heard	48 / 72	240 / 89	The Board implemented several changes in operating procedures to streamline the appeal process and to increase the number of appeals that can be heard on an expedited basis. Partially as a result of these changes, more expedited appeals could be decided.
		AS	Average number of days from receipt of application package to decision/hearing	90 / 365	50 / 210	
2.	On an ongoing basis, review the Board requirements of appellants who desire good cause exceptions to ensure that each continues to be reasonable, essential, and relevant for the Board decision-making process.	OS	Review performed	1	1	
		BS	Compare with other states or comparable programs	AZ/Other states/programs	0	All efforts have been focused on eliminating the backlog of appeals and no other states have been contacted this quarter.
3.	By June 30, 2002, develop a restricted web site to enable the Board to review appeal information online.	CA	Web site developed	Complete	New target date: FY2003	The Board did not receive required funding for the web site and this objective has been delayed until FY 2003.

*Status Codes: OS = On Schedule AS=Ahead of Schedule BS=Behind Schedule CP=Completed CA=Cancelled DPS 802-04145 New 7/96

ARIZONA BOARD OF FINGERPRINTING

Monthly Statistical Report
for month of December 2001
updated 12/26/01

Pending Applicants - Beginning of Month	544
Requests for Appeals Received This Month	<u>188</u>
	732
Individual Hearings Scheduled	15
Expedited Reviews Conducted	34
Applications Processed	<u>187</u>
Remaining Pending Applications	545

NEXT AVAILABLE HEARING DATE =

August-02