

**ARIZONA BOARD OF FINGERPRINTING
MINUTES OF PUBLIC MEETING**

April 17, 2002

2222 West Encanto Blvd., #350, Phoenix, Arizona 85005

Board attendance: Department of Economic Security: Mike LeHew, Chair
Department of Education: Corinne Velasquez, Vice Chair
Administrative Office of the Courts: Cynthia Goertz
Department of Health Services: Kim Pipersburgh
Department of Juvenile Corrections: Marie Dils

Staff attendance: Sally Loveland, Director

Members of the public: Montgomery Lee (Assistant Attorney General), Vernon Waite (alternate Board member for DJC)

I. CALL TO ORDER AND ROLL CALL

Mr. LeHew called the meeting to order at 9:14 a.m. and conducted a roll call.

II. APPROVAL OF MINUTES

A motion was made to approve the minutes of Board meetings on October 17, 2001 and January 16, January 31, and February 4, 2002. The motion was seconded and passed, 4-0.

III. BUSINESS REPORTS

A. Chair's report

The Board recessed for five minutes and went off the record. When the Board reconvened, it discussed a lawsuit by Owen D. Oates, Jr.

Ms. Loveland reported that Mr. Oates, whom the Board denied a fingerprint clearance card, sent a copy of his February 8, 2002 litigation filing on April 1 to the Board office. Ms. Loveland sent the documents, along with the applicant's file, to Assistant Attorney General Christine Cassetta.

B. Budget quarterly report

Ms. Loveland reported on the Board's budget and expenditures, which are summarized in Attachment 1. Since one employee of the Board would be retiring, there would be

sufficient money to last through the remainder of the fiscal year (FY). She explained that the remaining money was given to the Board by the Department of Public Safety.

C. Strategic plan quarterly report

Ms. Loveland reported on the Board's progress toward meeting its strategic plan goals. The Board had met goal one, objective one (initiating the rule making process). Also, the Board had met objectives two and three (meeting with various agencies and discussing Board issues and policies, respectively).

Ms. Loveland explained that the Board had not been meeting its objectives under goal two (providing applicants with timely decisions). She said one reason for not meeting the objectives was that DPS now was fully staffed and the number of good cause exception requests was exceeding projections.

IV. GENERAL SESSION

A. Review Board member/officer responsibilities

The Board members discussed their responsibilities and reviewed the requirements of the Board bylaws.

B. Review of contingency plans for Board closure

Ms. Loveland and Mr. Lee discussed the possible consequences if the Board office were to close. Mr. Lee said that a senior attorney in his office believed the State would not be liable. The relevant statutes do not require that hearings be completed within a certain time frame. The time it takes the Board to process appeals could be a matter of Legislative funding priorities rather than Board negligence.

The Board agreed to meet in mid-May to develop specific contingency plans based on the Board's funding for FY 2003.

C. Review of Board processes and guidelines for good cause exceptions, expedited review, and interim work permits

The Board discussed the need to review its application package and forms to see whether it could streamline the appeal process and get better information from applicants. Board members agreed to form a work group to examine the application process.

V. ADJOURNMENT

A motion was made to adjourn the meeting. The motion passed, 5-0. Mr. LeHew adjourned the meeting at 10:48 a.m.

Minutes approved on _____, 2003.

Dennis Seavers, Executive Director

ARIZONA BOARD OF FINGERPRINTING BUDGET AND EXPENDITURES
Fiscal Year 2002 through Quarter 3

START OF FISCAL YEAR	\$179,600
Personal Services	\$73,905
Employee-related Expenditures	\$13,600
Professional Outside Services	\$3,370
Other Operating	\$31,121
Capital Equipment*	<u>\$10,151</u>
REMAINING	\$47,379

*Represents purchase of copying machine