

**ARIZONA BOARD OF FINGERPRINTING
MINUTES OF SPECIAL MEETING**

Wednesday, October 30, 2002
2222 W. Encanto Blvd, Suite 350
Phoenix AZ 85005

Board attendance: DOE: Craig Emanuel, Chairman;
DES: Michael Lehew, Vice Chairman;
AOC: Joe Jericho;
DHS: Kim Pipersburg; and
DJC: Vernon Waite.

Staff attendance: Elaine LeTarte (OEG), Acting Director; and Brad Beranek (OEG).

I. CALL TO ORDER AND ROLL CALL

Mr. Emanuel called the meeting to order at 10:15 a.m. The roll call of members was taken and it was established that a quorum was present.

II. APPROVAL OF MINUTES

From the meeting of October 16, 2002

The Board agreed to postpone this item because the minutes were not yet prepared.

III. GENERAL SESSION

- A. Position Description Questionnaires for Board staff: timetable for recruitment and hiring.
1. Director
 2. Investigator III
 3. Administrative Assistant III

The Board reviewed the materials provided by the Department of Administration's Capitol Mall Personnel Office.

Mr. Lehew moved that the Board accept the Position Description for the Executive Director, and ask that the position be established and posted as soon as possible. Mr. Waite seconded. The motion passed, 5-0.

Mr. Lehew moved that the Board accept the Position Description for the Investigator III position. Mr. Waite seconded. The motion passed, 5-0. The Board asked the Acting Director to discuss with DPS and Ms. Brown what options might be available to retain Ms. Brown's services for, at least, the remainder of fiscal year 2003.

The Board asked to review Position Descriptions for Administrative Assistant I and II positions before making a decision.

- B. Board policies for processing and deciding Good Cause Exception.
The Board postponed discussion on this item until its next meeting.
- C. Special policies for reduction of hearing backlog
The Board postponed discussion on this item until its next meeting.
- D. Budget projections and plans for operation after December 2002.

Mr. Beranak reviewed with the Board the projections of the Board's operating budget for the remainder of FY03, including both the regular and special session appropriations. Barring unforeseen expenses, the Board will have sufficient funds to operate through FY03.

The projections indicated that the continued funding needed for the Board amounted to \$2-3 per Fingerprint Clearance Card application. The Board asked Mr. Beranak to revise the projections, basing them on four staff members rather than three.

Ms. LeTarte informed that Board that the decision had been made to keep the Board's present lease for another year. The possibility of re-locating the Board to the State Board's Office at 1400 W. Washington had been explored, but decided against as there was no financial or operational benefit to moving.

The Board reviewed the estimates that had been obtained for programming changes to the Board's database. The Board asked that additional review be done prior to authorizing the work.

- E. Board policies for processing and deciding Interim Work Permits
The Board postponed discussion on this item until its next meeting.

IV. ACTING DIRECTOR'S REPORT

A. Status report to Governor on OEG activities
The Board had no questions concerning the report.

B. Report on meeting of users agencies
The Acting Director and Mr. Emanuel summarized the discussion at the user agency meeting. That discussion focused on operational issues impacting the wait time for DPS, the status of changes at the Board, and proposed legislative changes that would impact the Fingerprint Clearance Card process.

V. CALL TO THE PUBLIC

There were no members of the public present at the meeting.

VI. ADJOURNMENT

Mr. Lehew moved that the meeting be adjourned. Mr. Waite seconded. The motion passed, 5-0, and Mr. Emanuel adjourned the meeting at 12:19 p.m.

Minutes approved _____, 2002

Elaine LeTarte
Acting Director