



## **ARIZONA BOARD OF FINGERPRINTING**

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### **Final Minutes for Regular Session Meeting**

Held May 20, 2005, at 8:00 a.m.

2222 West Encanto Blvd., Suite 350, Phoenix, Arizona

#### **Board Members**

Mike LeHew, Department of Economic Security, Chair  
Alvin Vasicek, Administrative Office of the Courts  
Lisette Flores, Department of Education  
Kim Pipersburgh, Department of Education  
Arthur W. Baker, Department of Juvenile Corrections

#### **Executive Director**

Dennis Seavers

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

Mr. LeHew called the meeting to order at 8:36 a.m. and conducted a roll call. The following members were present: Mike LeHew, Alvin Vasicek, Lisette Flores, Kim Pipersburgh, and Arthur W. Baker.

### **CALL TO THE PUBLIC**

Mr. LeHew made a call to the public. There were no members of the public present.

### **APPROVAL OF MINUTES**

Ms. Pipersburgh made a motion to approve the minutes from the meeting of September 24, 2004, and Mr. Vasicek seconded. The motion passed, 5-0.

## **REPORTS**

### **Executive Director's report**

#### *Fiscal year 2005 Budget*

Mr. Seavers provided the Board with a summary of fiscal year 2005 revenues and expenditures (attached). Mr. Seavers offered to answer any questions the Board had about its budget activity.

Mr. Vasicek asked whether the Board's carryover of funds between fiscal years would continue to grow. Mr. Seavers said that it could, or at least that the Board would have around \$400,000 in excess of its budgetary needs. Mr. LeHew noted that, as additional populations enter the fingerprint clearance card system, the need for additional personnel might affect the surplus of funds.

#### *Fiscal year 2004 Strategic Plan*

Mr. Seavers provided data for the Board's performance measures (attached). He indicated that the Board was altering its measures and collecting baseline data, largely because the Board's former performance measures were outdated.

Mr. Vasicek asked why some of the measures had third quarter data that varied significantly from the previous quarters. Mr. Seavers said that the data represented applications received during the fiscal year. Since many of the applications received during the third quarter had not been closed, the third quarter data actually represented a relatively small population. He said that differences in the data thus were exaggerated because there were fewer applications accounted for in the data. Mr. Seavers said that he would start looking at the applications closed in a particular fiscal year, rather than applications received, in order to avoid having statistics that appear skewed. Mr. Vasicek agreed that the Board should look at data based on closed applications, since the third-quarter data as presented were not useful.

#### *Legislation*

Mr. Seavers said that he would provide the Board with a memorandum that described any legislation that had notable effects on the Board's operations. He noted that the only aspect of the budget bills that would affect the Board was the 1.7% general salary adjustment for all employees.

Mr. Seavers described House Bill 2091, which would add foster care and adoption providers to the fingerprint clearance card system. He expected a minimal impact on the Board's workload from the addition of House Bill 2091.

## *Media*

Mr. Seavers offered to answer any questions that Board members might have about the television coverage by ABC Channel 15.

## **Chair's report**

### *Electronic sharing of data between agencies*

Mr. LeHew reported that his department planned to develop a system of receiving fingerprint clearance card application data from the Department of Public Safety that would be similar to the data retrieval system that the Department of Education currently uses. The system would be more automated and would reduce the amount of paperwork that the Department of Economic Security receives regarding clearance card applications. He described other benefits for the Board members and suggested that they discuss having a similar system at their own agencies. Mr. LeHew mentioned that ideally and ultimately there would be a centralized system of sharing data electronically, although several obstacles (such as cost and security) exist.

### *Training sessions provided by Messrs. LeHew and Seavers*

Mr. LeHew announced that he and Mr. Seavers would be offering training to state employees, human service agencies, and other providers. The training would cover the fingerprint clearance card process, but it also would discuss the changes that House Bill 2091 would bring about for foster care and adoption services.

### *Employee pay raises*

Mr. LeHew asked that the Board begin contemplating pay raises for its staff. He asked the members to confer with individuals at their agencies, if necessary. He said that he did not have any specific proposal in mind, but he wanted the Board to address the issue at a future meeting. Mr. LeHew also asked Mr. Seavers to update salary data and budget projections that Mr. Seavers provided to the Board members last year.

## **ELECTIONS**

Mr. LeHew solicited nominations for the position of vice chair. Ms. Flores nominated Ms. Pipersburgh as vice chair, and Ms. Pipersburgh accepted the nomination. The Board elected Ms. Pipersburgh as vice chair by a vote of 4-0. (Mr. Baker had left the meeting at this point.)

## **ADJOURNMENT**

Ms. Pipersburgh made a motion to adjourn the meeting, and Mr. Vasicek seconded. The motion passed, 4-0. Mr. LeHew adjourned the meeting at 9:33 a.m.

Minutes approved on September 9, 2005

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Dennis Seavers, Executive Director