



ARIZONA BOARD OF FINGERPRINTING

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Final Minutes for Public Meeting

Held September 13, 2013, at 9:15 a.m.
4205 North 7th Avenue, Suite 206
Phoenix, Arizona

Board Members

Charles Easaw, Department of Education, Chairperson
Matthew A. Scheller, Department of Juvenile Corrections, Vice Chairperson
Chad Campbell, Administrative Office of the Courts
Michael Ashley, Department of Economic Security
Kim Pipersburgh, Department of Health Services

Executive Director

Dennis Seavers

CALL TO ORDER AND ROLL CALL

Mr. Easaw called the meeting to order at 9:28 a.m. The following Board members were present: Charles Easaw, Matthew A. Scheller, Chad Campbell, Michael Ashley, and Kim Pipersburgh.

Also in attendance was Dennis Seavers, Executive Director.

CALL TO THE PUBLIC

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

APPROVAL OF MINUTES

Mr. Scheller made a motion to approve the draft minutes from the May 10, 2013 meeting. Ms. Pipersburgh seconded the motion, which passed, 5–0.

EXECUTIVE DIRECTOR'S REPORT

Mr. Seavers referred Board members to his September 5, 2013 report on the fiscal year ("FY") 2013 budget performance (see Attachment 1).

Mr. Seavers referred Board members to his September 5, 2013 report on the FY 2013 strategic-plan performance (see Attachment 2). Mr. Seavers said that hiring another staff member has made a significant improvement in timeliness.

ADOPTION OF BUDGET FOR FISCAL YEAR 2014

Mr. Easaw referred Board members to Mr. Seavers's September 5, 2013 memo proposing a budget for FY 2014 (see Attachment 3). Mr. Seavers answered technical questions about aspects of the budget. Mr. Scheller made a motion to adopt the proposed budget, and Mr. Ashley seconded. The motion passed, 5–0.

LEGISLATION

Mr. Easaw invited comments on any legislative issues.

Mr. Seavers noted that there is a human trafficking offense that is not on the list of precluding offenses. He said that normally, the agencies in the card system get together to achieve a consensus and propose changes to the list of precluding offenses. Given the limited time before the next session for agencies to meet and discuss this issue, Mr. Seavers offered to discuss the legislative proposal with the Governor's Office.

Mr. Easaw said that he believed that there should be a discussion among agencies about whether to have a time limit on certain offenses so that old, minor offenses don't cause a fingerprint clearance card to be denied. Mr. Seavers offered some of the history of discussions among agencies about these types of time limits. He suggested that agencies, if they wished, could convene before the 2015 legislative session to revisit this issue.

ELECTIONS

Mr. Easaw referred Board members to Mr. Seavers's August 15, 2013 memo on election procedures (see Attachment 4).

Mr. Scheller made a motion to elect Mr. Easaw as chairperson, and Ms. Pipersburgh seconded. The motion passed, 5–0.

Mr. Ashley made a motion to elect Mr. Scheller as vice chairperson, and Ms. Pipersburgh seconded. The motion passed, 5–0.

ADJOURNMENT

Mr. Scheller made a motion to adjourn, and Mr. Ashley seconded. The motion passed, 5–0. Mr. Easaw adjourned the meeting at 10:00 a.m.

Minutes approved on March 14, 2014

Dennis Seavers, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: September 5, 2013
SUBJECT FY 2013 budget report

The agenda for the Board's September 13, 2013 meeting includes a report from the executive director on the fiscal year (FY) 2013 budget performance. To help expedite the meeting, I've prepared this memo, which summarizes the Board's budget performance in FY 2013. Attachment 1 details the Board's expenditures and revenues, with a comparison to the approved FY 2013 budget.

SUMMARY

- The fund balance at the beginning of FY 2012 was \$900,242.66.
- The Board had \$883,841 in revenues.
- The Board had \$500,295.95 in expenditures.
- The fund balance at the end of FY 2012 was \$1,283,787.71.

DISCUSSION

Health of the Board of Fingerprinting Fund continues to improve

The list below shows the end-of-FY balances for the Board of Fingerprinting Fund since the end of FY 2010.

- End of FY 2010: \$181,692.06
- End of FY 2011: \$558,765.84
- End of FY 2012: \$900,242.66
- End of FY 2013: \$1,283,787.71

Since 2010, the health of the fund has improved, in large part because the Board has changed its business processes to be able to operate with lower staffing levels than what existed before the February 2010 reduction in force. In addition, there have been

fewer legislative sweeps (none in FY 2013), thus allowing the Board's fund balance return to a healthy level.

Revenues are declining, but the Board should not be concerned

The Board's revenues in FY 2013 were \$53,816 lower than in FY 2012. Since there have been many changes over the past decade to the number of programs in the fingerprint-clearance-card system, it's not possible to draw comparisons of the number of fingerprint-clearance-card applications (which is the basis for the Board's revenues) among fiscal years, and thus the causes for fluctuations in the number of applications are difficult to assess. However, there appears to be a six-year cycle for the number of applications—a cycle that corresponds to the six years that cards are good for.

If this cycle exists, then the Board should expect to see lower revenues for the next few years than in the past few years. However, unless there is a drastic reduction in fingerprint-clearance-card applications, revenues will still exceed expenditures. (In order for the revenues to be less than expenditures, the application rate would have to drop by about 35%, and even then the Board would have a substantial fund balance to cover the difference.) Therefore, the Board should not be concerned about a decrease in revenues.

Specific areas of difference between expenditures and budget

Attachment 1 provides a comparison of actual expenditures and revenues with the FY 2013 budget. The list below explains areas where there are notable differences in spending.

- 6000 – Personal Services. This category refers to costs for employee salaries. The Board's budget authorized hiring new personnel in FY 2013. Although the budget accounted for the possibility of the new personnel starting earlier in the fiscal year, they actually started about halfway through the fiscal year.
- 6100 – Employee-Related Expenditures. This category refers to costs for benefits, FICA, and pro-rata charges. See the explanation under the previous bullet point for the reason why actual expenditures in this category, which is based in part on salary costs, were lower than budgeted. In addition, the budget allowed for the possibility that new personnel would select benefits plans that cost more than the plans they actually chose.
- 6299 – Other Professional and Outside Services. The Board authorized expenditures for database development in FY 2013. I had indicated in the budget proposal that the actual expenditures should be lower than the budgeted amount, and lower-than-budgeted costs for database development was the primary reason that actual spending was lower in this category than the amount budgeted.
- 8521 – Furniture (Non-capital). This category covers non-capital furniture purchases. The expenditures were for office furniture, including furniture for newly hired employees, and to improve public spaces and the Board room (since

the Board just moved into this office a few months before FY 2013 began). These costs were paid for through savings in other operating expenditures and did not cause an overall increase in Board spending.

Attachment 1 - FY13 Budget Report

| | FY13 Budget | FY13 Actual | Difference |
|---|------------------------|------------------------|-----------------------|
| REVENUES | | | |
| 4900 - Operating Transfers In | | | |
| Prior FY Carryover | \$ 900,242.66 | \$ 900,242.66 | |
| 4901 - Oper. Transfers In | \$ 937,657.00 | \$ 883,841.00 | \$ (53,816.00) |
| Total 4900 - Oper. Trans. In | \$ 1,837,899.66 | \$ 1,784,083.66 | \$ (53,816.00) |
| TOTAL REVENUES | \$ 1,837,899.66 | \$ 1,784,083.66 | \$ (53,816.00) |
| EXPENDITURES | | | |
| 6000 - Personal Services | | | |
| | \$ 302,550.32 | \$ 274,364.94 | \$ (28,185.38) |
| 6100 - Employee-related exp. | | | |
| | \$ 154,300.66 | \$ 111,660.44 | \$ (42,640.22) |
| 6200 - Prof. & Outside Svcs. | | | |
| 6299 - Other Prof. & Out. Svcs. | \$ 23,200.00 | \$ 19,894.50 | \$ (3,305.50) |
| Total 6200 - Prof. & Outside Svcs. | \$ 23,200.00 | \$ 19,894.50 | \$ (3,305.50) |
| 6500 - Travel In-State | | | |
| 6521 - Motor Pool Charges | \$ - | \$ 116.33 | \$ 116.33 |
| Total 6200 - Travel In-State | \$ - | \$ 116.33 | \$ 116.33 |
| 7000 - Other Operating | | | |
| 7110 - Insurance & Related Chgs | \$ 2,100.00 | \$ 2,100.00 | \$ - |
| 7153 - Internal Svc. Data Proc. | \$ 10,000.00 | \$ 10,787.52 | \$ 787.52 |
| 7179 - Other External Comm. | \$ 12,838.00 | \$ 10,928.31 | \$ (1,909.69) |
| 7221 - Rental of Land & Bldgs. | \$ 35,991.60 | \$ 35,067.80 | \$ (923.80) |
| 7241 - Int Acctg, Budg, Fin Svc. | \$ 3,840.00 | \$ 3,840.00 | \$ - |
| 7266 - Repair/Maint-Other Equip | \$ 1,600.00 | \$ 1,604.04 | \$ 4.04 |
| 7321 - Office Supplies | \$ 6,000.00 | \$ 6,994.38 | \$ 994.38 |
| 7481 - Postage & Delivery | \$ 12,000.00 | \$ 6,874.13 | \$ (5,125.87) |
| 7511 - Awards | \$ 150.00 | \$ 41.81 | \$ (108.19) |
| 7541 - Books, Subscr., & Pubs. | \$ 300.00 | \$ - | \$ (300.00) |
| 7598 - Background Checks | \$ - | \$ 15.75 | \$ 15.75 |
| 7599 - Other Misc. Operating | \$ 320.00 | \$ 282.00 | \$ (38.00) |
| Total 7000 - Other Operating | \$ 85,139.60 | \$ 78,535.74 | \$ (6,603.86) |
| 8500 - Non-capital Equipment | | | |
| 8521 - Furniture Non-capital | \$ - | \$ 3,641.37 | \$ 3,641.37 |
| 8531 - Computer Equip. Non-cap. | \$ 7,000.00 | \$ 8,964.87 | \$ 1,964.87 |
| 8561 - Tele. Equip. - Non-cap. | \$ 200.00 | \$ 218.59 | \$ 18.59 |
| 8581 - Purch. or lic. software | \$ 3,800.00 | \$ 2,899.17 | \$ (900.83) |
| Total 8500 - Non-capital Equip. | \$ 11,000.00 | \$ 15,724.00 | \$ 4,724.00 |
| 9100 - Transfers Out | | | |
| 9101 - Op Trans Out: Fund Sweeps | \$ - | \$ - | \$ - |
| Total 9100 - Oper. Trans. Out | \$ - | \$ - | \$ - |
| TOTAL EXPENDITURES | \$ 576,190.58 | \$ 500,295.95 | \$ (75,894.63) |
| NET INCOME | \$ 1,261,709.08 | \$ 1,283,787.71 | \$ 22,078.63 |



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: September 5, 2013
SUBJECT FY 2013 strategic-plan report

The agenda for the Board's September 13, 2013 meeting includes a report from the executive director on the Board's strategic-plan performance during fiscal year (FY) 2013. To help expedite the meeting, I've prepared this memo, which offers background and analysis on some of the performance measures.

Attached to this memo is a detailed report on the Board's performance measures.

SUMMARY

- The investigator has exceeded the Board's goal for the percentage of recommendations accepted. This high acceptance rate makes meetings more efficient.
- The Board has substantially reduced the wait time for applicants to get decisions. Since the Board hired an additional administrative law judge (ALJ), overall wait times have declined and compliance with statutory time frames has improved.

DISCUSSION

Below is a discussion of some of the performance measures that merit close attention from the Board.

Goal 1: to make fair and consistent determinations on good-cause exceptions.

The primary purpose of the measurements under this goal is to determine whether the Board grants applications at a rate consistent with previous years. Since the Board's criteria for granting applications have not changed significantly over the past few years, the Board's approval rate should remain fairly constant from year to year. (The performance measures for application-approval rate are based on rates from previous

fiscal years and should not be understood as some ideal percentage that the Board should necessarily strive for.)

Investigator recommendations adopted at a high rate

For expedited reviews, the Board receives a recommendation from the investigator to approve an application or refer the case to a hearing. The Board exceeded its goal of 95% with an average over the fiscal year of 98.39%.

The investigator's recommendation is based on what he believes the Board will decide, not necessarily what he believes the Board should decide. (In that respect, his recommendation is different from a hearing officer's recommendation.) However, the recommendation forms the basis of the Board's consent agendas. If the investigator achieves a high rate of accepted recommendations, then the Board's meetings run more efficiently.

Approval rate

The Board's approval rate has remained about the same since last fiscal year. Please note that the rate of approval does not include cases that are decided administratively (e.g., DPS issues card based on dismissal or applicant withdraws) but only includes cases where the Board makes a final decision.

Goal 2: to provide applicants with timely decisions on their good-cause-exception applications.

While Goal 1 above mostly deals with the quality and consistency of the Board's decisions, this goal addresses how quickly the Board makes decisions by measuring caseload and processing time. The Board's overall performance in this category has improved significantly since the previous fiscal year, primarily due to the decision to hire an additional ALJ.

Caseload has increased

The Board's caseload increased 7.3% from FY 2012 to FY 2013. Although this increase is not negligible, it does not represent the sort of significant increases the Board has been seeing in previous fiscal years.

The Board keeps up with its caseload

Although the caseload has increased, the Board resolves as many cases as it receives. This measure is important because if the Board were to fall behind in resolving cases, a backlog would develop.

Processing time has dropped significantly

The Board made significant progress on reducing the average wait time. Applicant wait time averaged 32.60 days in FY 2013—over a week less than the Board’s goal and 16.15 days less than FY 2012. Compared to the previous fiscal year, the Board shaved about 10 days off the average processing time—that is, the time the Board and its staff spend working on an application, which does not include time spent waiting on applicants or other agencies to submit information.

This significant improvement was directly attributable to hiring an additional ALJ to handle hearings. After the Board hired the additional ALJ in December 2012, the processing time for cases dropped in the last two quarters, in contrast to an increase in processing time between the first two quarters.

The Board has nearly achieved full compliance with time frames

The Board has three statutory time frames (although there are no penalties for failing to comply with the statute):

- Expedited review: 20 days from receipt of a complete application to an expedited review. In FY 2013, only one case failed to meet the time frame.
- Hearing: 45 days from expedited review to hearing (unless the applicant requests that a hearing be rescheduled). In previous fiscal years, the Board was not in full compliance with this time frame because the number of hearings would have been more than the ALJs could keep up with. With the additional ALJ, I can schedule hearings more frequently and fully comply with the time frame.
- Board decision: 80 days from hearing to Board decision (unless the applicant requests that a hearing be rescheduled). As a result of hiring the additional ALJ, the Board is quickly moving toward full compliance.

Goal 3: to develop fair and comprehensible rules, policies, and procedures for determining good-cause exceptions.

The purpose of this goal is to measure how difficult the Board’s application process is for applicants and whether improvements could be made to make the process easier to understand, without sacrificing rigor.

There is only one measurement under this goal, but it effectively shows how well the Board communicates with applicants about the good-cause-exception process. The Board measures the percentage of applications that are complete on submission. If the Board is able to communicate its expectations clearly to applicants, then there should be a higher number of applications complete on submission. The Board exceeded its goal of 70% of applications complete on submission. The percentage increased from 67.5% in FY 2012 to 82.17% in FY 2013.

Arizona Board of Fingerprinting
Fiscal Year 2013 Strategic Plan
July 1, 2012, to June 30, 2013

Legend for progress

| | |
|---|--|
| ✓ | Progress or consistency in performance since previous quarter |
| ✘ | Decline in performance since previous quarter |
| | Notable progress made since previous quarter (only for outcome measures) |
| | Performance declined since previous quarter, but this decline is not a concern (only for outcome measures) |
| | Performance declined since previous quarter, and this decline warrants attention (only for outcome measures) |

Goal 1. To make fair and consistent determinations on good-cause exceptions

| Performance Measure | FY13 Estimate | FY13 Actual | | | | | |
|--|---------------|-------------|-----------|-----------|-----------|----------|--------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Progress | YTD |
| Percent of investigator recommendations for expedited reviews accepted | 95.00% | 96.40% | 98.19% | 99.38% | 99.40% | ✓ | 98.39% |
| Percent of applications approved | 94.00% | 98.37% | 94.30% | 97.95% | 97.47% | N/A | 97.16% |
| Percent of approvals by expedited review | 90.00% | 95.70% | 96.67% | 95.17% | 95.73% | N/A | 95.76% |
| Percent of approvals by administrative hearing | 10.00% | 4.30% | 3.33% | 4.83% | 4.27% | N/A | 4.24% |

Goal 2: To provide applicants with timely decisions on their good-cause-exception applications

| Performance Measure | FY13 Estimate | FY13 Actual | | | | | |
|---|---------------|-------------|-----------|-----------|-----------|----------|--------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Progress | YTD |
| Number of applications received | 2,300 | 577 | 591 | 703 | 773 | N/A | 2,644 |
| Number of applications disposed | 2,300 | 666 | 531 | 685 | 730 | N/A | 2,612 |
| Ratio of cases opened to cases closed | 1:1 | 1:1.15 | 1:1.90 | 1:1.97 | 1:1.94 | N/A | 1:1.99 |
| Average number of days to dispose | 40.00 | 33.87 | 38.95 | 30.50 | 28.56 | ✓ | 32.60 |
| Average number of days spent processing applications | 30.00 | 20.78 | 25.32 | 19.82 | 17.18 | ✓ | 20.49 |
| Average number of days spent processing application from receipt to expedited review | 12.00 | 12.22 | 12.22 | 12.76 | 13.03 | ✗ | 12.59 |
| Average days from expedited review to hearing | 40.00 | 42.12 | 32.82 | 31.44 | 34.07 | ✗ | 37.89 |
| Percent of applications with an expedited review within 20 days of receipt of a complete application* | 99.00% | 100.00% | 100.00% | 100.00% | 99.85% | ✗ | 99.96% |
| Percent of applications with an administrative hearing within 45 days of an expedited review* | 90.00% | 75.76% | 100.00% | 100.00% | 100.00% | ✓ | 87.10% |
| Percent of applications decided within 80 days of an administrative hearing* | 70.00% | 42.86% | 35.56% | 79.49% | 97.50% | ✓ | 63.52% |

*Applies only to applications received after September 18, 2007.

Goal 3. To develop fair and comprehensible rules, policies, and procedures for determining good-cause exceptions

| Performance Measure | FY13 Estimate | FY13 Actual | | | | | |
|--|---------------|-------------|-----------|-----------|-----------|----------|--------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Progress | YTD |
| Percent of applications complete on initial submission | 70.00% | 83.99% | 79.03% | 81.27% | 84.11% | ✓ | 82.17% |



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: September 5, 2013
SUBJECT FY 2014 budget proposal

This memo discusses a proposed budget for fiscal year (FY) 2014 for the Board to adopt at its September 13, 2013 meeting. The memo also provides financial information to assist the Board in its deliberations about the budget.

SUMMARY

- The Board should adopt a budget that includes \$509,864.05 in expenditures, which includes a \$4,100 fund sweep mandated by the Legislature.
- The proposed budget projects \$805,000 in revenues. This projection assumes that DPS will receive 115,000 fingerprint-clearance-card applications in FY 2014.
- If the revenues match projections, the Board's fund balance at the end of FY 2014 will be \$1,578,923.66.

FUND BALANCE

- At the end of FY 2013 (as of June 30, 2013), the Board's fund balance was \$1,283,787.71.
- As of July 31, 2013—the last date when there was an end-of-month reconciliation with AFIS (the state accounting system) data—the Board's fund balance was \$1,242,061.16.

BUDGET PROPOSAL FOR FY 2014

Attachment 1 proposes a budget that includes \$509,864.05 in expenditures and assumes \$805,000 in revenues.

Attachment 1 also provides a comparison of FY 2013 actual expenditures and revenues with the FY 2014 budget proposal. The list below explains areas where there are

notable differences in spending between FYs 2013 and 2014. As always, Board members may request additional details about the proposed budget.

- 6000 – Personal Services. This category refers to expenditures from wages and salaries. Although the proposed budget would include more spending in this category than the previous fiscal year, the difference is due to vacancy savings in the previous fiscal year. In that budget, the Board authorized me to hire additional administrative law judges, which I did in December 2012 and January 2013. The higher spending in FY 2014 is the result of annualizing the increased expenditures for new employees.
- 6100 – Employee-Related Expenditures. This category refers to expenditures from benefits and withholdings, such as medical benefits, retirement, and Social Security. The decrease is due to the variation in choices individual employees make for benefits.
- 6299 – Other Professional & Outside Services. This category includes miscellaneous costs from external sources and consultations, such as security, document destruction, and database programming. The proposal decreases spending in this category but nonetheless includes one-time spending of \$13,000 for database programming, as described below.
 - The Board's existing databases, which include a new database developed last year, will require some maintenance and debugging.
 - I recommend that the Board approve a project to change its database management system from Microsoft Access to other software (such as MySQL) to improve performance. Although not a primary reason for changing software, this change would have an added benefit of making a smoother transition to a web-based user interface in subsequent fiscal years.
- 8471 – Other Equipment (Capital). In July, the Board's multifunction copier (copier, fax, and scanner) began to fail. Since this machine is so important to the Board's operations, I had to make an emergency purchase for a replacement machine.
- 8521 – Furniture (Non-capital). I recommend that the Board authorize purchase of new furniture for its public space, particularly the waiting area. The space is current furnished with older furniture that does not necessarily make the best impression. This category of spending is not crucial, but an improvement to the space will shape the public's perceptions of the Board's (and the State's) professionalism. Nonetheless, the Board could safely cut or reduce this proposed expenditure without negatively affecting operations.
- 8531 – Computer Equipment (Non-capital). Last year, the Board approved expenditures for new computers, so a decrease in the budgeted expenditures for this category is appropriate. I have proposed \$1,600 in expenditures in case any existing computer equipment unexpectedly fails and must be replaced.
- 9101 – Operating Transfers Out. One provision of the budget bills passed earlier this calendar year required state agencies to transfer monies into an Automated Projects Fund for FY 2014. This transfer was mandated by the Legislature and cannot be interdicted by the Board.

Attachment 1 - FY14 Budget Proposal

| | FY13 Actual | FY14 Budget (proposed) | Difference |
|---|------------------------|---------------------------|-----------------------|
| REVENUES | | | |
| 4900 - Operating Transfers In | | | |
| Prior FY Carryover | \$ 900,242.66 | \$ 1,283,787.71 | |
| 4901 - Oper. Transfers In | \$ 883,841.00 | \$ 805,000.00 | \$ (78,841.00) |
| Total 4900 - Oper. Trans. In | \$ 1,784,083.66 | \$ 2,088,787.71 | \$ (78,841.00) |
| TOTAL REVENUES | \$ 1,784,083.66 | \$ 2,088,787.71 | \$ (78,841.00) |
| EXPENDITURES | | | |
| 6000 - Personal Services | | | |
| | \$ 274,364.94 | \$ 294,674.12 | \$ 20,309.18 |
| 6100 - Employee-related exp. | | | |
| | \$ 111,660.44 | \$ 86,433.10 | \$ (25,227.34) |
| 6200 - Prof. & Outside Svcs. | | | |
| 6299 - Other Prof. & Out. Svcs. | \$ 19,894.50 | \$ 16,240.00 | \$ (3,654.50) |
| Total 6200 - Prof. & Outside Svcs. | \$ 19,894.50 | \$ 16,240.00 | \$ (3,654.50) |
| 6500 - Travel In-State | | | |
| 6521 - Motor Pool Charges | \$ 116.33 | \$ 200.00 | \$ 83.67 |
| Total 6200 - Travel In-State | \$ 116.33 | \$ 200.00 | \$ 83.67 |
| 7000 - Other Operating | | | |
| 7110 - Insurance & Related Chgs | \$ 2,100.00 | \$ 2,000.00 | \$ (100.00) |
| 7153 - Internal Svc. Data Proc. | \$ 10,787.52 | \$ 10,682.52 | \$ (105.00) |
| 7179 - Other External Comm. | \$ 10,928.31 | \$ 13,328.31 | \$ 2,400.00 |
| 7221 - Rental of Land & Bldgs. | \$ 35,067.80 | \$ 35,991.60 | \$ 923.80 |
| 7241 - Int Acctg, Budg, Fin Svc. | \$ 3,840.00 | \$ 3,840.00 | \$ - |
| 7266 - Repair/Maint-Other Equip | \$ 1,604.04 | \$ 1,190.00 | \$ (414.04) |
| 7321 - Office Supplies | \$ 6,994.38 | \$ 8,000.00 | \$ 1,005.62 |
| 7481 - Postage & Delivery | \$ 6,874.13 | \$ 8,000.00 | \$ 1,125.87 |
| 7511 - Awards | \$ 41.81 | \$ 100.00 | \$ 58.19 |
| 7541 - Books, Subscr., & Pubs. | \$ - | \$ 400.00 | \$ 400.00 |
| 7598 - Background Checks | \$ 15.75 | \$ - | \$ (15.75) |
| 7599 - Other Misc. Operating | \$ 282.00 | \$ 400.00 | \$ 118.00 |
| Total 7000 - Other Operating | \$ 78,535.74 | \$ 83,932.43 | \$ 5,396.69 |
| 8400 - Capital Equipment | | | |
| 8471 - Other Equip - Capital Purch. | \$ - | \$ 7,184.40 | \$ 7,184.40 |
| Total 8400 - Capital Equipment | \$ - | \$ 7,184.40 | \$ 7,184.40 |
| 8500 - Non-capital Equipment | | | |
| 8521 - Furniture Non-capital | \$ 3,641.37 | \$ 13,000.00 | \$ 9,358.63 |
| 8531 - Computer Equip. Non-cap. | \$ 8,964.87 | \$ 1,600.00 | \$ (7,364.87) |
| 8561 - Tele. Equip. - Non-cap. | \$ 218.59 | \$ 1,200.00 | \$ 981.41 |
| 8581 - Purch. or lic. software | \$ 2,899.17 | \$ 1,300.00 | \$ (1,599.17) |
| Total 8500 - Non-capital Equip. | \$ 15,724.00 | \$ 17,100.00 | \$ 1,376.00 |
| 9100 - Transfers Out | | | |
| 9101 - Op Trans Out: Fund Sweeps | \$ - | \$ 4,100.00 | \$ 4,100.00 |
| Total 9100 - Oper. Trans. Out | \$ - | \$ 4,100.00 | \$ 4,100.00 |
| TOTAL EXPENDITURES | \$ 500,295.95 | \$ 509,864.05 | \$ 9,568.10 |
| NET INCOME | \$ 1,283,787.71 | \$ 1,578,923.66 | \$ (88,409.10) |



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: August 15, 2013
SUBJECT Elections

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.)

At an upcoming meeting (tentatively scheduled for September 13), the Board will elect a chairperson and vice-chairperson. This memo explains the duties of each officer and discusses how the Board should conduct its elections.

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 at least 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.

- The Board has discussion, if necessary.
- A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
- A vote is taken. If the motion passes by a majority, the person is elected chairperson.
- 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.