



## **ARIZONA BOARD OF FINGERPRINTING**

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### **FINAL Minutes for Public Meeting**

Held January 8, 2021, at 9:00 a.m.  
4205 North 7th Avenue, Suite 206  
Phoenix, Arizona

#### **Board Members**

Garnett Burns, Department of Education, Chairperson  
Kim Pipersburgh, Department of Health Services  
Shamiran Warda, Department of Juvenile Corrections  
John Piccarreta, Department of Child Safety  
Elanie Estrada, Department of Economic Security  
Christina Ralls, Administrative Office of the Courts

#### **Executive Director**

Matthew A. Scheller

### **I. CALL TO ORDER AND ROLL CALL**

Ms. Burns called the meeting to order at 9:00 a.m. The following Board members were present: Garnett Burns, Kim Pipersburgh, John Piccarreta, and Christina Ralls. The following Board members were absent: Shamiran Warda, and Elanie Estrada.

Also in attendance was Matthew A. Scheller, Executive Director (ED).

### **II. CALL TO THE PUBLIC**

Ms. Burns made a call to the public. There were no members of the public present who wished to comment.

### **III. APPROVAL OF MINUTES FROM SEPTEMBER 4, 2020**

Ms. Pipersburgh made a motion to approve the draft minutes from September 4, 2020, and Ms. Ralls seconded. The motion passed 4–0.

### **IV. ELECTIONS**

Ms. Burns referred the Board members to Mr. Scheller’s January 6, 2021 memo regarding election procedures (see Attachment 1). Ms. Burns explained that with the recent vacancy of the vice-chairperson position, it necessary to address this issue. (A.R.S. § 41–619.52(C)) Ms. Burns welcomed the Board’s newest member, Ms. Christina Ralls representing the Administrative Office of the Courts.

Ms. Burns requested nominations for the vice-chairperson position. Ms. Ralls made a motion to elect Ms. Pipersburgh as vice-chairperson of the Arizona Board of Fingerprinting, and Mr. Piccarreta seconded. Ms. Pipersburgh accepted the nomination. The motion passed unanimous, 4–0.

The Board members congratulated Ms. Ms. Pipersburgh. Mr. Scheller indicated that he would update the Board letterhead and make appropriate notifications regarding this change.

### **V. ADJOURNMENT**

Ms. Burns adjourned the meeting at 9:05 a.m.

Minutes approved on April 16, 2021

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Matthew A. Scheller, Executive Director



# Arizona Board of Fingerprinting Memo

TO: Board Members  
 FROM: Matthew A. Scheller  
 Date: January 6, 2021  
**SUBJECT Vice-Chairperson Election**

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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.) The last election was held in August 2020 for the chairperson and vice-chairperson positions. With the recent vacancy of the vice-chairperson position, the Chairperson, Ms. Burns, has deemed it necessary to address this issue. (A.R.S. § 41–619.52(C))

At its January 8, 2021 meeting, the Board will elect a vice-chairperson. This memo explains the duties of the officers and discusses how the Board should conduct its election.

## **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 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:

1. The Board has discussion, if necessary.
2. A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
3. A vote is taken. If the motion passes by a majority, the person is elected chairperson.
4. 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.