

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

Wednesday, November 20, 2002  
2222 W. Encanto Blvd, Suite 350  
Phoenix AZ 85005

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

**Staff attendance:** Elaine LeTarte (OEG), Acting Director; Dennis Seavers, (OEG) staff

I. CALL TO ORDER

Mr. Emanuel called the meeting to order at 12:21 p.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 2, 2002  
From the meeting of October 16, 2002  
From the meeting of October 30, 2002

Mr. Lehew moved that the minutes of the Board's meetings on October 2, 16, and 30, 2002 be approved as presented. Mr. Waite seconded. The motion passed, 4-0.

III GENERAL SESSION

A. Recruitment and hiring of Board staff  
1. Director

Ms. LeTarte informed the Board that the position had been established, and the job announcement had been posted on the Department of Administration employment opportunities web site as of Friday, November 15, 2002. The closing date was set for November 22, 2002.

Mr. Lehew moved that the Board begin review of the resumes on November 25, 2002, and that each Board member seek input from his or her agency on the candidates. The interviews would be conducted on December 4, 2002. Mr. Waite seconded. The motion carried, 4-0.

2. Administrative Law Judge

The Board tabled discussion of the possible hiring of an Administrative Law Judge until they could receive legal advice on the matter.

3. Investigators
4. Administrative Assistants

The Board tabled discussion of the other staff positions until the new Executive Director could assist that effort.

B. Proposed meeting and hearing schedule for Board

The Board agreed that the once-a-week hearing schedule was the most viable option for clearing the backlog while still reviewing new applications promptly. The Acting Director will make a copy of the schedule available to the Board members and their respective agencies.

C. Financial projections for Board

The Acting Director distributed the projections the Board had requested, showing the financial resources needed to support a staff of 4.0 FTE.

D. Board policies for processing and deciding Good Cause Exception.

The Board tabled this item.

E. Proposed legislative changes to Board's statutes

The Board tabled this item.

The Board recessed at 1:13 p.m. to conduct a hearing. The Board returned to the meeting at 1:34 p.m.

#### IV. ACTING DIRECTOR'S REPORT

A. Status report

The Acting Director reviewed the status report, which showed that the Board had reduced the backlog from 402 cases to 295 cases. Those figures did not include decisions the Board had made this date. The Board asked that the revised report, showing the day's decisions, be distributed promptly to the Board members, so it could be passed along to their respective agencies.

The Board asked that a letter be sent to the applicants still on the list awaiting a hearing, informing them that the hearing schedule had been changed and they would most likely have their hearings prior to May 2003.

B. Transition report

The Acting Director reviewed with the Board a portion of her closing report for OEG that compares the Board's previous policies to the newly adopted policies, and summarizes the impact of the change on the backlog and the Board's operations. The Board suggested some

additional areas to include. Again, the Board asked that the revised report be distributed promptly so that it would be passed along within the Board members' respective agencies.

The Acting Director informed the Board that, although the Governor-Elect Napolitano has confirmed her intention to close OEG, there is no information available as yet on when or how that will occur. The OEG assigned to the Board will continue their work as long as possible.

The Board commended the staff from the Office for Excellence for the work they had done over the past few months.

V. CALL TO THE PUBLIC

There were no members of the public present.

VI. ADJOURNMENT

There being no further business, Mr. Lehew moved that the meeting be adjourned. Mr. Waite seconded. The motion passed 4-0, and Mr. Emanuel adjourned the meeting at 1:47 p.m.

Minutes approved \_\_\_\_\_, 2002.

Elaine LeTarte, Acting Director