

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

Wednesday, December 18, 2002
2222 West Encanto Blvd., Suite 350, Phoenix AZ 85005

Board attendance: Department of Education: Craig Emanuel, Chair
Department of Economic Security: Mike LeHew, Vice Chair
Administrative Office of the Courts: Cynthia Goertz
Department of Health Services: Kim Pipersburgh
Department of Juvenile Corrections: Vernon Waite

Staff attendance: Elaine LeTarte (OEG), Acting Director

I. CALL TO ORDER AND ROLL CALL

Mr. Emanuel called the meeting to order at 12:36 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 December 4-5, 2002
From the meeting of December 13, 2002

Mr. LeHew moved that the minutes of December 4 and 5, 2002 and the minutes of December 13, 2002 be approved as submitted. Ms. Pipersburgh seconded. The motion passed, 5-0.

III. GENERAL SESSION

A. Decision on Executive Director

Mr. Waite moved that the Board go into Executive Session to discuss personnel matters. Mr. LeHew seconded. The motion passed, 5-0, and the Board went into Executive Session at 12:37 p.m. The Board returned to open session at 1:00 p.m.

Mr. LeHew moved that Mr. Emanuel, on behalf of the Board, offer the position as Director to Mr. Pedro (Pete) Gonzalez, at a starting salary between \$42,500 and \$45,000. Ms. Pipersburgh seconded.

Mr. LeHew moved to amend the motion, to include the requirement that Mr. Gonzalez make a decision on the offer within 24 hours of the offer being made. Mr. Waite seconded. The motion to amend passed, 5-0.

Mr. Emanuel called the question on the main motion as amended. The main motion as amended passed, 5-0.

B. Establishment / Recruitment and hiring of Board staff positions

The Acting Director informed the Board that the requests to establish three Board positions had been filed on Monday, December 16, 2002. Those three positions are:

1. Investigator III
2. Administrative Assistant II (2 positions)

The requests are being expedited by DOA, and a decision is expected by Friday, December 20, 2002. Since all positions are uncovered, the Director or Board may appoint people to those positions and need not request hiring lists to fill the vacancies.

C. Financial projections for the Board

The Acting Director and the Board discussed the use of the Special Sessions monies to cover staff salaries and changes to the Board's computer and software system.

IV. ACTING DIRECTOR'S REPORT

BOF Status report

The Acting Director shared with the Board a draft of the report she will be making to OEG. That report, and any subsequent versions, will be finished by Mr. Dennis Seavers.

OEG closing and transition

The Acting Director shared with the Board the schedule of Board and OEG staff who will be working at the Board over the holidays. The Acting Director had no official notice about when the OEG office would be closed, ending the loan of staff. At this point, the assumption is that OEG will close at the end of business on January 3, 2003.

The Director of OEG will be asked to communicate to the Board Chairman any additional information received.

V. CALL TO THE PUBLIC

There were no members of the public present.

Mr. LeHew moved that the Board thank OEG for their assistance these past months, with compliments for the professionalism, dedication, and quality of assistance offered by all of the OEG staff, and in particular Ms. LeTarte and Mr. Seavers. Mr. Waite seconded. The motion passed, 5-0.

VI. ADJOURNMENT

Mr. LeHew moved the meeting be adjourned. Mr. Waite seconded. The motion passed, 5-0, and Mr. Emanuel adjourned the meeting at 1:32 p.m.

Minutes approved on _____, 2003

Dennis Seavers, Executive Director