



ARIZONA BOARD OF FINGERPRINTING

Mail Code 185 • Post Office Box 6129 • Phoenix, Arizona 85005-6129
Telephone (602) 265-0135 • Fax (602) 265-6240

Final Minutes for Public Meeting

Held October 2, 2009, at 9:30 a.m.

3839 North 3rd Street, Suite 107, Phoenix, Arizona

Board Members

Charles Easaw, Department of Education, Chair
Kim Pipersburgh, Department of Health Services, Vice Chair
Ellen Kirschbaum, Administrative Office of the Courts
Mike LeHew, Department of Economic Security
Arthur W. Baker, Department of Juvenile Corrections

Executive Director

Dennis Seavers

CALL TO ORDER AND ROLL CALL

Mr. Easaw called the meeting to order at 9:45 a.m. The following Board members were present: Charles Easaw, Kim Pipersburgh, Ellen Kirschbaum, Mike LeHew, and Arthur W. Baker. No Board members were absent.

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

The draft minutes were not presented at the meeting.

FISCAL YEAR 2010 BUDGET

Mr. Easaw noted that the Board was continuing its discussion from the September 25, 2009 meeting. He said that the purpose of the discussion was to decide on a plan to present to the Governor's Office that identified what steps the Board would take if a 15% budget reduction was required beginning on January 1, 2010. Mr. Easaw referred Board members to Mr. Seavers's September 28, 2009 memo (see Attachment 1), which outlined budget-cutting options available to the Board.

After discussion, the Board voted on options to present to the Governor's Office. Mr. Baker moved that the Board present option 4 (as listed in Attachment 1) to the Governor's Office, and Mr. LeHew seconded. Mr. Easaw requested a roll-call vote.

Board member	Vote
Mr. Easaw	No
Ms. Pipersburgh	Yes
Ms. Kirschbaum	No
Mr. LeHew	Yes
Mr. Baker	No

The motion failed, 2–3. Mr. Baker moved that the Board present option 1 to the Governor's Office, and Ms. Kirschbaum seconded. Mr. Easaw requested a roll-call vote.

Board member	Vote
Mr. Easaw	Yes
Ms. Pipersburgh	No
Ms. Kirschbaum	Yes
Mr. LeHew	Yes
Mr. Baker	Yes

The motion passed, 4–1.

Mr. LeHew made a motion to approve option 5 as a backup plan, in case the Governor's Office did not find option 1 to be acceptable. Ms. Kirschbaum seconded the motion, and Mr. Easaw requested a roll-call vote.

Board member	Vote
Mr. Easaw	Yes
Ms. Pipersburgh	Yes

Ms. Kirschbaum	Yes
Mr. LeHew	Yes
Mr. Baker	Yes

The motion passed 5–0.

Mr. Seavers asked the Board to authorize him to implement the adopted plans, if the Governor’s Office accepts a plan and requires the 15% reduction. Mr. LeHew made a motion to authorize Mr. Seavers to implement the plans, and Ms. Kirschbaum seconded. The motion passed 5–0.

ADJOURNMENT

Mr. LeHew made a motion to adjourn the meeting, and Ms. Kirschbaum seconded. The motion passed, 5–0. Mr. Easaw adjourned the meeting at 10:20 a.m.

Minutes approved on February 5, 2010

Dennis Seavers, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: September 28, 2009
SUBJECT FY 2010 budget reductions

The Governor's Office has asked state agencies to develop a plan for a 15% budget reduction for FY 2010. For the Board, a 15% reduction would cut the budgeted FY 2010 expenditures by \$84,000. At its September 25, 2009 meeting, the Board discussed various options for achieving the reduction. Attachment 1 summarizes those and other options, along with estimates for savings.

At its upcoming October 2 meeting, the Board will select one or more options to present in its plan requested by the Governor's Office. Please note that I provide option numbers in the attachment only for ease of reference; the numbers do not necessarily indicate priorities. As a reminder, the Board's plan must include permanent reductions. Therefore, the Board should not include any options that it does not believe are sustainable on a long-term basis.

The following abbreviations are used in the attachment.

- FTE: full-time equivalency
- ED: executive director
- AA: administrative assistant
- Inv: investigator
- ALJ: administrative law judge (another name for "hearing officer")

Assumptions

- The Board will request that the Governor's Office seek legislation to rescind the Board's statutory time frames.
- The proposal to eliminate the Westlaw subscription would qualify for the sort of permanent budget reduction that the Governor's Office requires.
- The Board will change its policies, if necessary to avoid a backlog.

Attachment 1 (revised). Estimated Savings from Reduction Options

Option	Description	Estimated savings
1	Eliminate one AA	\$ 22,181.66
	Eliminate one ALJ	\$ 26,325.00
	Convert remaining positions except ED from 1.0 to 0.8 FTE (i.e., 32 hours a week)	\$ 18,903.87
	Terminate conference-room lease	\$ 10,936.14
	Terminate Westlaw subscription	\$ 4,092.48
	Total	\$ 82,439.15
	Difference from 15% goal	\$ (1,560.85)
2	Eliminate one AA	\$ 22,181.66
	Eliminate one Inv	\$ 25,028.97
	Eliminate one ALJ	\$ 26,325.00
	Terminate conference-room lease	\$ 10,936.14
	Terminate Westlaw subscription	\$ 4,092.48
	Total	\$ 88,564.25
	Difference from 15% goal	\$ 4,564.25
3	Eliminate one Inv	\$ 25,028.97
	Eliminate one ALJ	\$ 26,325.00
	Convert remaining positions except ED from 1.0 to 0.8 FTE (i.e., 32 hours a week)	\$ 18,409.65
	Terminate conference-room lease	\$ 10,936.14
	Terminate Westlaw subscription	\$ 4,092.48
	Total	\$ 84,792.24
	Difference from 15% goal	\$ 792.24
4	Virtual office (includes savings from terminating leases)	\$ 19,487.55
	Eliminate one AA	\$ 22,181.66
	Convert remaining positions except ED from 1.0 to 0.625 FTE (i.e., 25 hours a week)	\$ 37,345.15
	Terminate Westlaw subscription	\$ 4,092.48
	Total	\$ 83,106.84
	Difference from 15% goal	\$ (893.16)
5	Eliminate one Inv	\$ 25,028.97
	Eliminate one AA	\$ 22,181.66
	Convert one ALJ from 0.75 to 0.5 FTE (i.e., 20 hours a week)	\$ 7,247.34
	Convert remaining positions except ED from 1.0 to 0.8 FTE (i.e., 32 hours a week)	\$ 14,559.49
	Terminate conference-room lease	\$ 10,936.14
	Terminate Westlaw subscription	\$ 4,092.48
Total	\$ 84,046.08	
	Difference from 15% goal	\$ 46.08