ARIZONA BOARD OF FINGERPRINTING

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Final Minutes for Public Meeting

Held November 28, 2011, at 10:00 a.m.
3839 North 3rd Street, Suite 107, Phoenix, Arizona

Board Members
Charles Easaw, Department of Education, Chairperson
Ellen Kirschbaum, Administrative Office of the Courts
Dale Doucet, Department of Economic Security
Kim Pipersburgh, Department of Health Services
Matthew A. Scheller, Department of Juvenile Corrections

Executive Director
Dennis Seavers

CALL TO ORDER AND ROLL CALL

Mr. Easaw called the meeting to order at 10:04 a.m. The following Board members were present: Charles Easaw, Dale Doucet, Kim Pipersburgh, and Matthew A. Scheller. The following Board member was absent: Ellen Kirschbaum.

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 who wished to speak.

APPROVAL OF MINUTES

Ms. Pipersburgh made a motion to approve the minutes from the October 14, 2011 meeting. Mr. Scheller seconded the motion, which passed 4–0.

ADJUSTMENT TO FISCAL YEAR 2012 BUDGET AND APPROVAL OF INFORMATION-TECHNOLOGY PROJECT

Mr. Easaw referred Board members to Mr. Seavers's November 23, 2011 memo proposing an encrypted Web site application (see Attachment 1).

Mr. Scheller and Mr. Easaw asked clarifying questions about the current encryption methods and about adjustments to the Board's fiscal year 2012 budget. Mr. Scheller asked when the Web site application would become available, if approved. Mr. Seavers said that the Arizona Department of Administration (ADOA) estimated it would complete the project in January or February, but, based on uncertainty in the ADOA schedule, the project would probably not be completed until March.

Ms. Pipersburgh made a motion to approve the proposed Web site application, and Mr. Scheller seconded. The motion passed, 4–0.

ADJOURNMENT

Ms. Pipersburgh made a motion to adjourn. The motion passed, 4–0. Mr. Easaw adjourned the meeting at 10:10 a.m.

Minutes approved on December 9, 2011

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Dennis Seavers, Executive Director

Minutes, 11/28/2011
ATTACHMENT 1

Arizona Board of Fingerprinting
Memo

TO: Board members

FROM: Dennis Seavers

C:

Date: November 23, 2011

SUBJECT Encrypted Web site application

The Board regularly receives confidential information in various encrypted formats. State policy requires confidential information to have adequate encryption protections to limit the possibility of unauthorized access. Although the Board currently receives some confidential information with adequate encryptions protections, not all encryption methods that the Board uses meet state requirements.

I have been working with the Arizona Department of Administration (ADOA) to get an estimate for a Web application that would improve the security protections for materials that the Board receives. This memo describes the need for this increased protection and proposes that the Board approve a modification to its fiscal year (FY) 2012 budget that would allow me to authorize ADOA to develop the Web application.

SUMMARY

- I request that the Board allow me to authorize ADOA to develop the Web application, which ADOA has initially estimated will have a one-time cost of $2,802.50. (I have requested modifications that should reduce the estimated cost.)
- The Board can make cuts to other areas of approved spending without negatively affecting Board operations. These cuts can fund the Web application and avoid an increase in the Board's overall FY 2012 spending.

CONFIDENTIAL FILES

Under A.R.S. § 41–619.54(A), any criminal-history information that the Board maintains is confidential. In addition, some private information, such as social-security numbers or addresses, is confidential under other state and federal laws. Finally, under A.R.S. § 41–619.54(C), good-cause-exception determinations and hearings are exempt from public-records laws. Although the Board has discretion over whether to publicly share information that is exempt from public-records laws but is not specifically confidential, the Board has adopted a policy of only sharing this information under specific circumstances.

As a result of these regulations, the Board has taken steps to avoid unauthorized access of confidential records, which would include scanned files, audio recordings of good-cause-exception hearings, and investigator summaries. Specifically, the Board uses two methods of encrypting confidential data.

- Encrypted USB drives. For hearings that the Board will be conducting, Board members receive administrative records (audio recordings and scanned files) on encrypted USB drives. These drives differ from normal USB drives that may have simple password protection. The encrypted drives protect data from unauthorized access, and the level of encryption meets the state's requirements for data encryption.
- Encrypted PDF files. For expedited reviews, Board members receive encrypted, password-protected, emailed PDF files that contain investigator summaries. Although these files have some degree of encryption, the encryption does not meet the state's requirements.

The Board receives the encrypted PDF files (the second method listed above) by email. Since email is not a secure medium of communication, we use the encryption method provided by Adobe Acrobat (the software that creates PDF files) to limit the chance of unauthorized access. Although this encryption improves the security of the confidential information, the security doesn't meet the standards established by the state. However, we've continued to use that method because (a) the Board members need to get the materials quickly and (b) the state indicated it was working on security solutions for state agencies but has not yet developed a solution for this problem.

WEB APPLICATION

I've been working on a solution that would improve the security of the emailed PDF files and that would be easy for Board members to use. I propose that the Board authorize me to work with ADOA to develop a Web application that Board members would log into to access all confidential files—hearing recordings, scanned files, and investigator summaries.

The application would be secure and would meet the state standards for encryption of confidential data. Board members would no longer receive USB drives or emailed PDF files but would instead have all files for a Board meeting available on one secure Web page. (The Board staff would still email Board members to notify them when new information has been posted to the secure page.)

ADOA has developed an initial estimate that the project would cost $2,802.50 (a one-time expenditure). I asked for modifications to the project proposal that should save money but still meet the Board's needs. However, the estimate gives a sense of what the application would cost. There are private vendors that could develop the Web application. But even with private vendors, we would still need to work with ADOA; and, by having ADOA handle the project, we should avoid possibly significant future costs if the state changes security policies or information-technology infrastructure.

BUDGET ADJUSTMENT

This proposed expenditure was not part of the Board's adopted FY 2012 budget. Although budgets offer guidance rather than strict, inviolable requirements, significant changes to the budget should approved by the Board, even if there is not an increase in the total expenditures.

The Board can authorize this expenditure without increasing its total FY 2012 budget. The Board approved $8,000 for new-computer purchases and related costs. In my budget proposal, I indicated that this estimate was high for the purposes of cash-flow planning but that the actual cost of new computers would cost less. In addition, there have been areas of budget savings in the first quarter of FY 2012; for example, the Board has saved $1,515.93 in telecommunications fees. These budget savings can cover the cost of developing the Web application.