

KATIE HOBBS
GOVERNOR



MINA MENDEZ
CHAIRMAN

ARIZONA BOARD OF EXECUTIVE CLEMENCY

4000 N Central Ave, Suite 2300 ~ Phoenix, Arizona 85012
PHONE (602) 542-5656 ~ FAX (602) 542-5680

August 28, 2023

The Honorable Katie Hobbs
Governor of the State of Arizona
1700 West Washington Street, 9th Floor
Phoenix, AZ 85007

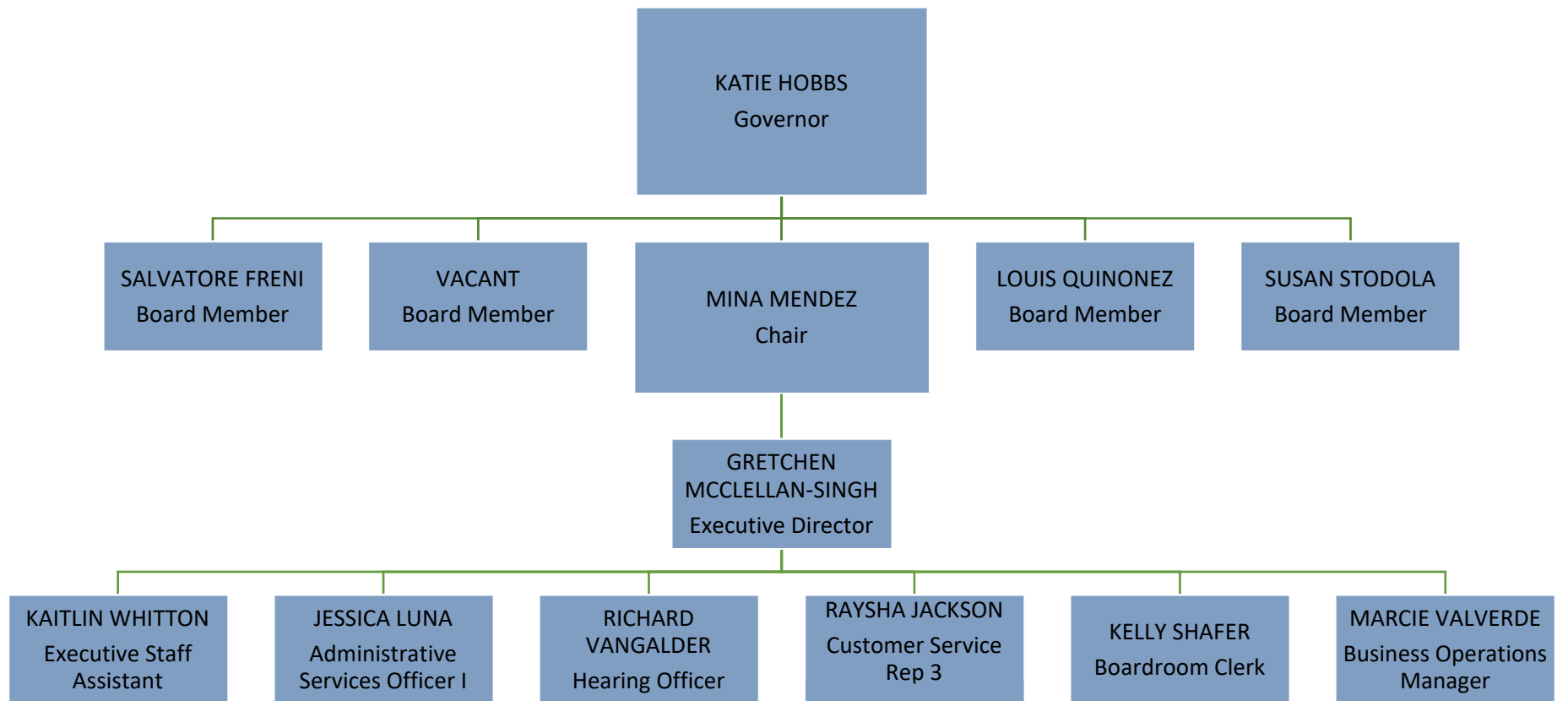
Dear Governor Hobbs,

On behalf of the Arizona Board of Executive Clemency, I submit to you the Fiscal Year 2025 Budget Plan and five-year Strategic Plan. This submittal reflects the priorities you established and the Board's responsibility to ensure Arizona's government is fiscally responsible.

Sincerely,

A handwritten signature in blue ink, reading "Gretchen McClellan-Singh". The signature is fluid and cursive, with the last name being particularly prominent.

Gretchen McClellan-Singh
Executive Director
Arizona Board of Executive Clemency





State of Arizona Budget Request

State Agency

Board of Executive Clemency

A.R.S. Citation: A.R.S. §§ 31-401 et seq.

Appropriated Funds

Governor Hobbs:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2025.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Total Amount Requested:

General Fund

Non-Appropriated Funds

Total Amount Planned:

IGA and ISA Fund

Board of Executive Clemency
Total:

FY 2024
Expenditure
Plan

FY 2025
Funding
Issue

FY 2025
Total
Request

1,420.8

615.7

2,036.5

1,420.8

615.7

2,036.5

FY 2024
Expenditure
Plan

FY 2025
Funding
Issue

FY 2025
Total
Request

28.0

-

28.0

28.0

-

28.0

1,448.8

615.7

2,064.5

Agency Head: Gretchen McClellan-Singh

Title: Executive Director

Gretchen McClellan-Singh 8/28/2023
(signature)

Phone: 6025425646

Prepared by: Marcellina Valverde

Email Address: mvalverde@boec.az.gov

Date Prepared: August 28, 2023

Revenue Schedule

Agency:	Board of Executive Clemency
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Fund:	AA1000 General Fund
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AFIS Code	Category of Receipt and Description	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
4372	Publications & Reproductions	0.1	-	-
4901	Operating Transfers In	0.1	-	-
General Fund Total:		0.2	-	-

Forecast Methology

Fund:	PP2500 IGA and ISA Fund
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AFIS Code	Category of Receipt and Description	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
4369	Other Inter-Agency Revenue	24.5	28.0	28.0
IGA and ISA Fund Total:		24.5	28.0	28.0

Forecast Methology

Sources and Uses

Agency:	Board of Executive Clemency
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Fund:	PP2500 IGA and ISA Fund
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Cash Flow Summary

	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
Beginning Balance	0.0	0.1	(0.7)
Revenue (from Revenue Schedule)	24.5	28.0	28.0
Total Available	24.5	28.1	27.3
Total Appropriated Disbursements	(0.1)	0.8	-
Total Non-Appropriated Disbursements	24.5	28.0	28.0
Balance Forward to Next Year	0.1	(0.7)	(0.7)

Explanation for Negative Ending Balance(s):

Board of Executive Clemency

Appropriated Expenditure

Expenditure Categories

	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
Personal Services	-	-	-
Employee Related Expenditures	-	-	-
Professional & Outside Services	-	-	-
Travel In-State	-	-	-
Travel Out-Of-State	-	-	-
Food	-	-	-
Aid To Organizations & Individuals	-	-	-
Other Operating Expenditures	-	-	-
Equipment	-	-	-
Capital Outlay	-	-	-
Capital Equipment	-	-	-
Non-Capital Equipment	-	-	-
Debt Service	-	-	-
Cost Allocation & Indirect Costs	-	-	-
Transfers-Out	-	-	-
Appropriated Expenditure Sub-Total:	-	-	-
Non-Lapsing Authority from Prior Years (no entry for BY)	-	-	-
Administrative Adjustments (no entry for BY)	(0.1)	0.8	-
Capital Projects (Land, Bldgs, Improv)	-	-	-
Appropriated 27th Pay Roll	-	-	-
Legislative Fund Transfers	-	-	-
IT Project Transfers	-	-	-
Residual Equity Transfer	-	-	-

Sources and Uses

Agency:	Board of Executive Clemency
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Fund:	PP2500 IGA and ISA Fund
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Transfer Due to Fund Balance Cap	-	-	-
Prior Committed or Obligated Expenditures (no entry for AY)	-	-	-
Non-Appropriated 27th Pay Roll	-	-	-
Appropriated Expenditure Total:	(0.1)	0.8	-
Appropriated FTE	-	-	-

Non-Appropriated Expenditure

Expenditure Categories	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
Personal Services	15.6	21.4	21.4
Employee Related Expenditures	8.9	6.6	6.6
Professional & Outside Services	-	-	-
Travel In-State	-	-	-
Travel Out-Of-State	-	-	-
Food	-	-	-
Aid To Organizations & Individuals	-	-	-
Other Operating Expenditures	(0.1)	-	-
Equipment	-	-	-
Capital Outlay	-	-	-
Capital Equipment	-	-	-
Non-Capital Equipment	-	-	-
Debt Service	-	-	-
Cost Allocation & Indirect Costs	-	-	-
Transfers-Out	0.1	-	-
Non-Appropriated Expenditure Sub-Total:	24.5	28.0	28.0
Non-Lapsing Authority from Prior Years (no entry for BY)	-	-	-
Administrative Adjustments (no entry for BY)	-	-	-
Capital Projects (Land, Bldgs, Improv)	-	-	-
Appropriated 27th Pay Roll	-	-	-
Legislative Fund Transfers	-	-	-
IT Project Transfers	-	-	-
Residual Equity Transfer	-	-	-
Transfer Due to Fund Balance Cap	-	-	-
Prior Committed or Obligated Expenditures (no entry for AY)	-	-	-
Non-Appropriated 27th Pay Roll	-	-	-
Non-Appropriated Expenditure Total:	24.5	28.0	28.0
Non-Appropriated FTE	-	-	-

Sources and Uses

Agency:	Board of Executive Clemency
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Funding Issue List

Agency:	Board of Executive Clemency
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FY 2023

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Appropriated Funds	Non-Appropriated Funds
1	Additional Space and Staff	-	438.9	438.9	-	-
2	Salary Increases	-	142.1	142.1	-	-
3	Entry to Security Lobby	-	14.7	14.7	-	-
4	Boardroom Technology Upgrade	-	20.0	20.0	-	-
Total:		-	615.7	615.7	-	-

Funding Issue Detail

Agency:		Board of Executive Clemency		
Issue:	1	Additional Space and Staff	Calculated ERE:	61.3
			Uniform Allowance:	
Program:		Board of Executive Clemency		
Fund:		AA1000 General Fund (Appropriated)		
	Expenditure Categories		FY 2025	
6000	Personal Services		175.0	
6100	Employee Related Expenditures		61.3	
	Subtotal Personal Services and ERE		236.3	
7000	Other Operating Expenditures		56.2	
8100	Capital Outlay		55.0	
8400	Capital Equipment		54.9	
8500	Non-Capital Equipment		36.5	
	Program/Fund Total:		438.9	
Issue:	2	Salary Increases	Calculated ERE:	36.8
			Uniform Allowance:	
Program:		Board of Executive Clemency		
Fund:		AA1000 General Fund (Appropriated)		
	Expenditure Categories		FY 2025	
6000	Personal Services		105.3	
6100	Employee Related Expenditures		36.8	
	Subtotal Personal Services and ERE		142.1	
	Program/Fund Total:		142.1	
Issue:	3	Entry to Security Lobby	Calculated ERE:	
			Uniform Allowance:	
Program:		Board of Executive Clemency		
Fund:		AA1000 General Fund (Appropriated)		
	Expenditure Categories		FY 2025	
8100	Capital Outlay		14.7	
	Program/Fund Total:		14.7	
Issue:	4	Boardroom Technology Upgrade	Calculated ERE:	

Funding Issue Detail

Agency: Board of Executive Clemency

Issue: 4 Boardroom Technology Upgrade

Uniform Allowance:

Program: Board of Executive Clemency
Fund: AA1000 General Fund (Appropriated)

Expenditure Categories		FY 2025
8400	Capital Equipment	20.0
Program/Fund Total:		20.0

Funding Issue Narrative

Agency: Board of Executive Clemency

Issue: 1 Additional Space and Staff

Description of Issue:

The Arizona Board of Executive Clemency currently has five Board members who conduct parole, commutation and revocation matters Monday through Thursday every week. The majority of the revocation matters are offenders who were released on community supervision under Arizona's Truth in Sentencing laws and who violate their terms and conditions of community supervision. Those offenders have an opportunity to request a probable cause hearing which is done by a part-time hearing officer employed by the Board prior to having a two-part revocation hearing before the Board. The Board must comply with timelines set out in *Morrissey v. Brewer* (408 US 471) to ensure that offenders who are returned to custody on a violation of conditions of supervision receive due process. There is legal research being done to determine if a hearing officer can conduct revocation hearings in community supervision violations.

The Board currently has one hearing room for use to comply with open meeting law and accommodate members of the public, victims and inmate supporters. With the addition of a full-time hearing officer a smaller hearing room is needed to conduct community supervision revocation matters. In the event it is determined that a hearing officer does not have the authority to conduct community supervision revocation matters the smaller hearing room would be utilized by Board members when the Board is split into two panels to run simultaneously.

The Board currently has five full time staff members in addition to the Executive Director. Board staff is stretched to the limit under the current workload and calendar structure. When the Board is split and conducting hearings simultaneously it creates a large strain on staff. A staff member is present during all Board hearings to run the virtual recording platform, handle participation from victims, inmate supporters and members of the public, and to ensure the hearing is conducted according to procedures. Even without dual Board panels, Board staff is responsible for all necessary operations of the Board. With such a small number of staff it is incredibly difficult to complete all of the needed work in a timely manner. There are projects and initiatives that are pending due to the lack of adequate staffing as well.

Proposal:

The Board proposes to expand into vacant space on the same floor of the current Board location. The space would include a small hearing room, a storage area and five staff offices that are already constructed. The Board is requesting the addition of two administrative staff positions and one full-time hearing officer. The hearing officer would conduct probable cause and revocation hearings in community supervision cases. The two administrative staff positions would serve as clerk during the hearing officer's revocation calendar, assist in the Board's administrative operations and complete projects and pending initiatives. The on-going costs associated with the additional rent and personnel (salaries and ERE) costs are \$292,478.

There would be a minimal need for construction and build out of the new space. The Board is requesting one-time funding in the amount of \$186,428. This would cover the cost of the minimal construction, purchase of office furniture, equipment for staff and the hearing room, and other miscellaneous costs to make the new space operational.

The total funding impact with on-going and one-time costs is \$478,906.

The prompt opportunity for individuals to appear for consideration of revocation or reinstatement directly impacts a victims' right to a prompt and final conclusion of their case. The timely resolution of parole and clemency matters benefits criminal justice involved individuals, their families and the entire community.

Alternatives Considered:

The Board has utilized an existing small conference room when a split Board is convened. The conference room is not equipped with the technology needed to adequately conduct hearings and is very limited in space for members of the public wishing to attend. There are no other alternatives at this time.

Impact of Not Funding This Year:

Without funding this fiscal year the Board will continue to struggle to meet the time frames established in *Morrissey vs Brewer* for probable cause and community supervision revocation hearings. Board members will continue to conduct all revocation hearings and staff will continue to be stretched to the limits in the current workload and calendar structure.

Statutory Reference:

ARS § 31-401, et al.

Equipment to be Purchased (if applicable):

Specifics to be determined but will include items such as: laptops, television monitors, audio and video equipment, microphones, etc.

Classification of New Positions:

No new FTEs - this is funding for existing unfunded FTE positions
Hearing Officer 2 (AUN08378, Grade 20, uncovered with benefits)
Administrative Services Officer 1 (AUN06895, Grade 19, uncovered with benefits)

Funding Issue Narrative

Agency: Board of Executive Clemency

Issue: 1 **Additional Space and Staff**

Annualization(s): Executive Staff Assistant (AUN02542, Grade 20, uncovered with benefits)

Annualization(s): \$292,478

One-time costs: \$186,428

Total funding proposal: \$478,906

Alignment with Agency's Strategic Plan or Statutory Responsibilities:

The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al.

Issue: 2 **Salary Increases**

Description of Issue: The Board of Executive Clemency is composed of five members with each member appointed by the Governor and confirmed by the State Senate. Members are recognized as state employees with full benefits. The Board is statutorily authorized to conduct hearings for clemency and non-clemency matters. Non-clemency hearings do not require a recommendation to the Governor but instead the Board makes decisions on its own. These are Parole (412A), Parole (412B), Home Arrest, Absolute Discharge, Modification, Rescission and Revocation hearings for parole, "TIS" (truth in sentencing), and home arrest. The Arizona Board of Executive Clemency Board Members currently each earn \$74,188 and the Board Chair earns \$100,639 annually. Board members are tasked with making decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and the wise use of state resources. In researching 2022 data on Open the Books (openthebooks.com) the following salary information for other state parole board members was found: Colorado: Board Chair - \$121,752 & Board Members - \$113,700; Utah: Board Chair - \$234,863 & Board Member Average - \$232,295; North Carolina: Board Chair - \$150,901 & Board Members - \$139,523; New Jersey: Board Members - \$130,776; Nebraska: Board Members - \$86,407; Virginia: Board Chair - \$164,042 & Vice Chair - \$93,800; and California: Board Members Average - \$164,644. While other states have various requirements for education and experience, these numerous examples highlight that Arizona's Board Chair and Board Member positions are underpaid.

Pursuant to Arizona Revised Statutes 31-402, the Executive Director serves at the pleasure of the Board and reports to the Board through the Chairman. She is responsible for meeting the needs of the Board through oversight of all administrative, operational, and financial functions for the Board including implementing and directing all policies and procedures, personnel matters including hiring, training, discipline as well as performance evaluations of all administrative staff members. The Executive Director also leads in budget preparation, forecasts, and expenditures. The Board's Executive Director currently earns \$104,000 annually.

In researching 2022 data on Open the Books (openthebooks.com) the following salary information for Executive Director positions with other state parole boards was found: Colorado: Director \$156,048; Utah: Director - \$203,366; Idaho: Director - \$130,624; New Jersey: Director - \$155,954; and California: Director - \$199,453.52. Data was also searched for other Executive Director of Board positions within the State of Arizona. The average salary for an Executive Director of a Board in Arizona was \$119,362 in 2022. While other Arizona Boards and other states have various requirements for education and experience, these numerous examples highlight that the Arizona Board's Executive Director position is underpaid.

Arizona law (A.R.S. § 31-401F) allows for the Board Chair to select other officers. There is currently no additional salary stipend when selected as Vice Chair, it is in title only. The Vice Chair serves as Acting Chair when needed, assists the Chair in performing administrative functions, case assignment, packet review and assists in training and mentoring new Board Members. The Vice Chair provides feedback on budgetary, legislative and other matters to the Chair and Executive Director.

Proposal: The Board proposes to increase the Board's Executive Director, Board Chair and four Board Member salaries by 20%. The Board also proposes to add a \$5,000 stipend to the Vice Chair position in addition to the Board Member salary. The new salary for the Executive Director would be \$124,800, the new Board Chair salary would be \$120,767 the new Board Member salary would be \$89,026 with an additional \$5,000 for the Vice Chair position. Increasing salaries will better reflect and be commensurate with the education, experience and skills of those individuals necessary for the positions. Increased salaries will also improve retention of the Executive Director, Board Chair, Vice Chair and Board Members; as well as assisting in recruitment efforts when those become necessary.

Alternatives Considered: There are currently no other alternatives that have been considered.

FY25 Budget Funding Issues					
Hearing Room, Office Expansion & Staff					
Personnel (6000/6100 Object Codes)	Salary	ERE (35%)	Total		
New Board Staff - Clerk	\$55,000.00	\$19,250.00	\$74,250.00		
New Board Staff - ESA	\$55,000.00	\$19,250.00	\$74,250.00		
Full Time Hearing Officer	\$65,000.00	\$22,750.00	\$87,750.00		
Total Personnel	\$175,000.00	\$61,250.00	\$236,250.00		
Operating (7000 Object Codes)	Amount	Quantity	Total		
Rent (\$22/sq ft)	\$22.00	2069	\$45,518.00		
Telecom/ADOA ASET	\$37,200.00	0.25	\$9,300.00		
ICM Annual Cost (paperless license)	\$470.00	\$3.00	\$1,410.00		
Total New Operating Costs	\$37,692.00		\$56,228.00		
One Time Costs (8100 Captital Outlay)	Amount	Quantity	Total	Object	Sources
Placeholder - Construction Buildout	\$50,000.00	1	\$50,000.00	8121	IP BPG
Blinds	\$5,000.00	1	\$5,000.00	8121	Blind Ideas
Total One Time Costs (8100 Captital Outlay)			\$55,000.00		
One Time Costs (8400 Captital Equipment)	Amount	Quantity	Total	Object	Sources
Crestron Program	\$5,000.00	1	\$5,000.00	8471	Artisan
Placeholder - Crestron Equipment	\$35,000.00	1	\$35,000.00	8471	Artisan
Key Card Access System	\$5,000.00	1	\$5,000.00	8471	https://costhack.com/access-control-system-cost/
Dais - 3 person	\$9,899.00	1	\$9,899.00	8421	https://www.ergonomichome.com/cochdedafuho.html
One Time Costs (8400 Captital Equipment)			\$54,899.00		
One Time Costs (8500 Non-Captital Resources)	Amount	Quantity	Total	Object	Sources
TV Display Monitors	\$3,904.75	2	\$7,809.50	8571	Artisan
Desk Mics	\$722.76	3	\$2,168.28	8571	Artisan - Clerk, ADCRR HO, podium
Dais Mics - Lapel	\$525.00	3	\$1,575.00	8571	Artisan - Dais Mics
Dais and Desk Chairs	\$516.39	10	\$5,163.85	8521	Goodmans
Clerk desk	\$241.30	1	\$241.30	8521	https://www.wist.com/wps/myportal/c/product-detail?item=ALEVA216030MC
Attorney x 2 , ADCRR HO desk	\$205.75	3	\$617.25	8521	https://www.wist.com/wps/portal/c/product-detail?item=ALEVA214830MC
Staff Office Furniture	\$3,640.28	3	\$10,920.84	8521	ACI - Victors
Office Guest Chairs	\$267.96	4	\$1,071.84	8521	https://view.publitas.com/hon-express/express/page/32-33?utm_content=wist
Podium	\$474.27	1	\$474.27	8521	https://www.wist.com/wps/portal/c/view-cart#Z7_P968H482KO7HF0AQG395BA3082
Gallery Chairs	\$112.52	10	\$1,125.20	8521	https://view.publitas.com/hon-express/express/page/34-35?utm_content=wist
Laptops	\$1,178.78	3	\$3,536.34	8531	Enterprise Computer Hardware Bundle
Computer Monitors	\$250.00	5	\$1,250.00	8531	DHE Computer Systems
Docking Stations	\$100.00	5	\$500.00	8531	Lenovo
One Time Costs (8500 Non-Captital Resources)			\$36,453.67		
Total On Going			\$292,478.00		
Total One Time			\$146,352.67		
Total Funding Issue			\$438,830.67		



ARIZONA BOARD OF EXECUTIVE CLEMENCY
4000 North Central Avenue, Suite 2300 ~ Phoenix, Arizona 85012
PHONE (602) 542-5656 ~ FAX (602) 542-5680

Hearing Room, Office Space and Additional Staff: Priority #1

Description of issue and how recommending the agency's request furthers the agency's mandates:

The Arizona Board of Executive Clemency currently has five Board members who conduct parole, commutation and revocation matters Monday through Thursday every week. The majority of the revocation matters are offenders who were released on community supervision under Arizona's Truth in Sentencing laws and who violate their terms and conditions of community supervision. Those offenders have an opportunity to request a probable cause hearing which is done by a part-time hearing officer employed by the Board prior to having a two-part revocation hearing before the Board. The Board must comply with timelines set out in *Morrissey v. Brewer* (408 US 471) to ensure that offenders who are returned to custody on a violation of conditions of supervision receive due process. There is legal research being done to determine if a hearing officer can conduct revocation hearings in community supervision violations.

The Board currently has one hearing room for use to comply with open meeting law and accommodate members of the public, victims and inmate supporters. With the addition of a full-time hearing officer a smaller hearing room is needed to conduct community supervision revocation matters. In the event it is determined that a hearing officer does not have the authority to conduct community supervision revocation matters the smaller hearing room would be utilized by Board members when the Board is split into two panels to run simultaneously.

The Board currently has five full time staff members in addition to the Executive Director. Board staff is stretched to the limit under the current workload and calendar structure. When the Board is split and conducting hearings simultaneously it creates a large strain on staff. A staff member is present during all Board hearings to run the virtual recording platform, handle participation from victims, inmate supporters and members of the public, and to ensure the hearing is conducted according to procedures. Even without dual Board panels, Board staff is responsible for all necessary operations of the Board. With such a small number of staff it is incredibly difficult to complete all of the needed work in a timely manner. There are projects and initiatives that are pending due to the lack of adequate staffing as well.

Proposal:

The Board proposes to expand into vacant space on the same floor of the current Board location. The space would include a small hearing room, a storage area and five staff offices that are already constructed. The Board is requesting the addition of two administrative staff positions and one full-time hearing officer. The hearing officer would conduct probable cause and revocation hearings in community supervision cases. The two administrative staff positions would serve as clerk during the hearing officer's revocation calendar, assist in the Board's

administrative operations and complete projects and pending initiatives. The on-going costs associated with the additional rent and personnel (salaries and ERE) costs are \$292,478.

There would be a minimal need for construction and build out of the new space. The Board is requesting one-time funding in the amount of \$186,428. This would cover the cost of the minimal construction, purchase of office furniture, equipment for staff and the hearing room, and other miscellaneous costs to make the new space operational.

The total funding impact with on-going and one-time costs is \$478,906.

The prompt opportunity for individuals to appear for consideration of revocation or reinstatement directly impacts a victims' right to a prompt and final conclusion of their case. The timely resolution of parole and clemency matters benefits criminal justice involved individuals, their families and the entire community.

Alternatives considered and reasons for rejection:

The Board has utilized an existing small conference room when a split Board is convened. The conference room is not equipped with the technology needed to adequately conduct hearings and is very limited in space for members of the public wishing to attend. There are no other alternatives at this time.

Impact of not funding this fiscal year:

Without funding this fiscal year the Board will continue to struggle to meet the time frames established in *Morrissey vs Brewer* for probable cause and community supervision revocation hearings. Board members will continue to conduct all revocation hearings and staff will continue to be stretched to the limits in the current workload and calendar structure.

Statutory reference: ARS § 31-401, et al.

Equipment to be purchased if applicable: Specifics to be determined but will include items such as: laptops, television monitors, audio and video equipment, microphones, etc.

Classification of new positions:

Hearing Officer 2 (AUN08378, Grade 20, uncovered with benefits)

Administrative Services Officer 1 (AUN06895, Grade 19, uncovered with benefits)

Executive Staff Assistant (AUN02542, Grade 20, uncovered with benefits)

Annualization(s): \$292,478

One-time costs: \$186,428

Total funding proposal: \$478,906

Alignment with agency's strategic plan or statutory responsibilities:

The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al.

Impact on historically underserved, marginalized, or adversely affected groups*:

Improved Board operations and physical space improvements impact criminal justice involved individuals and victims by providing a safe environment to fully participate in the parole and clemency process. The ability to conduct hearings in an expedient manner serves criminal justice involved individuals, their families and victims.

How has feedback been incorporated from groups directly impacted by proposal*:

While no formal feedback from groups directly impacted was solicited or received it is not uncommon for the Board staff to receive emails from Correctional Officers inquiring about the status of an individual's revocation hearing. In those instances, the offenders who are returned to custody on a warrant for violation of conditions of community supervision are anxious to appear before the Board for an opportunity to be reinstated on supervision. With the addition of a hearing officer, two staff members and the expansion of a hearing room the Board would be able to conduct hearings even more timely and effectively than current staffing levels and space allows.

Description of how this furthers the Governor's priorities:

Governor Hobbs has expressed a strong commitment to improving public safety throughout Arizona. As stated in a news release from January 17, 2023, '(t)oday Governor Katie Hobbs announced several members of her cabinet who will be focused on revitalizing and restoring trust in our public safety institutions...'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/governor-hobbs-announces-cabinet-members-focused-improving>).

At the 2023 State of the State Address Governor Hobbs outlined her priority regarding the safety of all Arizonans, '(e)very community across our state also deserves to be safe. Building an Arizona for everyone means building a safe Arizona for everyone.'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/transcript-governor-hobbs-2023-state-state-address>)

Funding Issue Narrative

Agency:	Board of Executive Clemency
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Issue:	2	Salary Increases
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Impact of Not Funding This Year:	Without funding this fiscal year for the salary increases for the Executive Director and the Board's full time Board members, the Board will be unable to attract and retain the most qualified candidates. Executive Director and Board Member turnover has a significant impact on Board activities, as the Board is not able to fully function without a complete Board; and, the continuity of business operations is greatly affected by turnover of the Executive Director. Training of a new Executive Director or Board Members also requires a significant draw on Board resources.
Statutory Reference:	ARS § 31-401, et al.
Equipment to be Purchased (if applicable):	N/A
Classification of New Positions:	N/A
Annualization(s):	\$142,127 (Salary - \$105,279 & ERE - \$36,848)
Alignment with Agency's Strategic Plan or Statutory Responsibilities:	The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al.

FY25 Budget Funding Issues				
Board Member and ED Increases				
Ongoing Cost				
<u>Additional Personnel</u>	Current Salary	20% Increase	ERE (35%)	Total Increase
Vice Chair Stipend		\$5,000.00	\$1,750.00	\$6,750.00
Chair Increase	\$100,639.34	\$20,127.87	\$7,044.75	\$27,172.62
Board Member Increase	\$74,188.40	\$14,837.68	\$5,193.19	\$20,030.87
Board Member Increase	\$74,188.40	\$14,837.68	\$5,193.19	\$20,030.87
Board Member Increase	\$74,188.40	\$14,837.68	\$5,193.19	\$20,030.87
Board Member Increase	\$74,188.40	\$14,837.68	\$5,193.19	\$20,030.87
Executive Director Increase	\$104,000.00	\$20,800.00	\$7,280.00	\$28,080.00
Total Personnel Increase		\$105,278.59	\$36,847.51	\$142,126.09

Data Sourced from Open the Books (openthebooks.com)						
Colorado				Arizona Board Executive Director Salaires		
2022	Department of Corrections	Parole Board Chairman	\$121,752.00	Agency	Title	Salary - 2022
2022	Department of Corrections	Parole Board Member	\$125,400.00	Arizona Board of Accountancy	Director	\$143,000.00
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Acupuncture	Director	\$88,000.22
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Barbers	Director	\$126,500.00
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Behavioral Health Examiners	Director	\$138,672.40
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Charter Schools	Director	\$126,500.00
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Chiropractic Examiners	Director	\$95,699.97
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Dental Examiners	Director	\$140,184.10
2022	Department of Corrections	Parole Board Member	\$113,700.00	Arizona Board of Dispensing Opticians	Director	\$91,364.42
2022	Department of Corrections	Senior Executive Service	\$156,048.00	Arizona Board of Equalization	Eq Chief Clerk To	\$98,498.40
				Arizona Board of Executive Clemency	Director	\$104,000.00
Utah				Arizona Board of Fingerprinting	Director	\$107,068.60
2022	Board of Pardons and Parole	Chair Member, Board Of Par	\$234,863.77	Arizona Board of Funeral Directors and Embalmers	Director	\$88,000.02
2022	Board of Pardons and Parole	Vice Chair	\$222,650.33	Arizona Board of Massage Therapy	Director	\$96,800.08
2022	Board of Pardons and Parole	Board Member	\$244,629.54	Arizona Board of Nursing	Director	\$144,144.00
2022	Board of Pardons and Parole	Board Member	\$241,111.56	Arizona Board of Occupational Therapy	Director	\$87,499.98
2022	Board of Pardons and Parole	Board Member	\$220,791.92	Arizona Board of Optometry	Director	\$106,154.70
2022	Board of Pardons and Parole	Director, Administrative Serv	\$203,366.43	Arizona Board of Osteopathic Examiners	Director	\$118,861.60
				Arizona Board of Pharmacy	Pm Executive Dire	\$179,653.80
North Carolina				Arizona Board of Physical Therapy	Director	\$91,299.94
2023		Chairmain Parole Commissio	\$150,901.00	Arizona Board of Podiatry Examiners	Director	\$104,500.20
2023		Full-Time Members of Parole	\$139,523.00	Arizona Board of Private Postsecondary Education	Director	\$121,946.90
				Arizona Board of Psychologist Examiners	Director	\$97,900.19
New Jersey				Arizona Board of Respiratory Care Examiners	Director	\$88,000.02
2022	New Jersey State Parole Board	Board Member	\$130,776.00	Arizona Board of Tax Appeals	Director	\$88,000.02
2022	New Jersey State Parole Board	Board Member	\$130,776.00	Arizona Board of Technical Registration	Director	\$121,000.10
2022	New Jersey State Parole Board	Board Member	\$130,776.00	Arizona Early Childhood Development and Health B	Director	\$198,000.00
2022	New Jersey State Parole Board		\$130,776.00	Arizona Commission for the Deaf and the Hard of He	Director	\$157,243.80
2022	New Jersey State Parole Board		\$130,776.00	Arizona Commission of African American Affairs	Director	\$75,075.10
2022	New Jersey State Parole Board	Executive Director	\$155,954.00	Arizona Criminal Justice Commission	Director	\$146,653.10
				Arizona Industrial Commission	Director	\$165,000.20
Nebraska				Citizens Clean Elections Commission	Director	\$165,000.20
2022	Parole Board	Chairman	\$94,642.08	Average Salary		\$119,362.00
2022	Parole Board	Board Member	\$86,407.36			
2022	Parole Board	Board Member	\$86,407.36	Average ED Salary in AZ	\$119,362.00	
2022	Parole Board	Board Member	\$86,407.36	Average ED Salary	\$156,300.35	
2022	Parole Board	Board Member	\$86,407.36			
2022	Parole Board	Director	\$92,356.16			
Virginia						
2022	Virginia Parole Board	Chairman	\$164,042.20			
2022	Virginia Parole Board	Vice Chair	\$93,800.65			
California						
2022	State of California	Commissioner, Board Of Par	\$171,658.62			
2022	State of California	Commissioner, Board Of Par	\$153,125.80			
2022	State of California	Commissioner	\$166,306.56			
2022	State of California	Commissioner, Board Of Par	\$171,658.62			
2022	State of California	Commissioner, Board Of Par	\$171,658.62			
2022	State of California	Commissioner, Board Of Par	\$153,459.22			
2022	State of California	Executive Officer, Board Of F	\$199,453.52			
Idaho						
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Pardons & Parole Bd	\$78,000.00			
2022	Commission of Pardons and Parole	Exec Dir/Pardons & Parol	\$130,624.00			



ARIZONA BOARD OF EXECUTIVE CLEMENCY
4000 North Central Avenue, Suite 2300 ~ Phoenix, Arizona 85012
PHONE (602) 542-5656 ~ FAX (602) 542-5680

Salary Increases - Executive Director and Board Members: Priority #2

Description of issue and how recommending the agency's request furthers the agency's mandates:

The Board of Executive Clemency is composed of five members with each member appointed by the Governor and confirmed by the State Senate. Members are recognized as state employees with full benefits. The Board is statutorily authorized to conduct hearings for clemency and non-clemency matters. Non-clemency hearings do not require a recommendation to the Governor but instead the Board makes decisions on its own. These are Parole (412A), Parole (412B), Home Arrest, Absolute Discharge, Modification, Rescission and Revocation hearings for parole, "TIS" (truth in sentencing), and home arrest. The Arizona Board of Executive Clemency Board Members currently each earn \$74,188 and the Board Chair earns \$100,639 annually. Board members are tasked with making decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and the wise use of state resources. In researching 2022 data on Open the Books (open.thebooks.com) the following salary information for other state parole board members was found: Colorado: Board Chair - \$121,752 & Board Members - \$113,700; Utah: Board Chair - \$234,863 & Board Member Average - \$232,295; North Carolina: Board Chair - \$150,901 & Board Members - \$139,523; New Jersey: Board Members - \$130,776; Nebraska: Board Members - \$86,407; Virginia: Board Chair - \$164,042 & Vice Chair - \$93,800; and California: Board Members Average - \$164,644. While other states have various requirements for education and experience, these numerous examples highlight that Arizona's Board Chair and Board Member positions are underpaid.

Pursuant to Arizona Revised Statutes 31-402, the Executive Director serves at the pleasure of the Board and reports to the Board through the Chairman. She is responsible for meeting the needs of the Board through oversight of all administrative, operational, and financial functions for the Board including implementing and directing all policies and procedures, personnel matters including hiring, training, discipline as well as performance evaluations of all administrative staff members. The Executive Director also leads in budget preparation, forecasts, and expenditures. The Board's Executive Director currently earns \$104,000 annually.

In researching 2022 data on Open the Books (open.thebooks.com) the following salary information for Executive Director positions with other state parole boards was found: Colorado: Director \$156,048; Utah: Director - \$203,366; Idaho: Director - \$130,624; New Jersey: Director - \$155,954; and California: Director - \$199,453.52. Data was also searched for other Executive Director of Board positions within the State of Arizona. The average salary for an Executive Director of a Board in Arizona was \$119,362 in 2022. While other Arizona Boards and other states have various requirements for education and experience, these numerous examples highlight that the Arizona Board's Executive Director position is underpaid.

Arizona law (A.R.S. § 31-401F) allows for the Board Chair to select other officers. There is currently no additional salary stipend when selected as Vice Chair, it is in title only. The Vice Chair serves as Acting Chair when needed, assists the Chair in performing administrative functions, case assignment, packet review and assists in training and mentoring new Board Members. The Vice Chair provides feedback on budgetary, legislative and other matters to the Chair and Executive Director.

Proposal:

The Board proposes to increase the Board's Executive Director, Board Chair and four Board Member salaries by 20%. The Board also proposes to add a \$5,000 stipend to the Vice Chair position in addition to the Board Member salary. The new salary for the Executive Director would be \$124,800, the new Board Chair salary would be \$120,767 the new Board Member salary would be \$89,026 with an additional \$5,000 for the Vice Chair position. Increasing salaries will better reflect and be commensurate with the education, experience and skills of those individuals necessary for the positions. Increased salaries will also improve retention of the Executive Director, Board Chair, Vice Chair and Board Members; as well as assisting in recruitment efforts when those become necessary.

Alternatives considered and reasons for rejection:

There are currently no other alternatives that have been considered.

Impact of not funding this fiscal year:

Without funding this fiscal year for the salary increases for the Executive Director and the Board's full time Board members, the Board will be unable to attract and retain the most qualified candidates. Executive Director and Board Member turnover has a significant impact on Board activities, as the Board is not able to fully function without a complete Board; and, the continuity of business operations is greatly affected by turnover of the Executive Director. Training of a new Executive Director or Board Members also requires a significant draw on Board resources.

Statutory reference: ARS § 31-401, et al.

Equipment to be purchased if applicable: N/A

Classification of new positions: N/A

Annualization(s): \$142,127 (Salary - \$105,279 & ERE - \$36,848)

One-time costs: \$0

Total funding proposal: \$142,127

Alignment with agency's strategic plan or statutory responsibilities:

The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al.

Impact on historically underserved, marginalized, or adversely affected groups*:

Improved recruitment and retention of the experienced Board Members and Executive Director impact criminal justice involved individuals and victims by providing a continuity of Board operations. This consistency in operations and reduced turnover of positions better serves those adversely affected by crime by providing a fully functioning Board for them to participate in the parole and clemency process.

How has feedback been incorporated from groups directly impacted by proposal*: N/A

Description of how this furthers the Governor's priorities:

Governor Hobbs has expressed a strong commitment on improving public safety throughout Arizona. As stated in a news release from January 17, 2023, '(t)oday Governor Katie Hobbs announced several members of her cabinet who will be focused on revitalizing and restoring trust in our public safety institutions...'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/governor-hobbs-announces-cabinet-members-focused-improving>).

At the 2023 State of the State Address Governor Hobbs outlined her priority regarding the safety of all Arizonans, '(e)very community across our state also deserves to be safe. Building an Arizona for everyone means building a safe Arizona for everyone.'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/transcript-governor-hobbs-2023-state-state-address>)

Funding Issue Narrative

Agency: Board of Executive Clemency

Issue: 3 Entry to Security Lobby

Description of Issue: The Arizona Board of Executive Clemency moved to a new office location in September 2022. The Board worked with ADOA construction project managers to design and build the space at the new location in a short period of time. When the space was almost completed the Board Chair and Executive Director toured the space with the landlord, building contractor and the ADOA project manager. At that time the Board noticed there was no way to secure the hearing room lobby of the agency. The Board was told that the agency could not close the space due to fire code doors in the elevator lobby and stairwell access. The agency hearing room lobby contains an x-ray security baggage scanner, a walk thru metal detector, 2 large television displays, a printer and various lobby furniture. The Board had an incident in April 2023 where a member of the public was found leaving the area when the Board was not in session. It was discovered that she had gone through the Board's property; although nothing appeared to be damaged or taken in that incident. The Board has a duty and responsibility to provide a safe and secure lobby to its staff, members of the public, victims, supporters and other stakeholders who attend Board hearings. The Board also has a fiscal responsibility to the State and the citizens of Arizona to protect high value assets from damage or theft.

Proposal: The Board proposes to install a wall and door entry to the hearing room lobby of the leased space. The Board has received a quote from the same contractor that completed the Board's office buildout in 2022. The contractor provided a quote to build a wall and install a secure door entry to the hearing room lobby. This door would be secured when the Board is not in session and the Board's armed security officer is not present. The Board's office area would remain open to the public during business hours.

Alternatives Considered: The current design of the hearing room lobby space would remain in place. There is no other way to secure the lobby due to fire code restrictions relating to the elevator and stairwell access.

Impact of Not Funding This Year: Without funding this fiscal year for the wall and door installation the Board lobby, including the x-ray security baggage scanner, a walk thru metal detector, 2 large television displays, a printer and various lobby furniture, is at higher risk of vandalism, damage or theft.

Statutory Reference: ARS § 31-401, et al.

Equipment to be Purchased (if applicable): N/A

Classification of New Positions: N/A

Annualization(s): One-time costs: Materials and Labor - \$12,443.00; Admin Fee - \$1,866.45; Sales Tax - \$360.85; Total - \$14,670

Alignment with Agency's Strategic Plan or Statutory Responsibilities: The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al. This funding issue directly aligns with the Board's mission to protect public safety by ensuring a safe and secure environment for its staff, members of the public, victims, supporters and other stakeholders to fully participate in the parole and clemency process.

FY25 Budget Funding Issues	
Glass Door and Wall to Security Lobby	
One Time Cost	
Materials and Labor	\$12,443.00
Admin Fee	\$1,866.45
Sales Tax	\$360.85
Total	\$14,670.30



ARIZONA BOARD OF EXECUTIVE CLEMENCY
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Secure Entry to Hearing Room Lobby: Priority #3

Description of issue and how recommending the agency's request furthers the agency's mandates:

The Arizona Board of Executive Clemency moved to a new office location in a privately owned building in September 2022. The Board worked with ADOA construction project managers to design and build the space at the new location in a short period of time. When the space was almost completed the Board Chair and Executive Director toured the space with the landlord, building contractor and the ADOA project manager. At that time the Board noticed there was no way to secure the hearing room lobby of the agency. The Board was told that the agency could not close the space due to fire code doors in the elevator lobby and stairwell access. The agency hearing room lobby contains an x-ray security baggage scanner, a walk thru metal detector, 2 large television displays, a printer and various lobby furniture. The Board had an incident in April 2023 where a member of the public was found leaving the area when the Board was not in session. It was discovered that she had gone through the Board's property; although nothing appeared to be damaged or taken in that incident. The Board has a duty and responsibility to provide a safe and secure lobby to its staff, members of the public, victims, supporters and other stakeholders who attend Board hearings. The Board also has a fiscal responsibility to the State and the citizens of Arizona to protect high value assets from damage or theft.

Proposal:

The Board proposes to install a wall and door entry to the hearing room lobby of the leased space. The Board has received a quote from the same contractor that completed the Board's office buildout in 2022. The contractor provided a quote to build a wall and install a secure door entry to the hearing room lobby. This door would be secured when the Board is not in session and the Board's armed security officer is not present. The Board's office area would remain open to the public during business hours.

Alternatives considered and reasons for rejection:

The current design of the hearing room lobby space would remain in place. There is no other way to secure the lobby due to fire code restrictions relating to the elevator and stairwell access.

Impact of not funding this fiscal year:

Without funding this fiscal year for the wall and door installation the Board lobby, including the x-ray security baggage scanner, a walk thru metal detector, 2 large television displays, a printer and various lobby furniture, is at higher risk of vandalism, damage or theft.

Statutory reference: ARS § 31-401, et al.

Equipment to be purchased if applicable: N/A

Classification of new positions: N/A

Annualization(s): \$0

One-time costs: Materials and Labor - \$12,443.00; Admin Fee - \$1,866.45; Sales Tax - \$360.85; Total - \$14,670

Total funding proposal: \$14,670

Alignment with agency's strategic plan or statutory responsibilities:

The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al. This funding issue directly aligns with the Board's mission to protect public safety by ensuring a safe and secure environment for its staff, members of the public, victims, supporters and other stakeholders to fully participate in the parole and clemency process.

Impact on historically underserved, marginalized, or adversely affected groups*:

Improved Board operations and improvement of physical space impact criminal justice involved individuals and victims by providing a safe environment to fully participate in the parole and clemency process.

How has feedback been incorporated from groups directly impacted by proposal*: N/A

Description of how this furthers the Governor's priorities:

Governor Hobbs has expressed a strong commitment on improving public safety throughout Arizona. As stated in a news release from January 17, 2023, '(t)oday Governor Katie Hobbs announced several members of her cabinet who will be focused on revitalizing and restoring trust in our public safety institutions...'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/governor-hobbs-announces-cabinet-members-focused-improving>). At the 2023 State of the State Address Governor Hobbs outlined her priority regarding the safety of all Arizonans, '(e)very community across our state also deserves to be safe. Building an Arizona for everyone means building a safe Arizona for everyone.'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/transcript-governor-hobbs-2023-state-state-address>)



COST PROPOSAL/QUOTE

To: 4000- Suite 2300 Arizona Board Of Executive Clemency

Attn: Gretchen McClellan Singh

From: Barker Pacific Group

Date: 5/15/23

Description of Service: Glass Door Addition

The following work is to be completed in your suite. Property Management will coordinate the completion of the work upon your approval of the following costs:

\$ 12,443.00	Materials and Labor
\$ 1,866.45	Admin Fee
\$ 360.85	Sales Tax

\$ 14,670.30	Total Due
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Above is a tenant's expense. Please pay the total amount within fifteen (15) business days.

Make Checks Payable to: **IP BPG City Square, LLC**

Remittance Address: **P.O. Box 94344, Las Vegas, NV 89193-4344**

Please sign for approval of costs and acceptance of these terms.

Upon your approval, we will schedule the work.

(Signature)

(Date)

Funding Issue Narrative

Agency: Board of Executive Clemency

Issue: 4 Boardroom Technology Upgrade

Description of Issue: The Arizona Board of Executive Clemency moved to a new office location in a privately owned building in September 2022. The existing equipment from the boardroom was moved and installed in the new boardroom location. This includes equipment such as: speakers, amplifiers, microphones, ports, wiring, television displays, control panels, connectors, etc. Since that time there have been a number of parts of the technology that have failed and needed to be replaced. When parts of the equipment fail it causes delays in conducting the Board's business. This impacts victims, offenders, supporters, members of the public and Board staff. The Board has a duty and responsibility to provide a functioning system to conduct Board hearings. to its staff, members of the public, victims, supporters and other stakeholders who attend Board hearings.

Proposal: The Board proposes to have an assessment completed by the vendor responsible for installation of the equipment and based on that assessment repair, replace or upgrade necessary parts of the equipment.

Alternatives Considered: The alternative is for the Board to continue to repair or replace individual parts of the equipment when they fail if the budget capacity allows.

Impact of Not Funding This Year: The Board will continue to deal with equipment and technology issues that cause delays in Board hearings. The Board will handle those repairs or replacements as they come up and if the budget capacity allows.

Statutory Reference: ARS § 31-401, et al.

Equipment to be Purchased (if applicable): Specifics to be determined but may include: speakers, amplifiers, microphones, ports, wiring, television displays, control panels, and/or connectors.

Classification of New Positions: N/A

Annualization(s): PLACEHOLDER ESTIMATE: One-Time - \$20,000

Alignment with Agency's Strategic Plan or Statutory Responsibilities: The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al. This funding issue directly aligns with the Board's mission to protect public safety by ensuring a well functioning environment for its staff, members of the public, victims, supporters and other stakeholders to fully participate in the parole and clemency process.

FY25 Budget Funding Issues	
Boardroom Technology Upgrade	
One Time Cost	
Placeholder Estimate	\$20,000.00
Total	\$20,000.00



ARIZONA BOARD OF EXECUTIVE CLEMENCY
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Boardroom Technology Upgrade: Priority #4

Description of issue and how recommending the agency's request furthers the agency's mandates:

The Arizona Board of Executive Clemency moved to a new office location in a privately owned building in September 2022. The existing equipment from the boardroom was moved and installed in the new boardroom location. This includes equipment such as: speakers, amplifiers, microphones, ports, wiring, television displays, control panels, connectors, etc. Since that time there have been a number of parts of the technology that have failed and needed to be replaced. When parts of the equipment fail it causes delays in conducting the Board's business. This impacts victims, offenders, supporters, members of the public and Board staff. The Board has a duty and responsibility to provide a functioning system to conduct Board hearings. to its staff, members of the public, victims, supporters and other stakeholders who attend Board hearings.

Proposal:

The Board proposes to have an assessment completed by the vendor responsible for installation of the equipment and based on that assessment repair, replace or upgrade necessary parts of the equipment.

Alternatives considered and reasons for rejection:

The alternative is for the Board to continue to repair or replace individual parts of the equipment when they fail if the budget capacity allows.

Impact of not funding this fiscal year:

The Board will continue to deal with equipment and technology issues that cause delays in Board hearings. The Board will handle those repairs or replacements as they come up and if the budget capacity allows.

Statutory reference: ARS § 31-401, et al.

Equipment to be purchased if applicable: Specifics to be determined but may include: speakers, amplifiers, microphones, ports, wiring, television displays, control panels, and/or connectors.

Classification of new positions: N/A

Annualization(s): \$0

One-time costs: Placeholder Estimate - \$20,000

Total funding proposal: \$20,000

Alignment with agency's strategic plan or statutory responsibilities:

The Board's mission is to protect public safety and contribute to a fair and effective justice system. The Board has an obligation to make decisions in a timely manner consistent with public safety, victim concerns, inmate rights, and wise use of state resources. The Board's statutory responsibilities can be found in ARS § 31-401, et al. This funding issue directly aligns with the Board's mission to protect public safety by ensuring a well functioning environment for its staff, members of the public, victims, supporters and other stakeholders to fully participate in the parole and clemency process.

Impact on historically underserved, marginalized, or adversely affected groups*:

Improved Board operations and improvement of physical space impact criminal justice involved individuals and victims by providing an efficient environment to fully participate in the parole and clemency process.

How has feedback been incorporated from groups directly impacted by proposal*:

While no formal feedback from groups directly impacted was solicited or received, the Board has received individual feedback from victims and ADCRR staff regarding the negative impact of technological issues and delays.

Description of how this furthers the Governor's priorities:

Governor Hobbs has expressed a strong commitment to improving public safety throughout Arizona. As stated in a news release from January 17, 2023, '(t)oday Governor Katie Hobbs announced several members of her cabinet who will be focused on revitalizing and restoring trust in our public safety institutions...'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/governor-hobbs-announces-cabinet-members-focused-improving>). At the 2023 State of the State Address Governor Hobbs outlined her priority regarding the safety of all Arizonans, '(e)very community across our state also deserves to be safe. Building an Arizona for everyone means building a safe Arizona for everyone.'

(<https://azgovernor.gov/office-arizona-governor/news/2023/01/transcript-governor-hobbs-2023-state-address>)

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Appropriated Funds		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Program:					
PPA-1-0	Board of Executive Clemency	1,310.0	1,420.8	615.7	2,036.5
Appropriated Funds Total:		1,310.0	1,420.8	615.7	2,036.5
Expenditure Categories					
FTE		14.5	14.5	-	14.5
Personal Services		735.5	764.3	280.3	1,044.6
Employee Related Expenditures		237.2	271.6	98.1	369.7
Subtotal Personal Services and ERE		972.7	1,035.9	378.4	1,414.3
Professional & Outside Services		1.8	77.2	-	77.2
Travel In-State		1.2	13.6	-	13.6
Travel Out-Of-State		3.8	-	-	-
Other Operating Expenditures		290.2	284.1	56.2	340.3
Capital Outlay		19.0	-	69.7	69.7
Capital Equipment		7.8	10.0	74.9	84.9
Non-Capital Equipment		13.5	-	36.5	36.5
Transfers-Out		-	-	-	-
Expenditure Categories Total:		1,310.0	1,420.8	615.7	2,036.5

Summary of Expenditure and Budget Request for All Funds

Agency:		Board of Executive Clemency			
Non-Appropriated		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Program:					
PPA-1-0	Board of Executive Clemency	24.5	28.0	-	28.0
Non-Appropriated Total:		24.5	28.0	-	28.0
Expenditure Categories					
	Personal Services	15.6	21.4	-	21.4
	Employee Related Expenditures	8.9	6.6	-	6.6
	Subtotal Personal Services and ERE	24.5	28.0	-	28.0
	Professional & Outside Services	-	-	-	-
	Travel In-State	-	-	-	-
	Travel Out-Of-State	-	-	-	-
	Other Operating Expenditures	(0.1)	-	-	-
	Capital Outlay	-	-	-	-
	Capital Equipment	-	-	-	-
	Non-Capital Equipment	-	-	-	-
	Transfers-Out	0.1	-	-	-
Expenditure Categories Total:		24.5	28.0	-	28.0
Board of Executive Clemency Total for All Funds:		1,334.5	1,448.8	615.7	2,064.5
Appropriated and Non-Appropriated		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2024 Funding Issue	FY 2025 Total Request
PPA-1-0	Board of Executive Clemency	1,334.5	1,448.8	615.7	2,064.5
Board of Executive Clemency Total for All Funds:		1,334.5	1,448.8	615.7	2,064.5

Summary of Expenditure and Budget Request for Selected Funds

Agency:		Board of Executive Clemency			
Fund:		AA1000 General Fund (Appropriated)			
		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Program:					
PPA-1-0	Board of Executive Clemency	1,310.0	1,420.8	615.7	2,036.5
General Fund (Appropriated) Summary Total:		1,310.0	1,420.8	615.7	2,036.5
Expenditure Categories					
	FTE	14.5	14.5	-	14.5
	Personal Services	735.5	764.3	280.3	1,044.6
	Employee Related Expenditures	237.2	271.6	98.1	369.7
	Subtotal Personal Services and ERE	972.7	1,035.9	378.4	1,414.3
	Professional & Outside Services	1.8	77.2	-	77.2
	Travel In-State	1.2	13.6	-	13.6
	Travel Out-Of-State	3.8	-	-	-
	Other Operating Expenditures	290.2	284.1	56.2	340.3
	Capital Outlay	19.0	-	69.7	69.7
	Capital Equipment	7.8	10.0	74.9	84.9
	Non-Capital Equipment	13.5	-	36.5	36.5
	Transfers-Out	-	-	-	-
Expenditure Categories Total:		1,310.0	1,420.8	615.7	2,036.5

Summary of Expenditure and Budget Request for Selected Funds

Agency:		Board of Executive Clemency			
Fund:		PP2500 IGA and ISA Fund (Non-Appropriated)			
		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Program:					
PPA-1-0	Board of Executive Clemency	24.5	28.0	-	28.0
IGA and ISA Fund (Non-Appropriated) Summary Total:		24.5	28.0	-	28.0
Expenditure Categories					
	Personal Services	15.6	21.4	-	21.4
	Employee Related Expenditures	8.9	6.6	-	6.6
	Subtotal Personal Services and ERE	24.5	28.0	-	28.0
	Professional & Outside Services	-	-	-	-
	Travel In-State	-	-	-	-
	Travel Out-Of-State	-	-	-	-
	Other Operating Expenditures	(0.1)	-	-	-
	Capital Outlay	-	-	-	-
	Capital Equipment	-	-	-	-
	Non-Capital Equipment	-	-	-	-
	Transfers-Out	0.1	-	-	-
Expenditure Categories Total:		24.5	28.0	-	28.0

Program Budget Unit Summary of Expenditure and Budget Request for All Funds

Agency:	Board of Executive Clemency
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Program:	Board of Executive Clemency
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Expenditure Categories	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
FTE	14.5	14.5	-	14.5
Personal Services	751.1	785.7	280.3	1,066.0
Employee Related Expenditures	246.1	278.2	98.1	376.3
Subtotal Personal Services and ERE	997.2	1,063.9	378.4	1,442.3
Professional & Outside Services	1.8	77.2	-	77.2
Travel In-State	1.2	13.6	-	13.6
Travel Out-Of-State	3.8	-	-	-
Other Operating Expenditures	290.1	284.1	56.2	340.3
Capital Outlay	19.0	-	69.7	69.7
Capital Equipment	7.8	10.0	74.9	84.9
Non-Capital Equipment	13.5	-	36.5	36.5
Transfers-Out	0.1	-	-	-
Expenditure Categories Total:	1,334.5	1,448.8	615.7	2,064.5

Fund Source				
Appropriated Funds				
General Fund (Appropriated)	1,310.0	1,420.8	615.7	2,036.5
Appropriated Funds Total:	1,310.0	1,420.8	615.7	2,036.5
Non-Appropriated Funds				
IGA and ISA Fund (Non-Appropriated)	24.5	28.0	-	28.0
Non-Appropriated Funds Total:	24.5	28.0	-	28.0
Board of Executive Clemency Total:	1,334.5	1,448.8	615.7	2,064.5

Program Budget Unit Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

Fund: AA1000 General Fund

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Appropriated				
Personal Services	735.5	764.3	280.3	1,044.6
Employee Related Expenditures	237.2	271.6	98.1	369.7
Subtotal Personal Services and ERE	972.7	1,035.9	378.4	1,414.3
Professional & Outside Services	1.8	77.2	-	77.2
Travel In-State	1.2	13.6	-	13.6
Travel Out-Of-State	3.8	-	-	-
Other Operating Expenditures	290.2	284.1	56.2	340.3
Capital Outlay	19.0	-	69.7	69.7
Capital Equipment	7.8	10.0	74.9	84.9
Non-Capital Equipment	13.5	-	36.5	36.5
Transfers-Out	-	-	-	-
Expenditure Categories Total:	1,310.0	1,420.8	615.7	2,036.5
General Fund Total:	1,310.0	1,420.8	615.7	2,036.5

Fund: PP2500 IGA and ISA Fund

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Non-Appropriated				
Personal Services	15.6	21.4	-	21.4
Employee Related Expenditures	8.9	6.6	-	6.6
Subtotal Personal Services and ERE	24.5	28.0	-	28.0
Professional & Outside Services	-	-	-	-
Travel In-State	-	-	-	-
Travel Out-Of-State	-	-	-	-
Other Operating Expenditures	(0.1)	-	-	-
Capital Outlay	-	-	-	-
Capital Equipment	-	-	-	-
Non-Capital Equipment	-	-	-	-
Transfers-Out	0.1	-	-	-

Program Budget Unit Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency		
Program:	Board of Executive Clemency		
Fund:	PP2500	IGA and ISA Fund	

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Expenditure Categories Total:	24.5	28.0	-	28.0
IGA and ISA Fund Total:	24.5	28.0	-	28.0
Program Total for Select Funds:	1,334.5	1,448.8	615.7	2,064.5

Program Summary of Expenditure and Budget Request

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

Program Summary		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
PPA-1-1	Board of Executive Clemency	1,334.5	1,448.8	615.7	2,064.5
Board of Executive Clemency Summary Total:		1,334.5	1,448.8	615.7	2,064.5

Expenditure Categories		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
FTE	FTE	14.5	14.5	-	14.5
6000	Personal Services	751.1	785.7	280.3	1,066.0
6100	Employee Related Expenditures	246.1	278.2	98.1	376.3
Subtotal Personal Services and ERE		997.2	1,063.9	378.4	1,442.3
6200	Professional & Outside Services	1.8	77.2	-	77.2
6500	Travel In-State	1.2	13.6	-	13.6
6600	Travel Out-Of-State	3.8	-	-	-
7000	Other Operating Expenditures	290.1	284.1	56.2	340.3
8100	Capital Outlay	19.0	-	69.7	69.7
8400	Capital Equipment	7.8	10.0	74.9	84.9
8500	Non-Capital Equipment	13.5	-	36.5	36.5
9100	Transfers-Out	0.1	-	-	-
Expenditure Categories Total:		1,334.5	1,448.8	615.7	2,064.5

Fund Source		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Appropriated Funds					
AA1000	General Fund (Appropriated)	1,310.0	1,420.8	615.7	2,036.5
Appropriated Funds Total:		1,310.0	1,420.8	615.7	2,036.5
Non-Appropriated Funds					
PP2500	IGA and ISA Fund (Non-Appropriated)	24.5	28.0	-	28.0
Non-Appropriated Funds Total:		24.5	28.0	-	28.0
Board of Executive Clemency Summary Total:		1,334.5	1,448.8	615.7	2,064.5

Program Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency
Program:	Board of Executive Clemency
Fund:	AA1000 General Fund (Appropriated)

Program Expenditures		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
PPA-1-1	Board of Executive Clemency	1,310.0	1,420.8	615.7	2,036.5
General Fund (Appropriated) Summary Total:		1,310.0	1,420.8	615.7	2,036.5
Appropriated Funding					
6000	Personal Services	735.5	764.3	280.3	1,044.6
6100	Employee Related Expenditures	237.2	271.6	98.1	369.7
Subtotal Personal Services and ERE		972.7	1,035.9	378.4	1,414.3
6200	Professional & Outside Services	1.8	77.2	-	77.2
6500	Travel In-State	1.2	13.6	-	13.6
6600	Travel Out-Of-State	3.8	-	-	-
7000	Other Operating Expenditures	290.2	284.1	56.2	340.3
8100	Capital Outlay	19.0	-	69.7	69.7
8400	Capital Equipment	7.8	10.0	74.9	84.9
8500	Non-Capital Equipment	13.5	-	36.5	36.5
9100	Transfers-Out	-	-	-	-
Expenditure Categories Total:		1,310.0	1,420.8	615.7	2,036.5
Fund AA1000 - A Total:		1,310.0	1,420.8	615.7	2,036.5

Program Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency
Program:	Board of Executive Clemency
Fund:	PP2500 IGA and ISA Fund (Non-Appropriated)

Program Expenditures		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
PPA-1-1	Board of Executive Clemency	24.5	28.0	-	28.0
IGA and ISA Fund (Non-Appropriated) Summary Total:		24.5	28.0	-	28.0
Non-Appropriated Funding					
6000	Personal Services	15.6	21.4	-	21.4
6100	Employee Related Expenditures	8.9	6.6	-	6.6
Subtotal Personal Services and ERE		24.5	28.0	-	28.0
6200	Professional & Outside Services	-	-	-	-
6500	Travel In-State	-	-	-	-
6600	Travel Out-Of-State	-	-	-	-
7000	Other Operating Expenditures	(0.1)	-	-	-
8100	Capital Outlay	-	-	-	-
8400	Capital Equipment	-	-	-	-
8500	Non-Capital Equipment	-	-	-	-
9100	Transfers-Out	0.1	-	-	-
Expenditure Categories Total:		24.5	28.0	-	28.0
Fund PP2500 - N Total:		24.5	28.0	-	28.0
Board of Executive Clemency Total:		1,334.5	1,448.8	615.7	2,064.5

Program Expenditure Schedule

Agency: Board of Executive Clemency				
Program: Board of Executive Clemency				
FTE	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
FTE	14.5	14.5	-	14.5
Expenditure Category Total:	-	-	-	-
Fund Source				
Appropriated Funds				
AA1000 General Fund (Appropriated)	14.5	14.5	-	14.5
Appropriated Funds Total:	14.5	14.5	-	14.5
Fund Source Total:	14.5	14.5	-	14.5
Personal Services	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Personal Services	751.1	785.7	280.3	1,066.0
Expenditure Category Total:	751.1	785.7	280.3	1,066.0
Fund Source				
Appropriated Funds				
AA1000 General Fund (Appropriated)	735.5	764.3	280.3	1,044.6
Appropriated Funds Total:	735.5	764.3	280.3	1,044.6
Non-Appropriated Funds				
PP2500 IGA and ISA Fund (Non-Appropriated)	15.6	21.4	-	21.4
Non-Appropriated Funds Total:	15.6	21.4	-	21.4
Fund Source Total:	751.1	785.7	280.3	1,066.0
Employee Related Expenditures	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Employee Related Expenses	-	278.2	98.1	376.3
FICA Taxes	56.2	-	-	-
Medical Insurance	84.5	-	-	-
Basic Life	0.1	-	-	-
Long-Term Disability (ASRS)	0.9	-	-	-
Unemployment Compensation & Other State' Taxes	0.1	-	-	-
Dental Insurance	0.8	-	-	-
Workers' Compensation	8.9	-	-	-
Arizona State Retirement System	80.8	-	-	-

Program Expenditure Schedule

Agency:	Board of Executive Clemency
Program:	Board of Executive Clemency

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Personnel Board Pro-Rata Charges	6.5	-	-	-
Information Technology Pro Rata Charge	4.3	-	-	-
Accumulated Sick Leave Fund Charge	2.9	-	-	-
Expenditure Category Total:	246.1	278.2	98.1	376.3
Fund Source				
Appropriated Funds				
AA1000 General Fund (Appropriated)	237.2	271.6	98.1	369.7
Appropriated Funds Total:	237.2	271.6	98.1	369.7
Non-Appropriated Funds				
PP2500 IGA and ISA Fund (Non-Appropriated)	8.9	6.6	-	6.6
Non-Appropriated Funds Total:	8.9	6.6	-	6.6
Fund Source Total:	246.1	278.2	98.1	376.3

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Professional & Outside Services				
Professional and Outside Services	-	77.2	-	77.2
External Information and Communications Technology Consulting Services	0.6	-	-	-
Other Professional & Outside Services	1.2	-	-	-
Expenditure Category Total:	1.8	77.2	-	77.2

Fund Source				
Appropriated Funds				
AA1000 General Fund (Appropriated)	1.8	77.2	-	77.2
Appropriated Funds Total:	1.8	77.2	-	77.2
Fund Source Total:	1.8	77.2	-	77.2

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Travel In-State				
Travel In-State	-	13.6	-	13.6
Mileage - Private Vehicle	0.3	-	-	-
Lodging	0.7	-	-	-
Meals with Overnight Stay	0.2	-	-	-
Expenditure Category Total:	1.2	13.6	-	13.6

Program Expenditure Schedule

Agency:		Board of Executive Clemency			
Program:		Board of Executive Clemency			
		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Fund Source					
Appropriated Funds					
AA1000	General Fund (Appropriated)	1.2	13.6	-	13.6
Appropriated Funds Total:		1.2	13.6	-	13.6
Fund Source Total:		1.2	13.6	-	13.6
		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Travel Out-Of-State					
	Airfare and Other Common Carrier Charges	1.6	-	-	-
	Car Rental Out-of-State	0.4	-	-	-
	Lodging Out-of-State	1.3	-	-	-
	Meals with Overnight Stay	0.4	-	-	-
	Other Miscellaneous Out-of- State Travel	0.1	-	-	-
Expenditure Category Total:		3.8	-	-	-
Fund Source					
Appropriated Funds					
AA1000	General Fund (Appropriated)	3.8	-	-	-
Appropriated Funds Total:		3.8	-	-	-
Fund Source Total:		3.8	-	-	-
		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Other Operating Expenditures					
	Other Operating Expenses	-	284.1	56.2	340.3
	Risk Management Charges to State Agencies	4.3	-	-	-
	Internal Service Computer Processing, Hosting, Maintenance and Support Costs	7.5	-	-	-
	External Programming and System Development Costs	20.5	-	-	-
	Other External Computer Processing, Hosting, Maintenance and Support Costs	5.6	-	-	-
	Charges Imposed Related to AFIS.	1.0	-	-	-
	External Telecommunications Charges	25.9	-	-	-

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Rental of Land & Buildings	112.6	-	-	-
Miscellaneous Rent	9.3	-	-	-
Late Charges on Overdue Payments	0.0	-	-	-
Internal Accounting, Budgeting & Financial Services	30.9	-	-	-
Repair & Maintenance - Buildings	1.4	-	-	-
Repair & Maintenance - Other Equipment	3.1	-	-	-
Repair & Maintenance - Other	0.1	-	-	-
Office Supplies	11.1	-	-	-
Computer Supplies	0.2	-	-	-
Housekeeping Supplies	0.0	-	-	-
Medical and Dental Supplies	0.1	-	-	-
Other Operating Supplies	0.1	-	-	-
Conference Registration / Attendance Fees	2.2	-	-	-
Internal Printing	0.9	-	-	-
External Printing	0.0	-	-	-
Photography	0.0	-	-	-
Postage & Delivery	1.3	-	-	-
Document Shredding and Destruction Services	1.5	-	-	-
Translation and sign language services	3.2	-	-	-
Dues	0.6	-	-	-
Books, Subscriptions & Publications	0.2	-	-	-
Security Services	46.5	-	-	-
Expenditure Category Total:	290.1	284.1	56.2	340.3

Fund Source

Appropriated Funds

AA1000	General Fund (Appropriated)	290.2	284.1	56.2	340.3
Appropriated Funds Total:		290.2	284.1	56.2	340.3

Non-Appropriated Funds

PP2500	IGA and ISA Fund (Non-Appropriated)	(0.1)	-	-	-
Non-Appropriated Funds Total:		(0.1)	-	-	-
Fund Source Total:		290.1	284.1	56.2	340.3

Program Expenditure Schedule

Agency:		Board of Executive Clemency			
Program:		Board of Executive Clemency			
Capital Outlay		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
	Capital Outlay	-	-	69.7	69.7
	Buildings & Building Improvements Capital Purchases	19.0	-	-	-
	Expenditure Category Total:	19.0	-	69.7	69.7
Fund Source					
Appropriated Funds					
AA1000	General Fund (Appropriated)	19.0	-	69.7	69.7
	Appropriated Funds Total:	19.0	-	69.7	69.7
	Fund Source Total:	19.0	-	69.7	69.7
Capital Equipment		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
	Capital Equipment	-	10.0	74.9	84.9
	Other Equipment - Capital Purchase	7.8	-	-	-
	Expenditure Category Total:	7.8	10.0	74.9	84.9
Fund Source					
Appropriated Funds					
AA1000	General Fund (Appropriated)	7.8	10.0	74.9	84.9
	Appropriated Funds Total:	7.8	10.0	74.9	84.9
	Fund Source Total:	7.8	10.0	74.9	84.9
Non-Capital Equipment		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
	Non-Capital Resources	-	-	36.5	36.5
	Furniture - Non-Capital Purchase	10.2	-	-	-
	Computer Equipment – Non- Capitalized Purchases	3.1	-	-	-
	Purchased or licensed software / website	0.3	-	-	-
	Expenditure Category Total:	13.5	-	36.5	36.5
Fund Source					
Appropriated Funds					
AA1000	General Fund (Appropriated)	13.5	-	36.5	36.5
	Appropriated Funds Total:	13.5	-	36.5	36.5

Program Expenditure Schedule

Agency:	Board of Executive Clemency
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Program:	Board of Executive Clemency
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	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Fund Source Total:	13.5	-	36.5	36.5

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Transfers-Out				
Transfers Out – Not Subject to Cost Allocation	0.1	-	-	-
Expenditure Category Total:	0.1	-	-	-

Fund Source				
Non-Appropriated Funds				
PP2500 IGA and ISA Fund (Non-Appropriated)	0.1	-	-	-
Non-Appropriated Funds Total:	0.1	-	-	-
Fund Source Total:	0.1	-	-	-

Program Expenditure Schedule

Agency: Board of Executive Clemency

Administrative Costs Summary

FY 2025

Personal Services	40.0
ERE	15.0
All Other	10.0
Administrative Costs Total:	65.0

Administrative Costs / Total Expenditure Ratio

Request

Admin %

FY 2025

2,064.5

3.1%

Agency Summary

Board of Executive Clemency

Gretchen McClellan-Singh, Executive Director

Phone: 6025425646

A.R.S. §§ 31-401 et seq.

Mission:

To protect public safety and contribute to a fair and effective justice system by ensuring that persons who remain a threat to society remain incarcerated and persons who no longer present a risk are released to become productive citizens.

Description:

The Board of Executive Clemency is a five-member board appointed by the Governor and is statutorily empowered to make decisions regarding:

- (a) discretionary release of those inmates who are eligible for parole and/or home arrest (inmates whose crimes were committed on or before December 31, 1993);
- (b) revocation of parole (or community supervision for crimes committed on or after January 1, 1994) for offenders found to be in violation of the terms and conditions of their release;
- (c) absolute discharge from parole; and
- (d) modification of release conditions and release rescissions.

The Board also makes clemency recommendations to the Governor on requests for commutation of sentence, including death penalty sentences, reprieves in matters related to death penalty cases, and pardons.

Agency Summary: (\$ Thousands)

Program	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
► Board of Executive Clemency	1,334.5	1,448.8	2,064.5
Agency Total:	1,334.5	1,448.8	2,064.5

Funding:

	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
General Fund	1,310.0	1,420.8	2,036.5
Other Non-Appropriated Funds	24.5	28.0	28.0
Total Funding	1,334.5	1,448.8	2,064.5

FTE Positions	14.5	14.5	14.5
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5 Year Plan

Description:

Resource Assumptions

	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate
Full-Time Equivalent Positions	14.5	14.5	14.5
General Fund	1,856,662.0	1,856,662.0	1,856,662.0
Other Appropriated Funds	-	-	-
Non-Appropriated Funds	24,500.0	24,500.0	24,500.0
Federal Funds	-	-	-

◆ **Goal 1** To meet hearing timeframes in accordance with the law

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Maintain elimination of the commutation backlog	-	-	100	95	95
Percentage of revocation hearings (or probable cause hearings) held in a month where BOEC received the warrant within 60 days prior.	99.0	99.9	99.0	99.0	99.0
Percentage of revocation hearings (or probable cause hearings) held in a month where BOEC received the warrant 90 days prior or less.	100.00	100.00	100.00	100.00	100.00
Number of pending pardons is under 2 (amount the board can hear in a month)	2	2	1	2	2

◆ **Goal 2** To establish continuous board member training and development

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Number of hour long monthly trainings put on for Board (goal of 8)	22	8	27	8	8

◆ **Goal 3** To Maintain Improvement of Imminent Danger of Death Process

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Percentage of Imminent Danger of Death cases heard within 5 days of receipt	100	95	100	100	100
Percentage of Imminent Danger of Death cases submitted to Governor within 5 days of decision	100	100	100	100	100

Agency 5 Year Plan

PPA Board of Executive Clemency

Description:

Resource Assumptions

	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate
Full-Time Equivalent Positions	14.5	14.5	14.5
General Fund	1,856,662.0	1,856,662.0	1,856,662.0
Other Appropriated Funds	-	-	-
Non-Appropriated Funds	24,500.0	24,500.0	24,500.0
Federal Funds	-	-	-