

# ARIZONA BOARD OF EXECUTIVE CLEMENCY

JANICE K. BREWER  
GOVERNOR



BRIAN LIVINGSTON  
CHAIRMAN/EXECUTIVE DIRECTOR

## NOTICE OF MEETING

Pursuant to A.R.S. §38-431.02, notice is hereby given to the Members of the Arizona Board of Executive Clemency, and to the general public, that the Board of Executive Clemency will be conducting a Board Business Meeting on January 29, 2014 at 8:30 a.m. This meeting will be held at 1645 W Jefferson Street, Suite 101, Phoenix, Arizona, 85007. This meeting is open to the public. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Board's office at 602-542-5656. Requests should be made as early as possible to allow time to arrange the accommodation. The Board may go into Executive Session, which will not be open to the public, to discuss any matter on this agenda pursuant to A.R.S. §38-431.03(A)(3) (Discussion or consultation with Board attorney for legal advice).

## AGENDA

- I. Call to Order** (Mr. Livingston)
  - a. Roll Call
  
- II. Approval of Meeting Minutes** (Mr. Livingston)
  - a. December 2013 – Discussion & Vote
  
- II. Chairman's Report** (Mr. Livingston)
  - a. Monthly Statistical Report – December, 2013 – Discussion
  - b. Monthly Financial Report – December 2013 - Discussion
  - c. Review of the following Policy Drafts
    1. Board Policies:
      - a. 100 - Definitions
      - b. 101 – Board Hearings
      - c. 102 – Ethical Standards
      - d. 103 – Board Hearing Calendar
      - e. 104 – Open Meeting Law
      - f. 106 – Two Member Panel
      - g. 109 – Pardon Hearing & Process
  - d. Welcome of new employee

Drafts of Policies in sub-section 2, will not be available for public review. Policies if adopted will be available on our website or for public distribution within 48 hours of approval.

- IV. Approval of Board Hearing Calendar** (Mr. Livingston)
  - a. Final February 2014 – Discussion & Vote

## **VII. Call to Public**

## **VIII. Adjournment**

**Brian Livingston, Chairman/Executive Director**

**Posted:** This 28<sup>th</sup> day of January 2014

Those wishing to address the Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration at a later date. Qualified individuals with a disability requiring a copy of the Board's procedure on filing grievances may contact the Board's office.

With the exception of possible Executive Session material, a copy of the agenda material is available for public inspection at least 24 hours prior to the meeting at the Board's office, 1645 W. Jefferson, Suite 101, Phoenix, Arizona 85007, 602-542-5656.

BL/dk