

Douglas A. Ducey
Governor

Terry L. Adriance
Executive Director



Ellen Kirschbaum
Chairman

ARIZONA BOARD OF EXECUTIVE CLEMENCY

NOTICE OF PUBLIC MEETING OF THE ARIZONA BOARD OF EXECUTIVE CLEMENCY AND AGENDA

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 Arizona Board of Executive Clemency will hold a meeting to the public on Wednesday, May 25, 2016 beginning at 8:30 a.m. at the Arizona Board of Executive Clemency Office, 1645 W. Jefferson, Suite 101, Phoenix, Arizona 85007.

Pursuant to the Americans with Disabilities Act (ADA) the Arizona Board of Executive Clemency endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodations, such as a sign language interpreter, by contacting the Board Office at (602) 542-5656. Request should be made as early as possible to allow time to arrange the accommodation.

The Commission may go into executive session for any of the purposes set for in A.R.S. 38-431.03(A)(1) through (7), as applicable to the agenda items listed, including for the purposes of receiving legal advice or the consideration of employment related issues.

Agenda for the meeting is as follows:

I. Call to Order and Roll Call

Chairperson Ellen Kirschbaum

II. Minutes of the February 2016 Meeting

Discussion and Vote

The Chair will call for the members to confirm the audio minutes as present on the Board's website.

III. LEAN Project

IV.

V. Terry Adriance/Herb Hailey Discussion

The Executive Director and Herb Hailey from the Arizona Department of Corrections will brief the Board on the:

- a. project description and focus;
- b. results and recommendations;
- c. Implementation and projected timeframes; and
- d. impact on Board members.

VI. AIMS2 (Automated Inmate Management System) Terry Adriance/Herb Hailey Discussion

Executive Director and Herb Hailey will brief the Board on:

- a. project description and outcomes;
- b. operational impact to Board;
- c. activities related to Board and projected timeframes to completion; and
- d. impact to Board Members.

V. Statistical Report **Terry Adriance Discussion**

Action: The Executive Director will brief the Board on:

- a. the period's hearing activities, status of outstanding files, and any areas
- b. comparison to the last quarter;
- c. upcoming calendar highlights and/or issues.

VI. Financial Report **Terry Adriance - Discussion**

The Executive Director will brief on the Board's:

- a. current financial position with last FY comparison;
- b. expenditures- outstanding and future;
- c. forecast till end of FY;
- d. FY 16/17 budget; and
- e. Preparation Plan for FY 17/18 Budget.

VII. Personnel **Terry Adriance**

The Executive Director will update the Board on recent and/or upcoming personnel changes

VII. Hearing Recordings

The Executive Director will discuss the issue of missing hearing audios.

VIII. Board Room Technology **Terry Adriance/Patrick Fjeld – Discussion and Vote**

The Executive Director will discuss CCS projects

- 1) Relocating existing projector screen from the East wall to the West wall
- 2) Replace existing audio set-up with a modern, flexible recording system
- 3) Laptop computers

IX. Board Hearing Document Organization **Terry Adriance - Discussion**

The Executive Director will discuss the existing presentation of Board packets and creating a standard of that includes a consistent order in which documents are presented.

X. Legislative Update **Terry Adriance - Discussion**

The Executive Director will brief the Board on this year's session and SB1132.

Number of Bills Introduced: 1247

Bills Passed: 388 Bills Signed: 374 Bills Vetoed: 14 (as of 5/23)

XI. Board Reports

Terry Adriance

The Executive Director will educate the members on any required reports, frequency, due dates and current status to include the (1) auditor report, (2) Annual Report (3) Board Strategic Plan, (4) FY Budget (5) Five-year Review Report

XII. Board Policy – Chairman and Executive Director Responsibilities

**Terry Adriance
Discussion and Vote**

Review, discussion, consideration and possible action to adopt drafted policies that outline the responsibilities of the Chairman and Executive Director.

XIII. Board Policy – Commutation #114 Responsibilities

**Terry Adriance
Discussion and Vote**

Review, discussion, consideration and possible action to revise policy which will change the imminent danger of deaf definition from 3 months to 4 months. The revision provides more preparation time for involved parties, eliminates the statutory conflict relating to 603L applications for those that have been unanimously referred to the Governor and applicable under A.R.S. 31-403 (E); expedites earlier releases for IDD inmates who have been recommended and approved by the Governor by reducing the Board's preparation time from 14 calendar days to 7 working days of the hearing date, and outlines briefly outlines what occurs in Phase I. *A call to the Public may be made on this matter only after discussion by Board.*

XIV. Call to the Public

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 and decision at a later date.

XV. Board's Quarterly Meetings and Agenda Design

Chairperson Ellen Kirschbaum

XVI. Lobby Plaque

Terry Adriance - Discussion and Vote

This matter was discussed at last quarter meeting and continued for resolution at the next meeting. A recognition plaque was designed and installed by ACI to identify the Board members. The current plaque did not include a picture of the Governor but placed the Chairperson and Executive Director at top location with members below. The following are the options for the Board to discuss, consider, and take possible action to resolve the matter:

- 1) The scale carving can be replaced by routing the design out and raised to insert the Governor's picture. The Chairman and the ED will follow in a lower position and then the remaining four board members will follow below them or
- 2) Leave the display board as is and frame a photo of the Governor and place it above the board or
- 3) Leave the display board as is
- 4) Remove the display board

XVII. Date, Time, and Location of Next Meeting

The next Board meeting will be held on Wednesday, July 06, 2016 as a recap of the ending fiscal year and discussion of upcoming fiscal and strategic direction. The next Board quarterly meeting will be designated at that meeting. Locations to be designated.

XVIII. Adjournment