

Douglas A. Ducey
GOVERNOR



C.T. Wright
CHAIRMAN

ARIZONA
BOARD OF EXECUTIVE CLEMENCY

1645 West Jefferson
Suite 101
Phoenix, Arizona 85007-3000
(602) 542-5656
FAX (602) 5425680

August 30, 2018

The Honorable Douglas A. Ducey
Governor of the State of Arizona
1700 West Washington Street, 9th Floor
Phoenix, Arizona 85007

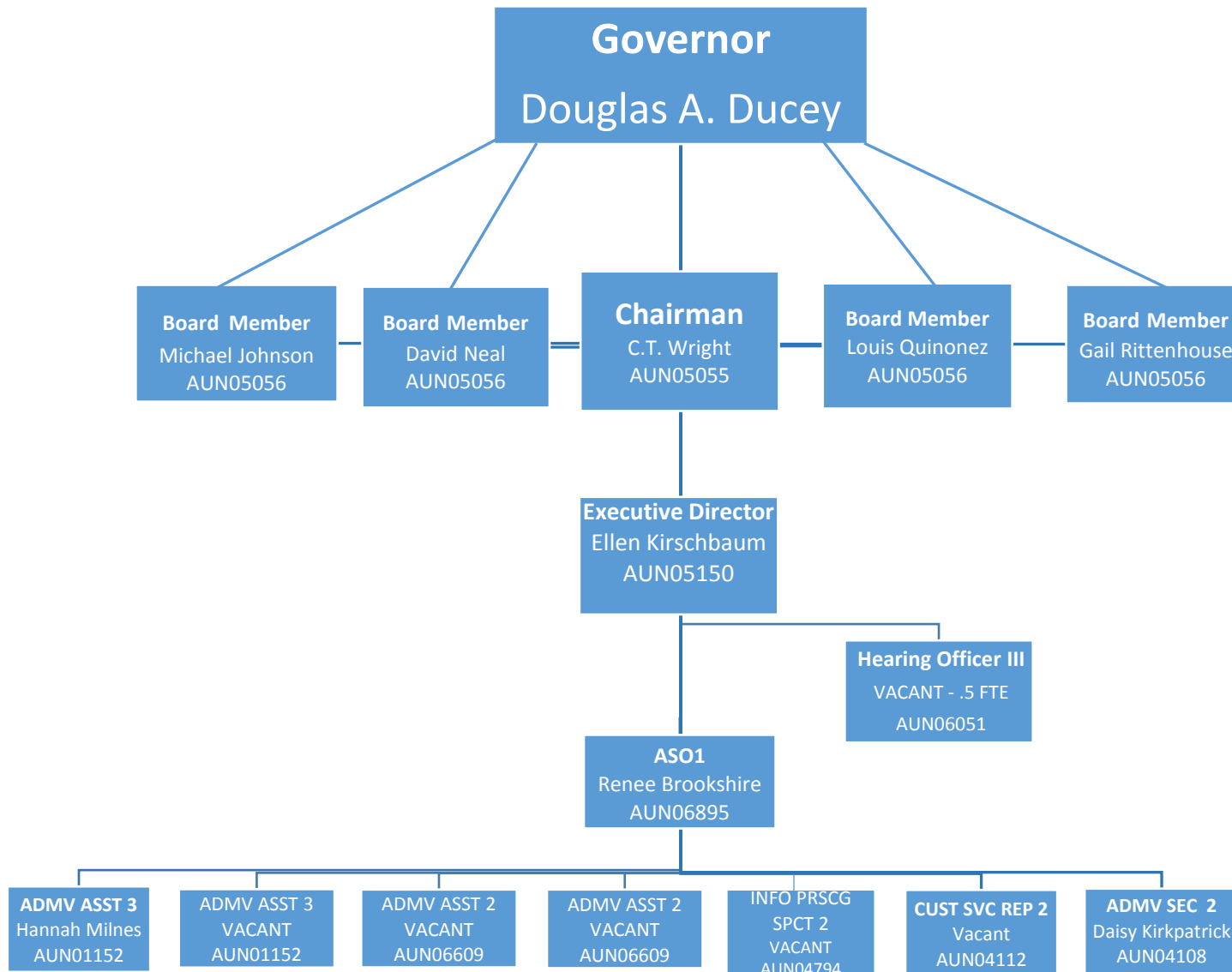
Dear Governor Ducey:

On behalf of the Arizona Board of Executive Clemency, I submit to you Fiscal Year 2019 Budget Plan and 5-Year Strategic Plan. We support the priorities you established and understand the Board responsibility to help establish Arizona as a fiscally responsible government.

Sincerely,

A handwritten signature in black ink, appearing to read "C.T. Wright", with a long horizontal flourish extending to the right.

C.T. Wright
Chairman





State of Arizona Budget Request

State Agency

Board of Executive Clemency

A.R.S. Citation: **31-401**

Appropriated Funds

	FY 2019 Approp	FY 2020 Fund. Issue	FY 2020 Total Budget
Total Amount Requested:	1,137.0	0.0	1,137.0
General Fund	1,137.0	0.0	1,137.0

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2020.

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

Agency Head: **CT Wright**

Title: **Chairman**

Non-Appropriated Funds

	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Budget
Total Amount Planned:	30.1	0.0	30.1
IGA and ISA Fund	30.1	0.0	30.1

CT Wright 8/30/2018

(signature)

Phone: **(602) 542-5664**

Prepared By: **Renee Brookshire**

Email Address: **rbrookshire@azboec.gov**

Date Prepared: **Thursday, August 30, 2018**

Total:	1,167.1	0.0	1,167.1
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Revenue Schedule

Agency:	Board of Executive Clemency
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Fund:	1000 General Fund
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AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4372	PUBLICATIONS AND REPRODUCTIONS	1.1	1.0	1.0
Fund Total:		1.1	1.0	1.0

Revenue Schedule

Agency: Board of Executive Clemency

Fund: 2500 IGA and ISA Fund

AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4369	OTHER INTER-AGENCY REVENUE	41.0	30.1	30.1
Fund Total:		41.0	30.1	30.1

Sources and Uses of Funds

Agency:	Board of Executive Clemency
Fund:	2000 Federal Grant Fund

Cash Flow Summary	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Balance Forward from Prior Year	0.0	0.0	0.0
Total Available	0.0	0.0	0.0
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	0.0	0.0	0.0
Non-Appropriated Expenditure	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Expenditure Categories	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	0.0	0.0
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	0.0	0.0	0.0
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	0.0	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
Non-Appropriated Expenditure Total:	0.0	0.0	0.0
Non-Appropriated FTE:	0.0	0.0	0.0
Fund Description			

OSP: Revenue from federal grants to be used as specified in the grant.

Sources and Uses of Funds

Agency:	Board of Executive Clemency
Fund:	2500 IGA and ISA Fund

Cash Flow Summary	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Balance Forward from Prior Year	15.7	32.9	0.0
Revenue (From Revenue Schedule)	41.0	30.1	30.1
Total Available	56.7	63.0	30.1
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	23.8	63.0	30.1
Balance Forward to Next Year	32.9	0.0	0.0
Non-Appropriated Expenditure	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Expenditure Categories			
Personal Services	12.6	17.6	17.6
Employee Related Expenses	11.2	7.0	7.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	5.5	5.5
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	23.8	30.1	30.1
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	32.9	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
Non-Appropriated Expenditure Total:	23.8	63.0	30.1
Non-Appropriated FTE:	0.5	0.5	0.5
Fund Description			

OSP:

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Appropriated

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:					
1	Board of Executive Clemency	869.6	1,137.0	0.0	1,137.0
		869.6	1,137.0	0.0	1,137.0
Expenditure Categories					
	FTE	14.0	14.0	0.0	14.0
	Personal Services	488.3	645.8	0.0	645.8
	Employee Related Expenses	181.2	215.6	0.0	215.6
	Professional and Outside Services	1.2	32.4	0.0	32.4
	Travel In-State	0.4	13.6	0.0	13.6
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	194.5	219.6	0.0	219.6
	Equipment	4.0	10.0	0.0	10.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		869.6	1,137.0	0.0	1,137.0

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Non-Appropriated

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:					
1	Board of Executive Clemency	23.8	30.1	0.0	30.1
		23.8	30.1	0.0	30.1
Expenditure Categories					
	FTE	0.5	0.5	0.0	0.5
	Personal Services	12.6	17.6	0.0	17.6
	Employee Related Expenses	11.2	7.0	0.0	7.0
	Professional and Outside Services	0.0	0.0	0.0	0.0
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	0.0	5.5	0.0	5.5
	Equipment	0.0	0.0	0.0	0.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		23.8	30.1	0.0	30.1

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Agency Total for All Funds:	893.4	1,167.1	0.0	1,167.1			
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Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency
Fund:	1000 General Fund (Appropriated)

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:				
1 Board of Executive Clemency	869.6	1,137.0	0.0	1,137.0
	869.6	1,137.0	0.0	1,137.0
Expenditure Categories				
FTE	14.0	14.0	0.0	14.0
Personal Services	488.3	645.8	0.0	645.8
Employee Related Expenses	181.2	215.6	0.0	215.6
Professional and Outside Services	1.2	32.4	0.0	32.4
Travel In-State	0.4	13.6	0.0	13.6
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	194.5	219.6	0.0	219.6
Equipment	4.0	10.0	0.0	10.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	869.6	1,137.0	0.0	1,137.0
Fund Total:	869.6	1,137.0	0.0	1,137.0

Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency
Fund:	2500 IGA and ISA Fund (Non-Appropriated)

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:				
1 Board of Executive Clemency	23.8	30.1	0.0	30.1
	23.8	30.1	0.0	30.1
Expenditure Categories				
FTE	0.5	0.5	0.0	0.5
Personal Services	12.6	17.6	0.0	17.6
Employee Related Expenses	11.2	7.0	0.0	7.0
Professional and Outside Services	0.0	0.0	0.0	0.0
Travel In-State	0.0	0.0	0.0	0.0
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	0.0	5.5	0.0	5.5
Equipment	0.0	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	23.8	30.1	0.0	30.1
Fund Total:	23.8	30.1	0.0	30.1

Summary of Expenditure and Budget Request for Selected Funds

Agency:	Board of Executive Clemency
Fund:	2500 IGA and ISA Fund (Non-Appropriated)

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Agency Total for Selected Funds	893.4	1,167.1	0.0	1,167.1

Program Summary of Expenditures and Budget Request

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

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Program Summary					
1-1	Board of Executive Clemency	893.4	1,167.1	0.0	1,167.1
Program Summary Total:		893.4	1,167.1	0.0	1,167.1
Expenditure Categories					
0000	FTE Positions	14.5	14.5	0.0	14.5
6000	Personal Services	500.9	663.4	0.0	663.4
6100	Employee Related Expenses	192.4	222.6	0.0	222.6
6200	Professional and Outside Services	1.2	32.4	0.0	32.4
6500	Travel In-State	0.4	13.6	0.0	13.6
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	194.5	225.1	0.0	225.1
8000	Equipment	4.0	10.0	0.0	10.0
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		893.4	1,167.1	0.0	1,167.1
Fund Source					
Appropriated Funds					
1000-A	General Fund (Appropriated)	869.6	1,137.0	0.0	1,137.0
		869.6	1,137.0	0.0	1,137.0
Non-Appropriated Funds					
2500-N	IGA and ISA Fund (Non-Appropriated)	23.8	30.1	0.0	30.1
		23.8	30.1	0.0	30.1
Fund Source Total:		893.4	1,167.1	0.0	1,167.1

Program Group Summary of Expenditures and Budget Request for Selected Funds

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

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
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Fund:	1000-A	General Fund (Appropriated)
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Program Expenditures

COST CENTER/PROGRAM BUDGET UNIT					
1-1	Board of Executive Clemency	869.6	1,137.0	0.0	1,137.0
	Total	869.6	1,137.0	0.0	1,137.0

Appropriated Funding

Expenditure Categories

FTE Positions	14.0	14.0	0.0	14.0
Personal Services	488.3	645.8	0.0	645.8
Employee Related Expenses	181.2	215.6	0.0	215.6
Professional and Outside Services	1.2	32.4	0.0	32.4
Travel In-State	0.4	13.6	0.0	13.6
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	194.5	219.6	0.0	219.6
Equipment	4.0	10.0	0.0	10.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	869.6	1,137.0	0.0	1,137.0
Fund 1000-A Total:	869.6	1,137.0	0.0	1,137.0
Program 1 Total:	869.6	1,137.0	0.0	1,137.0

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

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

Expenditure Categories	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
0000 FTE	14.5	14.5	0.0	14.5
6000 Personal Services	500.9	663.4	0.0	663.4
6100 Employee Related Expenses	192.4	222.6	0.0	222.6
6200 Professional and Outside Services	1.2	32.4	0.0	32.4
6500 Travel In-State	0.4	13.6	0.0	13.6
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	194.5	225.1	0.0	225.1
8000 Equipment	4.0	10.0	0.0	10.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	893.4	1,167.1	0.0	1,167.1
Fund Source				
Appropriated Funds				
1000-A General Fund (Appropriated)	869.6	1,137.0	0.0	1,137.0
	869.6	1,137.0	0.0	1,137.0
Non-Appropriated Funds				
2500-N IGA and ISA Fund (Non-Appropriated)	23.8	30.1	0.0	30.1
	23.8	30.1	0.0	30.1
Fund Source Total:	893.4	1,167.1	0.0	1,167.1

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

Agency:		Board of Executive Clemency			
		FY 2018	FY 2019	FY 2020	FY 2020
		Actual	Expd. Plan	Fund. Issue	Total Request
Program:		Board of Executive Clemency			
Fund:		1000-A General Fund			
Appropriated					
0000	FTE	14.0	14.0	0.0	14.0
6000	Personal Services	488.3	645.8	0.0	645.8
6100	Employee Related Expenses	181.2	215.6	0.0	215.6
6200	Professional and Outside Services	1.2	32.4	0.0	32.4
6500	Travel In-State	0.4	13.6	0.0	13.6
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	194.5	219.6	0.0	219.6
8000	Equipment	4.0	10.0	0.0	10.0
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Appropriated Total:		869.6	1,137.0	0.0	1,137.0
Fund Total:		869.6	1,137.0	0.0	1,137.0
Program Total For Selected Funds:		869.6	1,137.0	0.0	1,137.0

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
FTE	14.5	14.5
Expenditure Category Total	14.5	14.5
Appropriated		
1000-A General Fund (Appropriated)	14.0	14.0
	14.0	14.0
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	0.5	0.5
	0.5	0.5
Fund Source Total	14.5	14.5
<hr/>		
Personal Services	500.9	663.4
Boards and Commissions	0.0	0.0
Expenditure Category Total	500.9	663.4
Appropriated		
1000-A General Fund (Appropriated)	488.3	645.8
	488.3	645.8
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	12.6	17.6
	12.6	17.6
Fund Source Total	500.9	663.4
<hr/>		
Employee Related Expenses	192.4	222.6
Expenditure Category Total	192.4	222.6
Appropriated		
1000-A General Fund (Appropriated)	181.2	215.6
	181.2	215.6
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	11.2	7.0
	11.2	7.0
Fund Source Total	192.4	222.6
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Professional and Outside Services		32.4
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	0.0	
External Legal Services	0.0	
External Engineer/Architect Cost - Exp	0.0	
External Engineer/Architect Cost- Cap	0.0	
Other Design	0.0	
Temporary Agency Services	0.0	
Hospital Services	0.0	
Other Medical Services	0.0	
Institutional Care	0.0	
Education And Training	0.0	
Vendor Travel	0.0	
Professional & Outside Services Excluded from Cost Alloca	0.0	
Vendor Travel - Non Reportable	0.0	
External Telecom Consulting Services	0.0	
Costs related to those in custody of the State	0.0	

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	1.2	
Expenditure Category Total	1.2	32.4
Appropriated		
1000-A General Fund (Appropriated)	1.2	32.4
Fund Source Total	1.2	32.4
Travel In-State	0.4	13.6
Expenditure Category Total	0.4	13.6
Appropriated		
1000-A General Fund (Appropriated)	0.4	13.6
Fund Source Total	0.4	13.6
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Travel Out of State	0.0	0.0
Expenditure Category Total	0.0	0.0
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Food	0.0	0.0
Expenditure Category Total	0.0	0.0
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Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0
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Other Operating Expenses		225.1
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	3.3	
Risk Management Deductible - Indemnity	0.0	
Risk Management Deductible - Legal	0.0	
Risk Management Deductible - Medical	0.0	
Risk Management Deductible - Other	0.0	
Gen Liab- Non Physical-Taxable- Self Ins	0.0	
Gross Proceeds Payments To Attorneys	0.0	
General Liability- Non-Taxable- Self Ins	0.0	
Medical Malpractice - Self-Insured	0.0	
Automobile Liability - Self Insured	0.0	
General Property Damage - Self- Insured	0.0	
Automobile Physical Damage-Self Insured	0.0	
Liability Insurance Premiums	0.0	
Property Insurance Premiums	0.0	
Workers Compensation Benefit Payments	0.0	
Self Insurance - Administrative Fees	0.0	
Self Insurance - Premiums	0.0	
Self Insurance - Claim Payments	0.0	
Self Insurance - Pharmacy Claims	0.0	
Premium Tax On Altcs	0.0	

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
Other Insurance-Related Charges	0.0	
Internal Service Data Processing	11.2	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	
External Programming- Pc/Lan/Serv/Web	0.0	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	0.0	
Pmt for AFIS Development & Usage	0.5	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	8.5	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	0.9	
Electricity	0.0	
Sanitation Waste Disposal	0.0	
Water	0.0	
Gas And Fuel Oil For Buildings	0.0	
Other Utilities	0.0	
Building Rent Charges To State Agencies	86.2	
Priv Lease To Own Bld Rent Chrgs To Agy	0.0	
Cert Of Part Bld Rent Chrgs To Agy	0.0	
Rental Of Land And Buildings	0.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	1.1	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	30.0	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	0.0	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.0	
Repair And Maintenance - Other Equipment	7.6	
Other Repair And Maintenance	3.6	
Software Support And Maintenance	0.0	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	5.9	
Computer Supplies	0.0	
Housekeeping Supplies	0.0	
Bedding And Bath Supplies	0.0	
Drugs And Medicine Supplies	0.0	
Medical Supplies	0.0	
Dental Supplies	0.0	
Automotive And Transportation Fuels	0.0	
Automotive Lubricants And Supplies	0.0	
Rpr And Maint Supplies-Not Auto Or Build	0.0	
Repair And Maintenance Supplies-Building	0.0	
Other Operating Supplies	0.5	

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	
Lottery Prizes	0.0	
Lottery Distribution Costs	0.0	
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Loss on Sales of Investments	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	
Conference Registration-Attendance Fees	0.0	
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	1.2	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	5.4	
Document shredding and Destruction Services	0.4	
Translation and Sign Language Services	0.0	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.0	
Entertainment And Promotional Items	0.0	
Dues	0.0	
Books- Subscriptions And Publications	0.4	
Costs For Digital Image Or Microfilm	0.0	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Security Services	27.8	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	0.0	

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	194.5	225.1
Appropriated		
1000-A General Fund (Appropriated)	194.5	219.6
	194.5	219.6
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	0.0	5.5
	0.0	5.5
Fund Source Total	194.5	225.1
<hr/>		
Current Year Expenditures		10.0
Capital Equipment Budget And Approp	0.0	
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	1.7	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	0.0	
Computer Equipment Non-Capital Lease	0.0	
Telecomm Equip Non-Capital Purchase	0.0	
Telecomm Equip Non-Capital Leases	0.0	
Other Equipment Non-Capital Purchase	0.2	
Weapons Non-Capital Purchase	0.0	
Other Equipment Non-Capital Lease	0.0	
Purchased Or Licensed Software/Website	2.1	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Other Intangible Assets - Purchased, Licensed or Internall	0.0	
Noncapital Software/Web By Capital Lease	0.0	

Program Expenditure Schedule

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

	FY 2018 Actual	FY 2019 Expd. Plan
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	
Expenditure Category Total	4.0	10.0
Appropriated		
1000-A General Fund (Appropriated)	4.0	10.0
Fund Source Total	4.0	10.0
<hr/>		
Capital Outlay	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Debt Service	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Cost Allocation	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Transfers	0.0	0.0
Expenditure Category Total	0.0	0.0

Employee Retirement Coverage

	FTE	Personal Services	Fund#
Arizona State Retirement System	14.0	300.8	1000-A
Arizona State Retirement System	0.5	17.6	2500-N
ASRS – return to work	5.0	345.0	1000-A

Combined Regular & Elected Positions At/Above FICA Maximum of \$127,200

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
0.0	0.0	0.0

Administrative Costs

Agency: Board of Executive Clemency

Administrative Costs Summary

Common Administrative Area	FY 2020
Personal Services	40.0
ERE	16.0
All Other	5.0
Administrative Costs Total:	61.0

Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2020	1,167.1	5.2%

PPA 0.0	Agency Summary
BOARD OF EXECUTIVE CLEMENCY	
Ellen Kirschbaum, Executive Director	
Board of Executive Clemency (602) 542-5646	
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 those who no longer present a risk are released to become productive citizens.

Description:

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

- Discretionary release of those inmates who are parole and/or home arrest eligible; (inmates whose crimes were committed on or before December 31, 1993);
- Revocation of parole (or community supervision for crimes committed on or after January 01, 1994) for offenders found to be in violation of the terms and conditions of their release;
- Absolute discharge from parole; and
- 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.

- ◆ **Goal 1** To ready all parole and clemency matters for scheduling within a month of receiving certifications from the Department of Corrections.

Objective: 1 FY2018: To maintain due process in a timely manner
 FY2019: To maintain due process in a timely manner
 FY2020: To maintain due process in a timely manner

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Average number of conducted clemency hearings per month.	20	30	30
Average number of conducted parole/absolute discharge hearings held per month.	22	40	40

- ◆ **Goal 2** To schedule every revocation hearing within 60 days of the offenders signing of warrant.

Objective: 1 FY2018: To comply with due process standards established under Morrissey vs. Brewer
 FY2019: To comply with due process standards established under Morrissey vs. Brewer
 FY2020: To comply with due process standards established under Morrissey vs. Brewer

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Number of revocation hearings not scheduled within 60 days per year.	9	5	5

- ◆ **Goal 3** To provide the required 15-day notification of the post-conviction hearing to victims who have opted in to be notified.

Objective: 1 FY2018: To meet the statutory requirement for notification per A.R.S. §31-411.
 FY2019: To meet the statutory requirement for notification per A.R.S. §31-411.
 FY2020: To meet the statutory requirement for notification per A.R.S. §31-411.

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Number of instances a victim was notified.	531	550	550

AGENCY SUMMARY

Program: PPA 0 . 0 BOARD OF EXECUTIVE CLEMENCY
Director: Ellen Kirschbaum, Executive Director
Phone: Board of Executive Clemency (602) 542-5646
Statute: 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 those who no longer present a risk are released to become productive citizens.

Description:

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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.

◆ **Goal:** 1 To ready all parole and clemency matters for scheduling within a month of receiving certifications from the Department of Corrections.

- Objectives:** 1 2018 Obj: To maintain due process in a timely manner
 2019 Obj: To maintain due process in a timely manner
 2020 Obj: To maintain due process in a timely manner

Performance Measures:

ML	Budget	Type		FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Average number of conducted clemency hearings per month.	27	30	20	30	30
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Average number of conducted parole/absolute discharge hearings held per month.	39	40	22	40	40

◆ **Goal:** 2 To schedule every revocation hearing within 60 days of the offenders signing of warrant.

- Objectives:** 1 2018 Obj: To comply with due process standards established under Morrissey vs. Brewer
 2019 Obj: To comply with due process standards established under Morrissey vs. Brewer
 2020 Obj: To comply with due process standards established under Morrissey vs. Brewer

Performance Measures:

ML	Budget	Type		FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Number of revocation hearings not scheduled within 60 days per year.	7	6	9	5	5

◆ **Goal:** 3 To provide the required 15-day notification of the post-conviction hearing to victims who have opted in to be notified.

- Objectives:** 1 2018 Obj: To meet the statutory requirement for notification per A.R.S. §31-411.
 2019 Obj: To meet the statutory requirement for notification per A.R.S. §31-411.
 2020 Obj: To meet the statutory requirement for notification per A.R.S. §31-411.

Performance Measures:

ML	Budget	Type		FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Number of instances a victim was notified.	548	550	531	550	550

Agency 5-Year Plan

Issue 1 The agency's inability to meet hearing time-frames in a timely manner.

Description: Case law establishes a goal of holding revocation hearings within 60 days after a parolee or individual on community supervision has been arrested and returned to the Arizona Department of Corrections's custody. Court Case: "Morrissey Vs. Brewer, No. 71-5103 in 1972.

Solutions:

The Board is now meeting this issue by conducting revocation hearings within the 60 day timeframe.

Issue 2 Maintaining on-going staff training and development in efforts to conduct daily operations seamlessly.

Description: AZBOEC is considered a very small sized agency. The volume of daily work in preparation of hearings conducted Monday through Thursday creates difficulty at times when employees are out for annual and/or sick leave. Cross-training is essential.

Solutions:

Procedural Manuals have been created for each areas job functions - manuals can be accessed at anytime for reference and training processes.

- 1) Frontline staff will shadow each respective area function - this shadowing/training is throughout the year.
- 2) Hold regular weekly staff meetings in which updates are shared and experienced.
- 3) Staff are encouraged to participate in state orgainzed training sessions to help enhance and/or develop professional skill levels.

Issue 3 Establish continuous board member training and development

Description: Board members are appointed by the Governor for a 5-year term; one board member from within the panel of five is also appointed as Chairman for a 2-year term. The panel of board members changes as each term is up and/or the Chairman is switched out. The need to train members that are on-boarding is critical in their decision-making process. Members must know and understand the relevant statutes that pertain to clemency and revocation hearings. Policies and statutes change over time which necessitates regular training in order to appropriately address these changes and updates.

Solutions:

- 1) Refer to and utilize the board member policies and procedures manual. In addition, new member's receive a training manual that contains sample case law, current statutes, and other training documents.
- 2) At first appointment to the Board, there will be a comprehensive study and training period of four weeks prior to the board member to fully participate in hearing procedures.
- 3) At first appointment to the Board, the new appointee will meet with the agency counsel specific to getting familiar with State law and relevant case law pertaining to Board hearings.
- 4) Board members will participate in formal national trainings specific for parole boards.
- 5) The Board will participate in at least one training per quarter for continuing education.

Issue 4 Enhance the Board's decision-making process.

Description: Establish a structured decision-making process, which will provide a solid base for board members to form independent thoughts, opinions, and ultimately prudent decisions for each hearing. Moving toward a more structured decision-making process will help the Board meet its mission to ensure public safety.

Solutions:

- 1) Develop/enhance best practices utilizing a Structured Decision-Making Model (Arizona specific) as a guide to provide a basic framework for making decisions that more accurately predict outcomes.
- 2) The created standard will be incorporated into the Board's training manual for reference, routine and consistent board training sessions.

Resource Assumptions

	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate
Full-Time Equivalent Positions	0.0	0.0	0.0
General Fund	0.0	0.0	0.0
Other Appropriated Funds	0.0	0.0	0.0
Non-Appropriated Funds	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0