

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) 542-5680

BUSINESS MEETING MINUTES FOR JANUARY 31, 2017

APPROVED May 15, 2017

Board Members Present

Dr. C. T. Wright, Chairman
Susan Lines

Board Members Absent

I. CALL TO ORDER

Chairman Wright called the meeting to order at 9:00 a.m.

II. ADOA-AZ Strategic Enterprise Technology-Statement of Work

Jeff Crane of AZ Strategic Enterprise Technology (ASET) outlined the function of ASET to review our current technology and advise what technological innovations may be needed to bring the Board current with today's standards. Jennifer Quintero of ASET further outlined the "Statement of Work" for our agency. Ms. Lines made a motion to accept the "Statement of Work" submitted by ASET. Dr. Wright seconded the motion and the motion carried.

III. EXECUTIVE DIRECTOR UPDATE

Staffing & New Members

Executive Director Ellen Kirschbaum advised the Board of the Governor's appointment of two new board members, Mr. Michael Johnson and Mr. Louis Quinonez. Mr. Johnson is filling the board vacancy existing because of Ms. Kirschbaum's acceptance of the position as Executive Director. Mr. Quinonez is filling the board vacancy from Ms. Steele's exit from the Board on January 12, 2017. Both board members are expected to start on or about February 13, 2017.

Ms. Kirschbaum advised the Board that Hank Mancini who handled Commutations and Pardons left the agency on January 6, 2017. Ms. Kirschbaum introduced Ms. Michelle Clifton as the new Victim Services Coordinator as of January 6, 2017.

AMERICAN DISABILITY ACT: Persons with disabilities may request reasonable accommodations such as sign language interpreters. Requests should be made as early as possible to allow time to arrange accommodation.

Budget

Ms. Kirschbaum reported that our 2017 budget has been approved for \$952,600 for the fiscal year. The 2017 budget made no provisions for a Hearing Officer and the board members request for a pay raise was not granted. Ms. Kirschbaum covered the expenditures of the agency and reported that we are currently right on track. Ms. Kirschbaum outlined the anticipated expenditures to improve the boardroom equipment, the attendance of board members at the future structured decision seminar presented by the National Institute of Corrections, the Lean Project and AIMS II. Ms. Kirschbaum has reviewed our budget with our DOA liaison Susie Meyers and there are ample funds in the budget to facilitate these expenditures and still return the 5-10% requested by the Governor's office.

Legislation

Ms. Kirschbaum gave a status update on a number of bills presently in front of the legislature.

Senate Bill 1033 extends the Board of Executive Clemency for another eight years. Through the efforts of herself and Dr. Wright, in educating the legislature in the vital function the Board provides, we were successful in getting through the sunset review. Recognition of their efforts were expressed and congratulations are in order.

House Bills 2154 and 1067 if passed will have an effect on the Board's hearings, but there is no action to report. The Board will not formally take a position on each bill. Ms. Kirschbaum will advise the Board of any actions on these bills by the legislature.

House Bill 1069 addresses the expungement of criminal records five years after the completion of a sentence. The Board will not formally take a position on this bill and there is no action to report. Ms. Kirschbaum will advise the Board of any action on this bill by the legislature.

Training

Ms. Stiffler was currently attending training in AIMS II and will be sharing her training with staff and board members. Ms. Stiffler is excited about the innovation and feels that it will facilitate how the Board prepares and schedules hearings.

Scheduling-Pardons/Commutations/Paroles

Ms. Kirschbaum advised that all parole, commutation and pardon hearings for February 2017 have been postponed until March 13, 2017 to allow for training of the new members. This was felt to be the best course of action given the types of offenses heard during these proceedings. The Board's calendar will reflect only revocation hearings until that date.

Board Microphones-Replacement

Ms. Kirschbaum reports CCS, who initially installed our system, will be installing new microphones in the boardroom. CCS will scheduled the installation in the near future.

Lean Project

Ms. Kirschbaum advised that the Lean Project is still in test mode and a recent meeting with Ms. April Barker of the DOC IT staff revealed the need for the assistance of a project manager from DOC to address the Board's needs and training. It was made evident to Ms. Barker that the Board is unclear as to what what we need to do as an agency to prepare for the transition.

IV. EXECUTIVE DIRECTOR ROADMAP

Ms. Kirschbaum outlined her vision and leadership goals in serving as the Board's Executive Director in her memo to the Board dated January 30, 2017. In Ms. Kirschbaum's observations in the 90 days since she has taken the Executive Director's position, she has identified key areas in need of review. Specifically she noted that there is no strategic plan in place for the agency. Ms. Kirschbaum's goal is to develop a strategic plan, established budget goals, strengthening training and technical support for the staff and Board, to provide measurable results, and enhance public information regarding the Board and its function. These items are vital to the Board's efforts to create a long term plan and to be in alignment with Governor Ducey's priorities. The transition will be hard work, but Ms. Kirschbaum expressed that she had a great staff and Board members that are willing to make what changes are necessary to move the agency forward. Ms. Kirschbaum stated that no walls exist between the Board and staff. Dr. Wright commented it his belief that we are a team and that teamwork is essential to the agency's success. Ms. Kirschbaum's roadmap outlined how she plans to accomplish each of these goals and the benefits to the agency upon completion. Dr. Wright and Ms. Lines applauded Ms. Kirschbaum's directorship and her visions for the Board.

V. MEMBER PLAQUE REDESIGN

Ms. Kirschbaum presented the schematics of two proposed redesigns of the Board Member plaque purchased last year. Arizona Correctional Industries will be submitting an estimate of the costs to redesign the existing plaque. The cost would be less than creating a new plaque. One schematic made accommodations for the Governor's portrait as well as room for the portraits of five board members. The second schematic was identical with an inclusion of the executive director's portrait. Ms. Lines made the motion to approve the schematic of the second plaque redesign, which included the executive director's portrait. Dr. Wright seconded and the motion carried.

VI. POLICY REVISION

Board Member Decorum #101

Ms. Kirschbaum presented a draft of Board Policy #101, Board Member Decorum, for the Board's review and vote. The suggestion was that Board members try to refrain from taking documents home and if they choose to do so, they must ensure that every precaution is taken to keep those documents safe. This preserves the confidentiality of information contained in the packets which may have repercussions to victims or the inmate in someone else's hands.

Policy Elimination-Work Requirements and Leave Accrual

Ms. Kirschbaum proposed that the Board eliminate Board Policy #200.01, Work Requirements and Leave Accrual. This policy is no longer required because Board members are now salaried employees and receive all the benefits provided by the state. Ms. Lines made

the motion to eliminate Board policy #200.01 and Dr. Wright seconded. The motion carried.

VII. STAFF UPDATES

Ms. Stiffler provided the Board with an overview of her new role in handling the revocation desk. Ms. Stiffler has just completed the initial training on AIMS II presented by ADOC and shall serve as the primary trainer for the staff and Board. Dr. Wright expressed he was looking forward to working with her to learn the process.

Ms. Clifton presented the Board with an overview of the responsibilities her position as the Victims Notification Coordinator entails and the duties by that desk to provide victim services in relation to notification to victims of those hearings mandated by statute. The board members welcomed Ms. Clifton aboard.

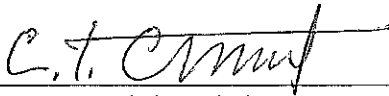
Ms. Kirkpatrick outlined the current functions of the Administrative Desk and expressed her excitement to be working with Ms. Kirschbaum in many other projects in the future. Ms. Kirkpatrick gave a statistical comparison of the number of Board hearings in each category today in comparison to last year at this same time. Dr. Wright complemented Ms. Kirkpatrick on her many years of service to the Board.

VIII. CALL TO THE PUBLIC

There was a call to the public and comments were provided by Ms. Donna Hamm of Middle Ground Prison Reform. One of those comments included her satisfaction with the legislature's decision to extend the Board's existence and stated her belief that it is essential that the Board remain a separate entity from any other agency.

IX. ADJOURNMENT

Ms. Lines motioned to adjourn the meeting and Dr. Wright seconded the motion. The motion carried. Chairman C.T. Wright adjourned the meeting at 10:45 a.m.



Dr. C.T. Wright, Chairman



Ellen Kirschbaum, Executive Director

Dated this 15th day of May, 2017

EK/dk