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April 27, 2020

The Honorable Anthony Kern, Chair
Joint Legislative Audit Committee

The Honorable Rick Gray, Vice Chair
Joint Legislative Audit Committee

Dear Representative Kern and Senator Gray:

We have recently completed an initial followup of the Arizona Board of Fingerprinting regarding the implementation status of the 4 audit recommendations presented in the performance audit report released in October 2019 (Auditor General Report 19-114). As the attached grid indicates:

- 3 have been implemented.
- 1 is in the process of being implemented.

We will conduct an 18-month followup with the Board on the status of the recommendation that has not yet been fully implemented.

Sincerely,
Dale Chapman, Director
Performance Audit Division

cc: Mr. Matthew Scheller, Executive Director
Arizona Board of Fingerprinting

Arizona Board of Fingerprinting

Auditor General Report 19-114

Initial Follow-Up Report

Recommendation	Status/Additional Explanation
<p>Sunset Factor #2: The extent to which the Board has met its statutory objective and purpose and the efficiency with which it has operated.</p>	
<p>1. The Board should develop and implement a checklist for staff use to ensure that all required application materials are received, reviewed, and retained.</p>	<p>Implemented at 6 months</p>
<p>2. The Board should, if the number of good-cause exception applications continues to increase, monitor the impact to its operations and assess whether additional staff are needed to handle its increasing workload and continue meeting its statutory time frames.</p>	<p>Implemented at 6 months</p>
<p>3. The Board should analyze its current revenues and costs to determine whether the \$7 fee should be adjusted (and document its analysis and determination), and establish and implement a process for periodically reviewing the appropriateness of its fee.</p>	<p>Implementation in process Based on the results of its financial analysis, the Board approved reducing its fee from \$7 to \$4 in February 2020 and has begun rulemaking to revise the fee in its administrative rules. The Board anticipates completing the rulemaking process and reducing the fee by June 2020. The Board reported that it plans to review the fee annually.</p>
<p>Sunset Factor #3: The extent to which the Board serves the entire State rather than specific interests.</p>	
<p>4. The Board should develop and implement policies and procedures for addressing potential conflicts of interest in accordance with State laws, including requiring Board members and employees to disclose certain interests in the Board's official records, either through a signed document maintained in a special file or the Board's official minutes.</p>	<p>Implemented at 6 months</p>