**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**April 26, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. Mike McDonald called the meeting to order at 10:03 a.m. Those in attendance included:

**BOM Members Staff and Interested Parties**

Bob Denton JIC Peggy Bell DELJIS

Capt. Matt Jamison NCCPD Lynn Gedney DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Capt. John Potts DCOP

Marian Bhate PDO **Proxies**

Deb Lindell DOC Earle Dempsey DTI

Michelle Hoffman DSCYF/DYRS for Secretary Sills

Marianne Kennedy JP Court Capt. Jason Sapp DSP/SBI

Guy Sapp Family Court for Mike McDonald

**REVIEW OF MARCH MINUTES**

Minutes from the March 22, 2011 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Ms. Marian Bhate and seconded by Capt. John Potts. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

There was nothing new to report at this time to the attendees.

1. **STRATEGIC ISSUES**

* **DCAP:** Ms. Marianne Kennedy reported that they are still working on the portfolio for roll out in June. There is some testing to be completed as well as gathering the information together that is to be used on the inquiry view. This will be on the internal side for court staff members and there may be a chance that the data can be viewed from outside of the system. She also mentioned that there is some e-filing that is in place as well.
* **Review of DCAP/CJIS Interface**: Ms. Peggy Bell stated there was nothing new to report at this time.
* **IT Consolidation:** Mr. Earle Dempsey stated that the decommissioning of the Townsend Center will be in June and Department of Education has reported that they will be doing their migration in July. Also that DelDOT consolidation is the largest that DTI has had so far to complete but was discussed in an earlier conference call that had taken place prior to this meeting and is progressing on scheduled. DEDO will be bringing their service into the environment as well.

The Dept. of Agriculture completed the assessment phase on Monday April 23rd and there are five more agencies that are on the list. Mr. Earle McCloskey asked about DTI’s resources and funding in regards to the location change for the GSS facility. Mr. Earle Dempsey stated that there will be two parts; there is the agency part and the core data center. The agency part will be accessible by people that need to be there for various reasons and the core data center will not be accessible to anyone except the staff. Mr. Earl McCloskey wanted to know when DTI was going to increase the bandwidth and if not when is there to be an upgrade. Mr. Dempsey advised they are not at max usage yet but are still monitoring.

1. **COMMITTEE REPORTS**

* **Planning Committee:** Capt. Matt Jamison stated that there was nothing new at this time to report to the attendees.
* **Police Complaint and Access Committee:** Capt. John Potts stated that was nothing new at this time to report to the attendees.
* **Policy and Procedure Committee:** Nothing to report at this time.

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Peggy Bell reviewed the statistics with the attendees. She also stated that there are some concerns with some of the numbers on certain reports that she is tracking to make sure that appropriate agencies are using the programs appropriately.
* **Project Status Report**: Ms. Bell mentioned the changes that were made to indicate what status each project was currently in for this month; there is a small legend key at the bottom of each page. The new projects that were added for this month are changes to the Towslip and medical marijuana.

1. **NEW BUSINESS**

* **Accident Sale Portal:** Ms. Bell stated that on April 25, 2012 that Legislative Hall discussed the Car Fax report legislation that is being created. There are several states that are participating in giving their data to Car Fax and Delaware will be sending all applicable data elements that will allow vendors to accurately purchase correct and up to date accident reports.
* **DELJIS Assessment:** The Director is in the process of contacting several parties that may be interested in becoming a sponsor for the bill to increase the DELJIS dollar fund.
* **SPOT Crime:** From the last Board meeting the issue of what data this agency would be receiving was discussed and that DELJIS would send the same data that we are currently sending the News Journal. A bill is being processed to be sent to the agency as well as the Indemnification Clause being added to the agreement.
* **DOJ Case Management:** Mr. Earl McCloskey reported that the selection of the vendors for the new system is now down to three choices. The official choice of who will be selected is scheduled to be complete sometime in May 2012. During the selection time there maybe some phone calls that individuals will receive about the data and possible interface concerns. There was also a decision made for DOJ’s new IT Manager’s position and was granted to a Mr. Jeff Reed.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. Guy Sapp and seconded by Capt. Matt Jamison at 10:56 a.m. The next regularly scheduled meeting date is for **Thursday, May 24, 2012 at 10:00 a.m.**