**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, December 20, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. McCloskey called the meeting to order at 10:00 a.m. Those in attendance included:

 **BOM Members Proxies**

 Earl McCloskey DOJ Danny Meadows DSP/SBI

 Mike McDonald DSP for Capt. John Potts

 Capt. Matt Jamison NCCPD

 Michelle Hoffman DSCYF/DYRS **Staff and Interested Parties**

 Leann Summa Family Court Peggy Bell DELJIS

Deb Lindell JIC Lynn Gedney DELJIS

Mary Ann McKenna DOC Nicole Wilson DELJIS

Marian Bhate PDO

Marianne Kennedy JP Court

1. **REVIEW OF NOVEMBER MINUTES**

 Minutes from the November 15, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. McDonald and seconded by Capt. Jamison. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**
* No new scheduled downtime to be reported
1. **STRATEGIC ISSUES**
* **DCAP** - Ms. Kennedy stated that DCAP is having some minor problems with Software AG; concerning software contracts. The work that has been done on the (.net) is able to be used and they are moving forward to get a middleware component. Some pieces that is not reliant on the middleware. The vendor, Shadow, is who they will be using; there will be delays in the upgrade but the time frame update will be sent out to users to let them know what will be the foundation for the change. E-filing maybe affected just a little and we are starting some of the work and are looking for the requirements needed but are still moving to upgrade. One of the Family Court’s will be selected to be the pilot for the change. Biztalk is one of the vendors that are be researched as well.
1. **COMMITTEE REPORTS**
* **Planning Committee** - Nothing to report at this time
* **Police Complaint Access Committee** – Nothing to report at this time
* **Policy and Procedure Committee** – Policy and Procedure Committee has not been updated since the past few meetings. There have been a few requests from agencies that would like the scenarios to be included in the new policy. At this time trying to incorporate all of the possible scenarios into the policy is not what the change was intended for but to give a solid structure to build upon for the agencies to use. Possibly by the next meeting the final markup may be ready to review and last changes will be applied for the meeting after that. A suggestion was made that we should send the document to be reviewed by the state’s solicitor. An informational site is also an option that we can include to allow other agencies to view what we have and what the results are in lieu of what the changes are to be made.
1. **OLD BUSINESS**
* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report**: Review of projects was discussed. Ms. Bell highlighted that the risk analysis bail forms are being pushed to complete within the next 60 days.

PHRST has agreed upon being able to give the school employee information to DELJIS in accordance with the MOU that was drafted. This allowance will complete the rap-back reporting for all districts within the State of Delaware.

The data exchange with Maryland DOC has been put on hold at this time due to the fact that we have to prove the DELJIS is a valid criminal justice agency. This is being addressed by creating a MOU to help establish that we are a criminal justice agency and once this is completed with both agencies signatures the process will be started again.

1. **NEW BUSINESS**
* **Organizational Chart** – The new updated employee chart was presented to the board to show the new employees.
1. **PUBLIC COMMENT**
* Since there was no one who attended the meeting from the public; there were no concerns or questions raised to the board.
1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Capt. Jamison and seconded by Ms. Bhate at 11:22 a.m. The next regularly scheduled meeting date is for **Thursday, January 24, 2013 at 10:00 a.m.**