**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, January 24, 2013**

**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 Staff and Interested Parties**

Earl McCloskey DOJ Danny Meadows DSP

Mike McDonald DSP Ralph Davis DSP/SBI

Capt. Matt Jamison NCCPD Roger Davis DSP/SBI

Michelle Hoffman DSCYF/DYRS Jeff Whitmarsh DSP/SBI

Leann Summa Family Court Peggy Bell DELJIS

Deb Lindell JIC Lynn Gedney DELJIS

Mary Ann McKenna DOC Mary Hansen DELJIS

Marian Bhate PDO Ray Sammons DELJIS

Marianne Kennedy JP Court Nicole Wilson DELJIS

Capt. John Potts Newark PD

1. **REVIEW OF DECEMBER MINUTES**

* Minutes from the December 20, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Ms. Lindell and seconded by Mr. McDonald. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* DTI is changing their scheduled downtime from Monday to every other Sunday starting at 2:00 a.m. to do maintenance upgrades.
* Ms. Bell stated that the Safe Haven Animal Sanctuary; which replaced the Kent County SPCA has been tabled until next month. They were appointed by the Kent County Levy Court to handle complaints but have not been able to substantiate a secure location where services are to be rendered in regards to access to CJIS and Web Applications.
* Capt. Jamison mentioned that the question of why some of the New Castle County PD officers are having difficult time staying connected through the SSL VPN process. Ms. Bell will have George Knutkowski follow up with some more information at the next meeting.

1. **STRATEGIC ISSUES**

* **DCAP** - Ms. Kennedy stated that they have decided to longer pursue Software AG and are currently exploring some the legacy systems that are currently being offered. There are several options that are available as far as the middleware component in the project and they are actively looking into them as well. It has been determined that there will be an additional 3 months added to the timeline but are still currently moving forward with the E-Filing and ACS zerox for case transfer.
* **IT Consolidation** – Mr. McDonald mentioned that the DSP review for consolidation has been completed for the internal step in the process.
  + It was mentioned that DOC has had a meeting with DTI to start the process and were able to identify some changes that will need to be made first.
  + Capt. Jamison asked about the mapping of the DOC probationers to be discussed with Mr. Mike Walsh.

1. **COMMITTEE REPORTS**

* **Planning Committee** - Nothing to report at this time
* **Police Complaint Access Committee** – The Delaware Department of Highway Safety has submitted a request to have IDR reports added to their viewing capabilities through E-Crash. Details are that the BAC levels will be included at the time they are entered to help determine if the DUI related accident was result of alcohol or drugs. Ms. Bell agreed that she will monitor the supplements and reports that will provide this information from the Medical Examiner’s Office. This request was reviewed with all the attending Board members and a motion to vote for access granted was made by Mr. McDonald and seconded by Capt. Jamison, with unanimous approval.
* **Policy and Procedure Committee** – There is a scheduled meeting for changes that are to be made to the current document on January 31, 2013. Once the meeting has been completed. The document will be edited with the revisions and a copy will be sent to all members to be approved or to show more changes needed. At this time the Board anticipates a completion date within the next 60 days.
* **Election Committee** - Ms. Summa was nominated to the chair this committee. A motion was made to vote by Mr. McDonald and seconded by Capt. Jamison with unanimous approval.

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. There is a complaint from the Division of Libraries in regards to the multiple emails that they are receiving about registered sex offenders. DELJIS explained to the individual that it is required by law that they are registered to be notified of sex offenders that are employed or living in the jurisdiction of the location.

1. **NEW BUSINESS**

* A question was raised in about Jury member data that is currently loaded manually be the DOJ on whether or not DELJIS can create and automated database to be maintained. Ms. Bell stated that she would look into the request. The Board was reminded of the JFC hearing on 01/30/2013 at 1:00p.m.

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. **EXECUTIVE COMMITTEE**

* The hearing was called to Executive Session by Mr. McCloskey at 11:45 a.m. with a motion made to go into closed session by Mr. McDonald and seconded by Capt. Potts. Please refer to the Executive Committee minutes.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Capt. Jamison and seconded by Ms. Bhate at 1:47 p.m. The next regularly scheduled meeting date is for **Thursday, February 28, 2013 at 10:00 a.m.**