**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, March 28, 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 10:14 a.m. Those in attendance included:

 **BOM Members Staff and Interested Parties**

 Earl McCloskey DOJ Peggy Bell DELJIS

 Major Jamison NCCPD Lynn Gedney DELJIS

 Marianne Kennedy JP Courts Mary Hansen DELJIS

 Marian Bhate PDO Nicole Wilson DELJIS

 Mary Ann McKenna DOC Joe Shockley DTI

 Captain Potts Newark PD Taneya Maddox DTI

 Deb Lindell JIC

 **Proxies**

 Earle Dempsey DTI

 for Secretary Sills

 Ralph Davis DSP/SBI

 for Mike McDonald

 Christel Davis DSCYF

 for Michelle Hoffman

1. **REVIEW OF FEBRUARY MINUTES**
* Minutes from the February 28, 2013 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Ms. Kennedy and seconded by Major Jamison. The Committee unanimously approved the minutes.
1. **NETWORK MANAGEMENT**
* **Safe Haven Animal Sanctuary** – The request will remain open at this time since there is a formal advice letter still open with DOJ.
1. **STRATEGIC ISSUES**
* **DCAP** - Ms. Kennedy stated they are regrouping and the National Center for State Courts is evaluating the project with a better approach for the successful completion of the project. They are waiting on the report to be completed and should be completed by the next meeting as they solidify their restructure.
* **DCAP/CJIS Interface** – Ms. Bell stated that there are no updates at the time since we are working with the courts as they progress as one.
* **IT Consolidation** – Mr. Dempsey stated that they are currently working with DSP are at the final stages of the recommendations. DOC the full inventory assessment has been completed and they are waiting on a new Commissioner to see if position is taken. DelDOT has been moved on to the phase two of the desktop support as well as the data center consolidation. DTI will be implementing a switcher for this agency to help with the issue that happened recently when the agency was down at a busy time.

There is a possibility that DTI may be moving “server farm” up to another location. The DHSS products that are at the Biggs Center will remain at that location since it is physically impossible for; however, equipment may be relocated.

1. **COMMITTEE REPORTS**
* **Planning Committee** – There is nothing to report at this time.
* **Police Complaint Access Committee** – There is nothing new to report at this time.
* **Policy and Procedure Committee** – Policy 4 was revised and laid on the table to vote for the final draft. A motion to lift off the table was made by Ms. Kennedy and seconded by Major Jamison; with a unanimous approval. A question was raised before the final vote on how the employer will give the employee a notice of service. Ms. Bell advised service type is up to each agency. A motion to approve was made by Ms. Lindell and seconded by Captain Potts; with a unanimous approval. Attachment A was reviewed as well with the Board.

Ms. Bell stated that there will be meetings to go over the policy four document as well as the trainers and/or security will discuss the policy with the new attendees of training. If they are some agencies that would like a one on one review security staff will go to a location to complete the task. Since there is a need to validate who has read the new document; a verification process will be added for all users, giving them a 30 day window to complete. If the user does not complete the required acceptance after the time period their access will be revoked until they it is done.

1. **OLD BUSINESS**
* **Automated System Usage Statistics** – Ms. Bell reviewed the statistics with the attendees. The manner of distributing the report was updated to now be sent out to all DSP Troop Commanders and all Municipal Chiefs.
* **Project Status Report** – Ms. Bell reviewed the current list of projects with the attendees. A question was raised by Ms. Kennedy in regards to the new criminal summons for DNREC and where it will be sent when it is completed. The first pass of the Rap-Back reporting with the public school district employees has been completed with the finalization of an MOU with PHRST, DOE and DELJIS.
1. **NEW BUSINESS**
* **Election of Officers** – A ballot was held for the recommended slate of officers and votes tallied to be 11 counts in favor of officers. A motion was made to accept the slate of officers and vote into election by Major Jamison and seconded by Ms. Kennedy.

**Chair – Caption John Potts**

**Vice Chair – Earl McCloskey**

**Secretary – Michelle Hoffman**

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 Major Jamison and seconded by Ms. Bhate at 11:23 a.m. The next regularly scheduled meeting date is for **Thursday, April 25, 2013 at 10:00 a.m.**