**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, April 25, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Capt. John Potts called the meeting to order at 10:02 a.m. A motion to go into session was made by Capt. Davis and seconded by Mr. McCloskey. Those in attendance included:

**BOM Members Staff and Interested Parties**

Capt. John Potts Newark PD Peggy Bell DELJIS

Earl McCloskey DOJ Lynn Gedney DELJIS

Michelle Hoffman DSCYF Mary Hansen DELJIS

Leann Summa Family Court Nicole Wilson DELJIS

Major Matt Jamison NCCPD Joe Shockley DTI

Deborah Lindell JIC

Marian Bhate PDO **Proxies**

Earle Dempsey DTI

for Secretary James Sills

Capt. Ralph Davis DSP/SBI

for Michael McDonald

John Betts JP Courts

for Marianne Kennedy

1. **REVIEW OF MARCH MINUTES**

* Minutes from the March 28, 2013 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Ms. Bhate and seconded by Major Jamison. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* **Subset Departments of Approved Agencies** – It was reported that the Insurance Commissioner’s Office was approved in the past; however, there is another group in the office that licenses agents. Currently SBI does the full CCH check and the agency needs the case details to determine the possibility of continued license approval. The Board asked that the formal request be submitted at May’s scheduled meeting.
* **Safe Haven Animal Sanctuary** – The draft letter for the Attorney General’s Office was presented to the Board to address all the Board’s questions and points that need clarification. A legislative task force is composing a group to change the enforcement of dog control.

1. **STRATEGIC ISSUES**

* **DCAP** - The courts are working on the recommendations of NCSC process and have nothing new to report at this time.
* **DCAP/CJIS Interface** – We are currently on hold at the moment for the courts to finish their next step.
* **IT Consolidation** – DSP completed the inventory process and a preliminary meeting was made to go over the proposed changes. DOC has a meeting scheduled to start the next process since it was on hold until a new Commissioner was appointed; which is now Commissioner Robert M. Coupe. DelDOT has a report submitted for the next step as well as going through the desktop standardization and the refresh.

1. **COMMITTEE REPORTS**

* **Planning Committee** – There is nothing new to report at this time.
* **Police Complaint Access Committee** – There is nothing new to report at this time.
* **Policy and Procedure Committee** – Policy 4 has been rolled out into production and we have successfully deployed to four municipal departments as well as State Police. There has been no push back at this time and we will continue to take small steps to get all agencies online with the changes. A new employee will not be able to sign in to acknowledge the policy instead they will have to sign the physical copy of the document first. Also as questions are presented they will be saved for frequently asked questions.

1. **OLD BUSINESS**

* **Automated System Usage Statistics** – The numbers were presented and reviewed to the Board. A change is needed to update the numbers for the LEISS summons for University of Delaware. IDR will be changing since there is new legislation that requires a search warrant has to be completed to obtain BAC levels from possible defendants.
* **Project Status Report** – The report was presented and reviewed with the Board. Some highlights were reviewed Ms. Bell:
* Accident Sale Portal – legislation introduced to address the release of the data to Car Fax and like vendors. The data that Car Fax or other vendors would be purchasing was vehicle only date. This was stalled in the legislative committee.
* AFIS interface – Troops 5 and 9 are operational; Capital PD is processing now and Troop 7 will start on May 1st and more agencies will be introduced.
* DOE interface – DELJIS has been working for the last few years to complete the interface between pilot programs and we have successfully deployed an MOU with the DOE, PHRST and SBI which afforded us the ability to receive data from PHRST; which we are cleaning up at this time. There will be two more groups of 250 teachers and 27,000 certified but not officially on a payroll for the districts since this group will need more review.
* Collection of DOC Supervision Fees – DELJIS is working on the program and we are about 90% complete at this time.
* Cry Wolf Vendor – The vendor is no longer working with DELJIS due to differences in SFTP. The request is closed due to vendor lack of cooperation.
* DCI Message Switcher – a conference call was recently held and it identified all the transaction that are needed and ones that are not at this time. Once complete DSP will shut down the old switcher.
* DCAP Logging – Request on hold until the next step has been determined.
* DMV SQL Files – Since they are coming off the mainframe; DELJIS is working with Highway Safety to see if we can get a federal grant to re-work the programs. DELJIS needs this data within applications LEISS, E-Ticket, etc.
* DNREC Summons – There are currently three summonses that have been completed and once the Police Chiefs and Chief Magistrate approve them they will be used in the automated summons.
* NICS Enhancements – This is completed for domestic indicators for all misdemeanors with the five year firearm restriction. Additionally, a program to reset the flag has also been developed. DELJIS would like to create a program to show a user who is unfamiliar with the firearm rules on how the prohibition works.
* E-Payment Modifications – DELJIS has completed the request to allow users to change the location and once complete the JP Court staff will be able to do this without DELJIS assistance.
* Interface with DATE – The tobacco side of the request has been completed and we are currently working on the alcohol. A request was made from the Commissioner to consider interfaces with their existing application.
* JP Partial Payment –We are reviewing the change needed to not allow extra time when a there is a partial payment made on a case. Once complete the testing component will begin.
* LEISS Rewrite – A December 2013 date has been tentatively given for completion and all changes that were logged as suggestions, concerns or requests will be included as permutable.
* Mental Health Records – All files have been sent to NICS as of April 11th there are approximately 19,991 files in total.
* Sealed Warrants – JP courts would like to have a document that shows which ones are sealed and once DELJIS completes the request it will be deployed.
* Security Logon Screens – The change in DELJIS Policy 4 has warranted a need to log all users that sign in to the system to show that they have accepted, read and understand the changes. There is a 30 day window that will allow the user to comply with the system and if it is not taken care of in that time period; DELJIS is the only one who can reset it. If a person is a new hire they will be required to have a hard signature on the paper document before they can confirm electronically.
* Sex Offender Application – The email portion is about 50% completed and we made the change to make the United States and other countries an option. A request was made in regards to changing the name from CJIS since it needs to be Sex Offender related.
* Validation Project – The validation program is operational. There needs to be way for any agencies without ORI (Alderman Courts, SPCA, etc.) to utilize the existing routines. The purge program will be turned back on June 1st and records not validated will be purged.

1. **NEW BUSINESS**

* HP has developed a printer solution that will take place with the extend net box. The printer works independently and coverts the font. The new printer retails for $600 and is the series 600; prints extremely quickly and exponentially faster.

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 committee went into closed session at 11:03 with a motion made by Major Jamison and seconded by Ms. Bhate.

A motion to adjourn was made at 12:16 by Ms. Hoffman and seconded by Ms. Bhate.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn from at 10:57 a.m. was made by Ms. Lindell and seconded by Mr. McCloskey. The next regularly scheduled meeting date is for **Thursday, May 23, 2013 at 10:00 a.m.**