**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, June 27, 2013**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at the Veteran’s Affairs office located in Dover, Delaware. Mr. Earl McCloskey called the meeting to order at 10:38 with a note of reminder to the change in the when the meetings that are held. A motion was made by Major Jamison to go into session and seconded by Ms. Lindell.

**BOM Members** **Staff and Interested Parties**

Earl McCloskey DOJ Peggy Bell DELJIS

Leann Summa Family Court Lynn Gedney DELJIS

Marianne Kennedy JP Courts Nicole Wilson DELJIS

Major M. Jamison NCCPD Joe Shockley DTI

Deb Lindell JIC Isabella Kaplan DTI

Marian Bhate PDO

Michelle Hoffman DYRS **Proxies**

Betty Smith DOC

For Mary Ann McKenna

Earle Dempsey DTI

For Secretary Sills

Renee Rigby DSP/SBI

For Mike McDonald

1. **REVIEW OF MAY MINUTES**

A motion to approve the May meeting minutes was made by Mr. Dempsey and seconded by Ms. Lindell.

1. **NETWORK MANAGEMENT**

* Ms. Bell stated that an email has been sent out in regards to the DMV server photos will not be available for a day or two on July 13, 2013.

1. **STRATEGIC ISSUES**

* **DCAP** – Ms. Kennedy stated the judiciary is working on stabilizing and the steps that need to be completed. The decision of what is going to be completed internally within the agency and which steps need to be contracted out. Ms. Bell wanted to ask if it is till the live feed that we will be able to view.
* **Review of DCAP** – Ms. Bell stated that there was nothing new to report at this time.
  + **IT Consolidation** – Mr. Dempsey stated DSP recommendations have not been agreed and finalized at this time. DSHS is still not completed at this time and we are still doing the internal issues between the two cabinets. DelDOT is working to upgrade with approximate of 2,000 desktops; which include, new computers, replacing the windows and software on others. The switch will be replaced with in the DMV locations on July 13th which will be completed as soon as possible. DelDOT data center will be moved to William Penn building. DOC is in the process of getting back on track with the timeline since there was a change in the Commissioner.

1. **COMMITTEE REPORTS**

* **Planning Committee** – There was no nothing new at this time.
* **Police Complaint Access Committee** – There was nothing new to report at this time.
* **Policy and Procedure Committee** – There was nothing new to report at this time.
* **Review of Recommendation of the Executive Committee** – Based off of the prior meeting are the following recommendations:

**Case# 201207117**

Ms. Bhate made the recommendation in light of this particular matter the DELJIS BOM is reviewing and clarifying what constitutes a victims copy of the police report, therefore, there was no breach. A motion was made by Ms. Lindell and seconded by Ms. Hoffman. A vote was made and 1 abstention with the reminder agreed.

**Case 201207124**

Ms. Hoffman made the recommendation that the case was reviewed and no breach was found and other appropriate agencies were notified. A motion was made by Ms. Lindell and seconded by Major Jamison. A vote was made and with unanimous approval.

1. **OLD BUSINESS**

* **Automated System Usage Statistics** - Ms. Bell reviewed the statistics and there are some of the numbers that need to be changed and updated.
* **Project Status Report** - Ms. Bell stated that there were several highlights for the Board members with the following:
  + **Cleary Reporting** - is a new project for the monitoring of college and universities crime activity on main and adjoining campuses. The reports are going to run through COGNOS as well as the addition of the PFA orders.
* **DIAC Access to LEISS Data** - to upload data in more timely fashion instead of once a day as it is currently.
* **Kiosk Interface** – A request from OSCCE is in the process of identifying the specifications and funding.
* **LEISS for NIBRS Rewrite** - DELJIS is having a meeting with SBI to see what tables can be reduced. The update will be given at the next meeting in regards to final outcome.
* **Merging Charges and Cases** - E-Ticket has been updated to allow the civil charge of using a cellphone while driving is added to the same ticket, so there will be no longer separate tickets. We are working to complete the same acceptance with the civil seatbelt violation.
* **NIBRS Law Enforcement Counts** – A request from SBI to allow the manual report of law enforcement personnel to send to the FBI.
* **Temporary License Revision** - being modified to be in compliance with the MV529 form to allow in state and out of state unlicensed drivers to have a temporary license because of traffic violations.
* **Victims Compensation Fund** - in the process of passing legislation and once the Governor signs into legislation we will create the effective date
* **Medical Marijuana Forms** – A question was raised about the form the Board will get and email with the actual forms included as a sample.
* **Review of the “Victim’s Copy” of Police Report** – Ms. Bell stated that the Board defines the Victim’s Copy of the report, as defined in LEISS, to include all pertinent information but not the investigative narrative. The Board will have the sample policy to vote on at the August meeting.

1. **NEW BUSINESS**

* Mr. Dempsey made a motion to cancel the July meetings of Project Steering Committee on July 23rd as well as the Executive Committee meeting and Board of Managers meeting on July 25th and seconded by Ms. Lindell. A vote was made with unanimous approval.
* Mr. McCloskey updated the Board on the Just Ware and New Dawn Technologies as the new DOJ Case Management System.
* Mr. Dempsey introduced Isabella Kaplan to the Board as a new customer service representative.
* Ms. Bell stated the agency has been receiving some requests in regards to the police reports that are being completed within a municipal agency. The town of which that the municipal agency is in does not have the authority to print and review these police reports by town member; regardless of whether they hold a title position. A letter will be sent out on behalf of DELJIS.

1. **Public Comment**

There were no members of the public that attended this meeting; therefore, there is no comment at this time.

1. **ADJOURNMENT**

A motion to adjourn was made by Mr. Dempsey and seconded by Major Jamison at 11:51a.m.