**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGER**

**MEETING MINUTES**

**Thursday, September 19, 2013**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at the Delaware State Police Museum Conference Room, located in Dover, Delaware. Captain Potts called the meeting to order at 10:23. A motion was made by Major Jamison to go into session and seconded by Mr. McCloskey.

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

Captain Potts Newark PD / Police Chief’s Peggy Bell DELJIS

Major Jamison NCCPD Lynn Gedney DELJIS

Leann Summa Family Court Mary Hansen DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Mary Ann McKenna DOC Ralph Davis DSP/SBI

Marian Bhate PDO Joe Shockley DTI

Mike McDonald DSP Isabella Kaplan DTI

**Proxies**

Bob Denton JIC

for Deb Lindell

Mark Hitch JP Courts

for Maryann Kennedy

Earle Dempsey DTI

for Jim Sills

1. **REVIEW OF AUGUST MINUTES**

A motion to approve the August meeting minutes was made by Major Jamison and seconded by Mr. McDonald. Motion carried.

1. **NETWORK MANAGEMENT**

* Office of the Public Guardian
* Access was granted by a motion being made by Mr. McDonald and seconded by Ms. Summa; a vote was made and carried.
* Cheswold Code Enforcement
* Access was granted by a motion being made by Mr. McDonald and seconded by Mr. McCloskey; a vote was made and carried.

1. **STRATEGIC ISSUES**

* **DCAP** –There were no new updates to report at this time.
* **Review of DCAP** – There were no new updates to report at this time.

1. **IT Consolidation** – Mr. Dempsey stated that there are some updates in regards to DSP consolidation is scheduled for a few months out since they are working currently with DelDOT to get their data center operational; along with the replacement of their PC’s. DNREC has been fast tracked do to a key IT resource planning to retirement of that resource allows for them to get their last steps completed.
2. **COMMITTEE REPORTS**

* **Planning Committee** –The DELJIS Workshop has been scheduled for Wednesday, November 13th at the Duncan Center in Dover. Invitations and meal requests were sent out to all parties and we are waiting until November 7th to receive the final head count.
* **Police Complaint Access Committee** – There was nothing new to report at this time.
* **Policy and Procedure Committee** –Ms. Bell stated that DELJIS has received revisions for Policy 4 from DAG Tupman. There are some concerns with the revised changes and DELJIS staff will prepare the changes for presentation at the November 13th workshop. Staff will circulate the recommended changes and concerns before the workshop. A motion was made by Mr. McDonald and seconded by Major Jamison to draft a letter to Alison Reardon to request possible new council representation. This letter will be drafted by Ms. Bell and given to the members of the Board to review before it is officially sent.
* **Review of Recommendation of the Executive Committee** – Based off of the prior meeting are the following recommendations:

**Case# 201304**

Announcement of the decision that was made is to allow access be restored based off of sponsorship from any sponsoring agency. A motion to affirm decision was made by Ms. McKenna and seconded by Mr. Denton; motion carried but with one abstention from Mr. Dempsey.

**Case# 201303**

Announcement of the decision that was made is to allow access to be reinstated but only at the conclusion of the criminal court case letter from employer stating that they are in support of indirect access. A motion to affirm decision was made by Mr. McCloskey and seconded by Major Jamison; motion carried but with two abstentions from Mr. Dempsey and Ms. Summa.

1. **OLD BUSINESS**

* **Automated System Usage Statistics** - Ms. Bell reviewed the statistics with attendees.
* **Project Status Report** - Ms. Bell stated that there were several highlights for the Board members with the following:
* AFIS Interface with CJIS is operational at Troops 3, 4, 5, 7, 9, Capitol Police, South Bethany and Dewey Beach. The three DNREC departments and Delaware State University will be added as well. More agencies will be included accordingly.
* DELJIS/DOE interface for school districts has been completed with 86% match rate for employees that have fingerprints. All new teachers will be added as they are hired but there is no ability at this time to add teachers that do not have fingerprints but currently are employed.
* CJIS Hosting Environment has made some significant strides in stabilizing the new site; with continued updates and changes being made.
* DOC fee for OSCCE interface is approximately 90% complete. Once completed DOC will have an interface with their DACS system to determine the fees owed by individuals on probation.
* DCAP Logging for transactions with JIC that are pulling criminal data into CJIS is on hold at this time.
* DOJ Public Site for Arrests is on hold at this time.
* DUI Blood Search Warrant does now have a finalized PDF document that is available in LEISS under the IDR function. This document has been approved to be the sole form to be used for all agencies. Although, there are several agencies that prefer to use their own forms; DELJIS will only post the DOJ approved version.
* Kiosk Interface for OSCCE is preparing the scope of project as well as the cost estimate for this request but a programmer has been assigned to complete the project once everything is in place.
* LEISS Rewrite has been moving along the timeline with accuracy. A question was raised from Ms. Lynch in regards to adding a supplement to the field service report. Ms. Bell stated that this request will not be completed since there is no need to add one to the FSR but suggested that the officer use the miscellaneous report instead.
* Mental Health records are still successfully being processed with a total count of 19,430 in the system. There has been one competency hearing.
* Revoke bail on first arrest after a second violent felony is now in production.
* Sex Offender Application is being upgraded from the current one but not in “physical” terms with any impact to the users. There were some firewall exceptions that needed to be addressed. Some agencies are not able to use this program due to a firewall problem or unknown operating system release.
* Temporary License Revision is being updated for licenses that are suspended / revoked will print out with revoked on the top; this will be compliant with the MV529 form.
* User Access View for NCIC will be created for DSP. This will eliminate the paper process that is currently being used and contain training.
* Victim Compensation Fund has been updated with the new change. Originally all charges would have a standard 18% charge fee added but now there will be a minimum of $10.00 regardless of the fine. This will be released possibly in October.

1. **NEW BUSINESS**

There was nothing new to report at this time.

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 Major Jamison and seconded by Mr. Dempsey at 11:28 a.m.