**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGER**

**MEETING MINUTES**

**Thursday, December 19, 2013**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at the Commission of Veteran Affairs Conference Room, located in Dover, Delaware. Captain Potts called the meeting to order at 10:30.

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

 Marian Bhate PDO Peggy Bell DELJIS

 Deb Lindell JIC Lynn Gedney DELJIS

 Major Jamison NCCPD Mary Hansen DELJIS

 Leann Summa Family Court Nicole Wilson DELJIS

 Captain Potts Newark PD Michelle Brogden DSCYF/YRS

 Earl McCloskey DOJ Joe Shockley DTI

 Phil Winder DOC Isabella Kaplan DTI

 Mike McDonald DSP IT John Hanlon ICE

 Marianne Kennedy JP Courts Anthony Ditchkus ICE

 Nancy Dietz DYRS Captain Davis DSP/SBI

 **Proxies**

 Earle Dempsey DTI

 for Secretary Sills

1. **REVIEW OF NOVEMBER MINUTES**

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

1. **NETWORK MANAGEMENT**
* US Immigration and Customs Enforcement
* Access was granted by a motion being made by Mr. McDonald and seconded by Ms. Kennedy; a vote was made and carried. This access will not be for officer notes in e-ticket.
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. Ms. Kennedy requested that DCAP be removed from the agenda until there are some changes with the application.
1. **IT Consolidation** – Mr. Dempsey stated that there are some updates in regards to Department of Safety and Homeland Security overall data center migration. This included the electrical wiring and switches in the facilities. Mr. McCloskey wanted to know if Department of Corrections had completed the “physical” components of their consolidation. Ms. Bhate updated the attendees about the upgrades having an impact on the BLAN lines that have certain ports that are used. Mr. Dempsey stated that contact should be made with Mr. Shockley and Ms. Kaplan to get the list of those ports to them so the conversion goes smoothly.

1. **COMMITTEE REPORTS**
* **Planning Committee** – There was nothing new to report at this time.
* **Police Complaint Access Committee** – There was nothing new to report at this time.
* **Policy and Procedure Committee** –Ms. Bell stated that there is an issue with the Dover Air Force Base compliance concerning fingerprint and all users. Agencies are reminded that they need to let DELJIS know who gets direct and/or indirect access and this is agency based non-compliance with Directive 4 could result in loss of system access.
* **Review of Recommendation of the Executive Committee** – Based off of the prior meeting are the following recommendations:

**Case# 201305**

Announcement of the decision that was made is to allow access for user is to remain suspended until the outstanding court charges are adjudicated; the individual has to contact DELJIS when this has been completed. A motion to affirm decision was made by Ms. Bhate and seconded by Mr. McDonald; a vote was made and carried.

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:
	+ **CJIS/AFIS interface** - rolled out to several agencies. NCCPD has a true turnkey operation and they have started using the application along with several other police agencies.
	+ **Bail/Bondsperson Database** – DELJIS is working on the programming and will be reaching out to SBI to secure a list of business names that are authorized agents.
	+ **Bail Forms for JP Court** – The new RAI form will be moved into production for the JP Courts to begin utilizing December 19th. This will track the case and a new RAI can be added as the case moves through the court system.
	+ **CAD Interface** – DELJIS is working with DSP and the local PSAP centers concerning the interface points that the CAD vendor is requesting.
	+ **DIAC uploads** – The LEISS upload program has been changed and the new upload is done every 4 hours versus the original once a day. This is in production and operational.
	+ **Mental Health Records** – No decisions has been made as to how to handle the individuals that have a conditional authorization to purchase a firearm. DELJIS is waiting on Delaware State Police to work through the process.
	+ **NIBRS Law Enforcement Reporting** – This was the only manual form submitted to the federal government manually by SBI. To facilitate this process DELJIS is creating a way for SBI to create the report via an automated format.
	+ **School Warrant on Students** – This will assist SRO and others at the school to have students that is wanted to get to court to address the outstanding matters.
	+ **Temp Licenses** – The program has been developed to print either valid or not valid based on what the officers enters. If a person’s license is not valid in Delaware it will print not valid.
	+ **Vine Interface** – DELJIS is working with the vendor to close cases that are no longer pending in the court system.
1. **NEW BUSINESS**

Ms. Bell let the Board know that Ms. Ann Hill will be retiring as of January 30, 2014.

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 Ms. Lindell at 11:28 a.m.