**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, January 23, 2014**

**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 10:34. Lieutenant Fred Calhoun was introduced to the attendees as the new appointed member of the board in place of Major Jamison.

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

 Captain Potts Newark PD Peggy Bell DELJIS

 Earl McCloskey DOJ Lynn Gedney DELJIS

 Leann Summa Family Court Mary Hansen DELJIS

 Major Jamison NCCPD Nicole Wilson DELJIS

 Nancy Dietz DYRS Lieutenant Calhoun NCCPD

 Phil Winder DOC Ralph Davis DSP/SBI

 Mike McDonald DSP IT Tom Ellis DOJ

 Joe Shockley DTI

**Proxies**

Lisa Minutola PDO

 For Marian Bhate

Stephen Spalluto JIC

 For Deb Lindell

Kathy Bates JP Courts

 For Marianne Kennedy

1. **REVIEW OF DECEMBER MINUTES**

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

1. **NETWORK MANAGEMENT**
* Townsend Police Department
* 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**
	* .**IT Consolidation** – Mr. Shockley stated that everything is on schedule for the beginning of the year so far; with no other updates to provide at this time.
2. **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** –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# 20130750**

Announcement of the decision that was made is to allow access for user is to reread, resign and retrain with a letter from the Executive Director. A motion to affirm decision was made by Ms. Dietz and seconded by Ms. Minutola; a vote was made and carried.

1. **OLD BUSINESS**
* **Automated System Usage Statistics** - Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report** - Ms. Bell stated that there were several highlights for the Board members with the following:
* Accident Sale Portal – the Treasures Office is currently working with DELJIS to establish a merchant number to move forth with the ability to sell the crash reports in the near future. Thanks to Mr. Dempsey for his help.
* Adjudicated Summary – this project is about 90% completed to allow the court to add pending charges to the printed version of the summary at court to work along with the proof positive hearing.
* AFIS Interface – we are consistently working with several agencies to get as many as possible using the application. There is a problem with the interface if police do not complete or perform arrest processing. Ms. Bell advised the police have become use to JP Courts adding the arrest information. Mr. McDonald asked if there is something that could be added to JP Processing to not allow the court to finish their work if there is no arrest processing. Ms. Bell advised that this would put extra work on JP staff and is working with law enforcement to encourage arrest processing completion.
* Bail Bondsperson Database – SBI and DELJIS are working towards getting the businesses that are active to be loaded into the table.
* Cars Interface – we are going to be working with DELDOT to extract data through four new web services.
* Crime View Interface – Omega group is the vendor who will be building the interface with DIAC for DSP. Mr. McCloskey wanted to know if it interfaces with Patriarch. DELJIS will follow up with Lt. Crotty at DIAC.
* Interface with OSCCE Kiosk – Sample screens and specs have been sent to the vendor but currently waiting on funding.
* LEISS Rewrite – 80% complete on the complaint side and 20% completed on the warrant side. Once it is completed there will be a more stable platform for future use and more user friendly. There will be an offline mode for warrants but not for compliant/incident data.
* Mental Health Records – people have been cleared to purchase / own a weapon but they were still showing that they could not and DELJIS is working with SBI to complete the cleanup process.
* Merging of Charges and Cases – the application is in process to place civil violations with traffic violations on the same ticket except seatbelt violations as a stand-alone charge with another traffic case.
* NIBRS Interface – programming has begun to allow law enforcement personnel counts to the FBI.
* Temporary License – now in production and is closed.
* VINE Interface – a recent update has been supplied to the vendor that removed over 200,000 cases that were showing still active but were already resolved.
* Web Alerts – we are moving the application from single sign on to new Web Portal. Mr. McDonald wanted to know if there are certain criteria requirements that have to be met to have something added to the system. We do keep a list of what is currently flagged and we do follow up consistently to make sure that the record is flagged for original reasons and to whether we continue or not. DELJIS has criteria based on a “valid” business need.
1. **NEW BUSINESS**
* **Nomination Committee** – Ms. Summa was appointed to chair and will have a slate of Officers for next month.
* **JFC Appointment** – Ms. Bell informed the attendees that DELJIS has their annual budget hearing on February 5th at 1:00 p.m. at Legislative Hall. DELJIS is seeking funding for VINES. Presently the application has been in place for 6 years with no cost to the state. All the grants have been exhausted and there are ideas being floated that may or may not work. The cost of VINE that DELJIS is seeking is $127K to be added to the budget; follow up will be at next month’s meeting.
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. McDonald and seconded by Ms. Summa at 11:24 a.m.

**The next meeting is scheduled for February 27, 2014 at 10:30 a.m.**