**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, March 27, 2014**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Captain John Potts called the meeting to order at 10:38 a.m. Those in attendance included:

**BOM MEMBERS:** **STAFF AND INTERESTED PARTIES:** **PROXIES:**

Captain John Potts Newark PD Peggy Bell DELJIS Earle Dempsey DTI

Earl McCloskey DOJ Lynn Gedney DELJIS for Secretary Sills

Phillip Winder DOC Nicole Wilson DELJIS

Marian Bhate PDO Joe Shockley DTI

Nancy Dietz DYRS Isabella Kaplan DTI

Deb Lindell JIC Lisa Morris DOJ

Leann Summa Family Court Pat Davis Oliva DOJ

Marianne Kennedy Family Court

1. **REVIEW OF FEBRUARY MINUTES**

* Minutes from the February 27, 2014 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. Dempsey and seconded by Ms. Bhate. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

Ms. Bell stated that the deadline for the April 8, 2014 deadline for desktops and laptops that are still using Windows XP will longer be supported after the set date. DELJIS has been servicing every department that we are able to access to make sure all computers are up to date. Mr. McDonald stated that the state agencies short of one department under DOC have completed the modifications to Live Scan Units.

1. **STRATEGIC ISSUES**

* **IT Consolidation** – Mr. Dempsey updated that DSHS and DelDOT. FTC SLA is being finalized with DNREC in early April. DOC has an MOU prepared that is presented this week. Communication with DSP Consolidation was started in February and in the next week there will finalization completed.

1. **COMMITTEE REPORTS**

* **Planning Committee** – There is nothing to report at this time.
* **Police Complaint Access Committee** – There is nothing new to report at this time.
* **Policy and Procedure Committee** –.There is nothing new to report at this time.
* **Executive Committee** – The Committee voted in Executive Session to reinstate the user complete access immediately. A motion to reaffirm was made by Mr. McCloskey and seconded by Ms. Bhate. A vote was made unanimous short of one abstention from Ms. Summa.

1. **OLD BUSINESS**

* **Automated System Usage Statistics** – Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report** – Ms. Bell reviewed the current list of projects with the attendees.
* Accident Sale Portal – Testing of the web application has begun and the coding for the financial portion is being created.
* Adjudication Summary – Correction are being conducted at this time and once they are complete; it will be returned to courts for retesting.
* AFIS Interface – DELJIS is working with SBI to get the AFIS print packet interface operational.
* Building Interface DOE/CJIS – A request made by DELJIS to add a start date and an end date to the data fields was sent to PHRST. There has been a positive response that this is possible so DELJIS can accurately contact the current employer.
* CAD Interface – Meeting with the vendor to see how the data transfer will be completed. DELJIS will not sit in on the call unless there is someone from DSP or DSHS. Terry Whitham is retiring as of the end of April 2014 and we will need to find who the replacement representative needs to be there.
* CARS Interface – We are working on the web services but DELJIS needs the IP addresses to complete xml firewall access.
* DCI Message Switcher Modernization – We are working with the vendor on some of the searches that can be completed such as wanted persons and stolen vehicles. Additional fields needed for wanted person name search.
* Family Court Financials – JIC has begun there their coding on their programs and once completed it will be turned over to Family Court for testing.
* Kiosk Interface – OSCCE will have a meeting within the next two weeks since the programming has been completed. DELJIS is waiting on vendor to complete their changes so testing can begin.
* LEISS Re-write – DELJIS is close t0 75% complete with the complaint and warrant side. Work has begun warrant/summons document print. There will be a demo in April at the LEUG meeting.
* Mental Health Records – Working with DOJ and getting close to an AG’s opinion as well as working through some records that need to be updated.
* Printing to the Cannon Printers – DTI was working on a way to replace the extend net boxes; however, they were not successful. This needs to be completed since some forms need to be updated.
* Red Light/Green Light – Pass or fail to enter is a school project and there was a meeting with Advantech. SBI has given permission for tier 2 and 3 but not un-tiered sex offenders to be released. The school asked if there was a way to let people know that there is a current PFA. Mr. Agne stated that they can.
* School Reporting of Active Warrants – The SRO’s at each school will get notices that there are some warrants for the students that they attend. This is intended to help not hinder the education process.
* Search Warrants – These will be addressed after the new LEISS has been completed and deployed; then enhancements will be made.
* Web Alerts – DELJIS is working on this internally on programming and will be moving to another web portal.

1. **NEW BUSINESS**

* **Election of Officers** – Ballots were distributed to voting members of the Board. The Slate of Officers was presented. The ballots collected and tallied. The Slate of Officers presented below passed unanimously.

**Chair – Caption John Potts**

**Vice Chair – Earl McCloskey**

**Secretary – Michelle Hoffman**

* A motion was made by Mr. McCloskey and seconded by Captain Potts to bring up SBI number release to the public for DOC related need at the April 24, 2014 meeting.

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. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McCloskey and seconded by Mr. Dempsey at 11:24 a.m. The next regularly scheduled meeting date is for **Thursday, April 24, 2014 at 10:30 a.m.**