**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 10:35 a.m. Those in attendance included:

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

Deb Lindell JIC Peggy Bell DELJIS

Leann Summa Family Court Lynn Gedney DELJIS

John Potts Newark PD Mary Hansen DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Fred Calhoun NCCPD Lisa Morris DOJ

Marianne Kennedy JP Courts Patty Davis-Oliva DOJ

Marian Bhate PDO Sherry Lambertson Fire Prevention Commission

Joe Shockley DTI

**PROXIES:**

Earle Dempsey DTI

for Secretary Sills

Michelle Brogden DYRS

for Nancy Dietz

Eric Hamm DSP-SBI

for Mike McDonald

1. **REVIEW OF MARCH MINUTES**

A motion was made by Mr. McCloskey to approve the minutes with one change being made to the name of the Secretary from the slate of officers and seconded by Mr. Dempsey. Motion was carried.

1. **NETWORK MANAGEMENT**

The Fire Prevention Commission employee Ms. Lamberston presented to the Board Members the request for access to DELJIS application and CJIS. Mr. David Truax was hired and starts in May with the Fire Commission Services. Mr. McCloskey wanted more detail on bulleted items 2 and 3 that the Fire Commission will not be conducting background checks. A motion was made by Ms. Bhate and seconded by Mr. McCloskey to grant access, a vote was taken with a unanimous decision.

1. **STRATEGIC ISSUES**

* **IT Consolidation** – Mr. Dempsey finalized the agreement with DNREC and the first wave of staff will begin next week. The week before was the Fire Marshall and the Fire Commission bringing them in July. DSP will have a baseline sometime in September. Mr. McCloskey wanted to know when the physical moves for servers will occur will there be enough space for the servers. Biggs is maxed out on power not space. William Penn is set to have 8 more servers.

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.

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 internally.
* Adjudication Summary – Corrections were completed since the last meeting and returned for retesting.
* AFIS Interface – A fix was put in the packet which was sent to Live Scan to give it a unique number to prevent merging of arrest information.
* Building Interface DOE/CJIS – Monthly updates of active employees for each school district are being sent; including the request to add a new field to show a close date when an employee leaves a district.
* CARS Interface –The web service has been created and is available for testing to DelDOT; as well as internal testing being completed by DELJIS.
* DCI Message Switcher Modernization – New transactions were supplied to vendor for TIII transactions. Additional searches for Criminal History and additional fields for wanted name search completed and sent to the vendor.
* Family Court Financials – JIC has completed their coding and has been turned over to Family Court for testing.
* Kiosk Interface – DELJIS is waiting for Vendor to complete their code testing. The public epayment is now available for DOC fees. We are working on the completion of internal epayment available to OSCCEE to pay DOC fees.
* LEISS Re-write – DELJIS is 80% complete with the complaint and warrant side. Working as well on warrant/summons document prints and incident reports. A demo was given successfully at the April 15th LEUG meeting.
* Public Defender RAI Print – A request was made to add RAI from to the Criminal History print. This will be accomplished by using the most recent information entered by the Judge for the case to print when requested.
* Red Light/Green Light – We are creating an interface with Advantech. The field definitions on what we are going to provide for Wanted Persons, Sex Offenders and individuals with Protect From Abuse Orders are a part of the agreed upon.

1. **NEW BUSINESS**

* Ms. Bell stated the Board the subject of releasing the SBI Number to the public. The SBI Number is needed by DOC to arrange, to write or to visit with an inmate for family members. Additionally, the number is needed to add funds to commissionary accounts. One idea was to display the SBI Number of those under DOC control on VINE. Currently, all states except Delaware display the SBI Number. Ms. Lindell wanted to know if it would violate the prior decision on the SBI Number usage. Ms. Bell explained the usage of the SBI Number is for business purpose. Ms. Bhate stated releasing the SBI Number is not confirming that a person has criminal history. Ms. Morris and Ms. Davis-Oliva stated that we should place on this item on the agenda for May’s meeting and they will research the issue. Ms. Lindell asked that Ms. Linda Carmichael be included as well.

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. Dempsey and seconded by Ms. Summa at 11:36 a.m. The next regularly scheduled meeting date is for **Thursday, May 22, 2014 at 10:30 a.m.**