**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, May 22, 2014**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. Earl McCloskey called the meeting to order at 10:39 a.m. Those in attendance included:

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

 Nancy Dietz DYRS Peggy Bell DELJIS

 Philip Winder DOC Lynn Gedney DELJIS

 Marian Bhate PDO Mary Hansen DELJIS

 Mike McDonald DSP/IT Nicole Wilson DELJIS

 Earl McCloskey DOJ Isabella Kaplan DTI

 Deb Lindell JIC Joe Shockley DTI

 **PROXIES:**

 Mark Hitch JP Court

 For Marianne Kennedy

 Eric Hamm DSP/SBI

 For John Potts Newark PD

1. **REVIEW OF APRIL MINUTES**

A motion was made by Ms. Bhate to approve the minutes seconded by Ms. Lindell; with unanimous approval.

1. **NETWORK MANAGEMENT**
* Insurance Commissioner’s Office – A request to modify the current access that was granted originally for LEISS print/preview only; they would like to have full access to LEISS to be able to write reports. Mr. Pepper is the Director and Mr. Pyle the Deputy Director; stated that there are currently 10 background investigators. They investigate through the Department of Justice to perform all of their intakes and indictments; there has been a larger amount of cases that are being scheduled and they want to be able to complete the reports themselves. The agency will designate only a few of the 10 current investigators to receive the full LEISS access and the others will still have print only. Ms. Bell asked if they currently go out to complete the reports and seek warrants. A motion to approve and grant access was made by Ms. Dietz and seconded by Mr. McDonald.
1. **STRATEGIC ISSUES**
* **IT Consolidation** – Mr. Shockley stated that they have consolidated DelDOT and DNREC as well as some DOC updates. Ms. Kaplan stated that DSP is set but with a tentative timeline due to having some issues. DSP hopes to be at the William Penn building by February 2015.
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** – Ms. Bell stated that at the Project Steering Committee meeting that was on 5/20/2014 a discussion in regards to the proper and legal way to dispose of printed criminal history. Ms. Morris from the Department of Justice stated that DOJ has something that will help with the secured document retention laws. Mr. McDonald also stated that there is a section dealing with the eradication of criminal history and requested for it to be placed on the agenda for June’s meeting. Ms. Dietz wanted to know if there is annual review currently for the Policies and Procedures; currently DELJIS is in the review process. Ms. Bell advised DOJ and DELJIS are working on them.
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 – Internal testing has been started as well as the financial backend piece is 80% complete.
* Adjudication Summary – Internal testing in progress.
* Bail Bondsperson Database – DELJIS meet with SBI to go over the licensing process and current system used. We are currently waiting on screen shots and sample forms/reports needed.
* CJIS and DOE Interface – Currently waiting on the final file to be sent from OMB with the requested field addition to show the end date of employment.
* CARS Interface – Web service has been tested by DELJIS and DelDOT but we are still waiting on IP addresses for the implementation of the product.
* Crime View Interface – DELJIS is working on updating the crime code table with missing descriptions and fielding any questions that come in.
* DCI Message Switcher Modernization – Triple I transactions have been implemented into production as of 4/28/14 and the new formats for wanted person name searches supplied to the vendor. Also the NIC write back for sex offender as well as registration plate entry/modify transactions supplied for testing.
* DOC Domestic Violence Referral Form – This request is new and has not been assigned but will address the referral of SV cases from P&P.
* DSP Police Portal – Working with DSP and vendor for the new “dashboard” to be created.
* Family Court Financials – Most of the testing has been completed and we are expecting within the next week or two to roll into production.
* JP Courts COGNOS Changes – The reports have been changed and project completed as of 5/1/2014
* Kiosk Interface – DELJIS had a conference with the vendor and we are expecting the completion of the data screens to be completed within 30 days or less. Mr. Winder wanted to know if there was a way to integrate everything in the future. DELJIS suggested he follow up with the vendor as we are not sure of added capabilities.
* LEISS Rewrite – DELJIS will be presenting the application at the next LEUG meeting on 6/17/2014.
* Mental Health Records – Records are continuing to be counted daily.
* Name Based Record Check – This project is the Summer Camp database that is being created to adhere to Executive Order 42 that was signed into legislation. We will be checking to see if the workers/volunteers meet a certain criteria to be eligible for work with minor children as preceded by the kids department.
* Printing to Cannon Printers – There is a meeting scheduled with DTI on 5/20/2014 to go over any options to change the programs to allow printing without the extend net boxes. DELJIS is looking into enhancements through Zebra Technology for the printers to see if there is a solution.
* Research Downloads – DELJIS will be working with our end user agencies to release data for study addressing various crimes. We will also be using this function for any MOU’s that are drafted and signed.
* School Reporting of Active Warrants – The current SRO’s assigned in the public and charter schools will be receiving additional notices for wanted students in the school that they are assigned to. This will go in effect in June 2014. This is advisory material only.
1. **NEW BUSINESS**
* Discussion of Release of SBI Numbers – DELJIS has sent all of the information about the history of the SBI number concerns to Ms. Morris and is currently reviewing all material. Once the review is completed then we can move forward with a proposal of what we can do about the public being aware of the SBI number for DOC clients.
* A request was made to have a discussion of Historical Records placed on June’s Agenda.
* Ms. Bell stated that there was a structural organization change to DELJIS employees. Ms. Ann Hill retired and Mr. Ray Sammons is the assistant trainer. Ms. Nicole Wilson has taken Mr. Sammons position as the Information Systems Auditor as well as currently waiting to fill the Management Analyst II position.
* On Sunday June 15th the system will be offline for maintenance and upgrades. Ms. Bhate would like to see the notices of downtime for the system to be sent out to Board Members so they can disseminate accordingly to their employees.
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 Ms. Bhate and seconded by Ms. Lindell at 11:38 a.m. The next regularly scheduled meeting date is for **Thursday, July 46, 2014 at 10:30 a.m.**