**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, July 24, 2014**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Captain Potts called the meeting to order at 10:56 a.m. Those in attendance included:

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

Michael McDonald DSP Lisa Morris DAG

Patty Davis-Oliva DAG

Marian Bhate PDO Lt. Eric Hamm DSP-SBI

Earl McCloskey DOJ Preston Lewis Indian River School District

Captain Potts Newark PD Kurt Brown Indian River School District

Leann Summa Family Court Frank Sullivan DE Harness Racing

Phil Winder DOC Commission Mark Tobin DHSS/Office of Animal

Deborah Lindell JIC Welfare

Joe Shockley DTI

**PROXIES:** Isabella Kaplan DTI

Peggy Bell DELJIS

Michelle Brogden DYRS Mary Hansen DELJIS

Proxy for Nancy Dietz Nicole Wilson DELJIS

Mark Hitch JP Court Kelly Knutkowski DELJIS

Proxy for Marianne Kennedy

1. **REVIEW OF JUNE MINUTES**

A motion was made by Mr. McCloskey accepted to approve the minutes and seconded by Ms. Bhate; with unanimous approval.

1. **NETWORK MANAGEMENT**

* DOE Indian River School District
  + A motion was made to deny access subsequent to a new application to better define for the Board what is actually needed in the new application by Mr. McDonald at 11:48 a.m. and seconded by Ms. Summa; a vote was made and carried.
  + Dept. of Agriculture/ Harness Racing
  + A motion was made by Mr. McDonald at 12:19 p.m. to permit motor vehicle data contingent upon keeping a log of a driver’s license or driver’s registration with an internal case number that supports the search and seconded by Mr. McCloskey; a vote was made and carried.
  + DHSS/ Office of Animal Welfare
* A motion was made by Mr. McDonald at 12:41 p.m. to approve application contingent upon House Bill 311 being passed into law and was seconded by Mr. Hitch; a vote was made and carried.

1. **STRATEGIC ISSUES**

**IT Consolidation** – Mr. Joe Shockley with DTI provided an update that the current four agencies/organizations that are in consolidation are being processed and provisioned through personnel. Just processing at this time.

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 Decision Review from Hearing**

At approximately 12:43 p.m. a motion was made by Ms. Bhate to enter into executive session to discuss Case #20130776 and criminal files and criminal records pursuant to 29 Delaware Code §10004, the disclosure of which would constitute an invasion of personal privacy. The motion was seconded by Mr. McCloskey; with unanimous approval.

The BOM returned to open session for voting.

At approximately 1:05 p.m., a motion to affirm the decision of the Executive Committee was made by Ms. Lindell and seconded by Ms. Bhate. Five approved motion carried with one abstention.

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 – The financial backend reporting is about 90% completed. Internal testing by DELJIS.
* Adjudicated Summary – Internal testing is in progress by DELJIS and we are addressing any issues.
* AFIS Interface – No problems have been reported and Dover Police and NCCPD will be added by August 4th.
* Bail Bondsperson Database –We have received screen shots and additional requirements and are working on programming additional requirements.
* Build Interface Matching Program Between DOE (3 pilot schools) and CJIS –We are waiting on employee files with end dates to complete process for the school staff. We project to have this by June.
* CAD Interface – We are addressing any questions from the vendor as they arise.
* CCDW Interface Program – We are modifying the CCDW program to download records on demand. JIC has been meeting with the vendor to print new cards and need a way to download records on demand.
* Crime View Interface – We are working on updating the crime code table with missing descriptions. We are answering any questions as they arise.
* Data Exchange with Adjoining DOC – An MOU has been finalized and we are working on the Participant Agreement.
* DCI Message Switcher Modernization – We are working on transactions and participating in monthly calls.
* DMV Look-Up to SQL Files – We have a meeting scheduled with DMV to discuss the new capabilities.
* DOJ Case Tracking – We will meet with the JustWare vendor as needed.
* E-Warning/Juvenile Justice Charges – This will be incorporated into the new LEISS once the program is released.
* Family Court Financials – Testing has been completed and we plan on implementation for 7/1/2014.
* KIOSK Interface – A meeting was held on merchant accounts and we will need to have tow applications; one to be used by Kiosk for retail and one to be used by the public e-payment site online payments but same merchant account can be used. Retail application has been setup for OSCCE DOC. Need to change payment type from e-commerce to MOTO for the retail applications. We will test OSCCE DOC the week of 6/23/14.
* Law File Table Rewrite- We received NCHIP funding for the Law File Re-write. This has not been started. Numerous patches have been added to the Law File over the past ten (10) years. DELJIS will re-write the file to enhance processing and data exchanges.
* LEISS Tables- We received NCHIP funding for Table and LEISS enhancements. We have not started this process.
* LEISS Rewrite – Internal testing of phases that are completed are being tested.
* Mental Health Records – We have transferred data from DHSS Mental Health to DELJIS and uploaded to NIC. Initial load will be 18,512 records. Modify LEISS for 8007 mental records. We will create new files for data storage. The epilogue language was released in the budget act to remove all mental patients from CCH. DELJIS will be converting mental records to transports and must be done by 1/1/15 per epilogue language. As of 7/21/14 there are 19,733 records in NICS. We are still handling exceptions as they present themselves.
* Printing to Cannon Printer – JIC has been working with vendor and DELJIS to see if this is doable. However, removing printers from the table has caused other issues.
* Public Defender RAI Print – Programming is in progress.
* Research Downloads – CDC download has been completed and data has been provided for State Agencies.
* Red Light/Green Light – We have received web service specifications. Programming is in progress.
* School Notices for University of Delaware – The advice of the DAG assigned to DELJIS advised this does not meet the business need and therefore should be avoided.

1. **NEW BUSINESS**

* Discussion of SBI Numbers – Ms. Lindell inquired about the status of SBI numbers.
* DAG Morris has retrieved the current VINES agreement from DELJIS to see if we were to discuss SBI numbers going on VINES what the agreement entails and also includes all the fields that we have previously agreed with VINES to supply and we have done some research with VINES with all the other states where the information is available.
* Deb Lindell asked about the future plan.
* DAG Morris plans to summarize all the research and information from the DELJIS documents and compile information for the Board Members to have and then look at the current state of the law to see if a decision needs to be made at the Board level or Legislative level.
* Lt. Hamm had a question about a person who wanted to get an FBI number so he called CJIS at FBI and spoke to their legal counsel and they told him that he cannot release that information which he thinks it’s their version of the SBI number.
* DAG Morris said she is not familiar with how the FBI numbers are used with respect to how the SBI numbers are used. She stated they are available very frequently in the public domain in Delaware they come on envelopes, travel around in the mail right outside of the envelope, court calendars, court documents, public documents and appear anytime a prisoner files a complaint against the state their SBI number is in the signature block anytime the sign a document, and all of the documents are in the public domain and so we do in Delaware use the SBI number quite publicly and frequently and in the mail right on the face of the envelope so she doesn’t know how the counterpart is treated or used as an FBI number.
* McDonald asked who requested the FBI number.
* Lt. Hamm replied that it wasn’t anyone in law enforcement.
* DAG Morris said that Delaware is currently one of the only states that doesn’t provide the state level identification numbers in VINES and that the other state numbers are readily available.
* Discussion of Historical Records DAG Morris said that last time we went over regulations since that time some of the DELJIS staff met with Delaware Archives about document retention and document destruction of both Delaware criminal justice information documents and federal documents. DAG Morris is drafting that section of our rights and working with the AG for the Delaware Archives and the Delaware Archives. They are going to help DELJIS with education of all of the agencies that use our information or the federal criminal justice information and to make sure we move forward with proper document destruction policies. In our August meeting we will review all the regulations given and all the changes that were given in the last meeting and the new section of the regulations that will deal with document retention and destruction.
  + Ms. Bhate asked if the board will be able to vote.
  + DAG Morris said it depends on the substances of the changes. If there are substances of the changes then probably yes, if there are substances of changes it will probably be brought back in September.
  + Mr. McCloskey asked if a person walks into a court house and sees the screen of the court calendar called CRIS if they were able to see the SBI number.
  + Ms. Bhate and Ms. Lindell replied that the SBI number was not found on that screen.
  + Ms. Lindell replied that you are able to view it on the pleading but not on the screen.
  + Ms. Bhate also noted that the SBI numbers are on printed calendars.

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 1:19 p.m. Motion carried. The next regularly scheduled meeting date is for **Thursday, August 28th at 10:30 a.m.**