**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, September 18, 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 10:34 a.m.

**BOM MEMBERS:**

Capt. Potts Newark PD

Earl McCloskey DOJ

Michael McDonald DSP IT

Nancy Dietz DYRS

Marianne Kennedy JP Court

Deborah Lindell JIC

**PROXIES:**

Pat Crowell NCC PD

Carl Wilson PDO

**STAFF AND INTERESTED PARTIES:**

Lisa Morris DAG

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

Lynn Gedney DELJIS

Daniel Hall DSP SBI

Earle Dempsey DTI

Amber Scott DATE

William Hickox DTI

**1. REVIEW AND APPROVAL OF BOM AND EXECUTIVE SESSION AUGUST MINUTES**

A motion was made by Ms. Nancy Dietz to accept the Board of Managers executive session meeting minutes and seconded by Ms. Deborah Lindell. A vote was made with unanimous approval.

A motion was made by Mr. McCloskey to accept the Board of Managers public session meeting minutes and seconded by Ms. Marianne Kennedy. A vote was made with unanimous approval.

**2. NETWORK MANAGEMENT**

 Ms. Lindell reported that JIC has extended the Planet Press pilot in JP Courts in production for the last three weeks which interprets PDF data and other user requests. The Planet Press printer pilot takes the place of extend net boxes.

**3. STRATEGIC ISSUES**

IT Consolidation- Mr. William Hickox provided an update of DTI consolidations. Mr. Hickox reported that DTI is finalizing the DNREC consolidation. More agencies are interested in working with DTI to consolidate since there have been many retirements. DTI is in the final phases of consolidating DELDOT.

**4. COMMITTEE REPORTS**

* **Planning Committee** – No new updates.
* **Police Complaint Access Committee**– No new updates.
* **Policy and Procedure Committee** –Ms. Bell addressed that the public notice for the DELJIS Rules and Regulations taking place on October 22, 2014 from 1:00 p.m.-3:00 p.m. at the Division of Accounting building located in Dover was posted in the newspaper. DAG Morris said that after the public hearing public will have fifteen (15) days to write to DELJIS and the Board will address any comments or concerns that need to be changed. Any changes that need to be made can be discussed at the November Board of Managers meeting.

A new form to replace the Policy Four and DELJIS Directive will be available online on Monday, September 22nd for all users to sign. When users log on to the system they will find a link to a URL and the URL will have the form and the users can print it out and sign or validate it with an electronic signature. On October 1, 2014, all users will have thirty (30) days to sign.

Ms. Bell has sent information about the document that will be replacing Policy Four and DELJIS Directive 1 to all Board members. Ms. Bell has notified CJ users of the new form that will need to be signed. Board members should notify all their users.

**5. OLD BUSINESS**

* **Automated System Usage Statistics** – Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report Overview** –Ms. Bell reviewed the report with the attendees.
* Accident Sale Portal – All reports have been matched for accuracy and are 100% correct. We are finishing back end coding for financials.
* Adjudicated Summary – The document has been sent to court for final review.
* Ambulance Fund– This is a new funding line to be included on all Delaware Title 21 offenses. The fee is an additional $10 assessment and will be included on all Title 21 offenses. The bill is not signed by the Governor yet but should be signed this month with a release date of ninety (90) days after signing.
* Bail Bondsperson Database– We are working on finishing the programming requirements and will be setting up a meeting with SBI staff in the near future.
* Blood Search Warrant– This is a new item that was created as a result of the US Supreme Court that ruled a search warrant is needed to draw blood. As a stop gap measure, DELJIS created a PDF (which was recently enhanced for overflow). We need to create a “real” electronic stored search warrant that officers can save and submit to court.
* CAD Interface – We are working with the vendor as questions arise. TLS circuits will be installed in Rehoboth, Seaford, and Newark.
* CARS Interface – Web service has been tested by DELJIS and DELDOT. We are waiting on IP addresses for production implementation.
* CCDW Interface Program – JIC has agreed to download the file for user testing to print new cards.
* Data Exchange with Adjoining DOC– A MOU is signed working with MARIS agencies to begin interface work with other states and meet grant objectives.
* DCI Message Switcher Modernization – The vendor is working on criminal history transactions.
* DMV look up to SQL files – We are taking the program list and determining the batch/real time and input/output DMV data.
* DUI Calendar for CCP– This is a new item that we are working with CCP and JIC to have a new calendar option for DUI’s. DELJIS will work on it once the calendar type is created.
* Enhancement for Reporting Accurate CCH– SBI will be working DELJIS to create a “pre-check” screen for road officers to use to assess if a person is possibly a person prohibited.
* Interface with DATE–A meeting needs to be scheduled with Director Yoemans to determine if DATE is coming off the mainframe. It was reported at the IRM meeting that DATE is coming off the mainframe and DELJIS interface was built for them to the mainframe from LEISS.
* KIOSK Interface – The Kiosk vendor is testing payments and has sent the screens to courts to see if there are any issues to vendor.
* Law File Table Rewrite – 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 – This has not been started. NCHIP funding will enhance the table within LEISS.
* LEISS Re-write – We are continuing to test the complaint/warrant system internally.
* Mental Health Records–DELJIS is correcting per epilogue language the mental health transport records of 8007.
* NDEX Mapping to NIEM– We are changing how data is submitted from LEISS to NDEX using NIEM data tags. A new file has been submitted to NDEX and the FBI approved the file specification.
* NIBRS Law Enforcement Counts – SBI approved data entry screen and working on transmission to FBI.
* Offender Multiple Inquiry – This is a new item and we will be adding an automatic searching of G4 files to the list of files an officer can check to see if a person is firearm prohibited. We will also check to see what vehicles a person was driving when issued a ticket as an added feature.
* Printing to Cannon Printer – JIC is working to test all the print functions. DELJIS staff is updating addresses when notified. Print is 100% successful per JIC.
* Rap Sheet Review – This is a new item and we are working with SBI to determine a “new rap sheet” view in accordance with the new legislation that certain charges are not to appear on rap sheets. We need to address what view the “individual” will be able to obtain for personal consumption.
* Red Light/Green Light –The Vendor is currently testing the applications.

Ms. Bell discussed that there will be a new item listed on the Project Status Report will be boat information, because boat information will be removed from the mainframe.

**6. NEW BUSINESS**

Case Management for Alderman Courts –Ms. Bell provided a brief overview of the original design of how the JP Courts interfaces with the Alderman Courts. The initial understanding was that DELJIS would maintain JP Court, CCP, and Family Court Case Management until the COT based solution was put in place. Ms. Bell is concerned that the courts are not considering Alderman Courts and DELJIS could be maintaining a system for six (6) Alderman Court Case Managements.

Ms. Bell noted that during the initial discussion of Case Management for JP and Alderman Courts in the past, the Board made a motion distinguishing that a court is a court and that all the courts would use the same system which both Alderman and JP Courts currently utilize. Ms. Bell asked the Board if they still wanted DELJIS to maintain the Alderman Court Case Management until their systems are running.

The Board did not make a final decision about the Case Management for the Alderman Courts but Ms. Bell wanted to discuss the topic to make the Board members aware.

New Start Time for BOM Meeting– Ms. Bell informed the Board that the format for the Board of Managers meeting will be changing. The Board will conduct the Board of Managers meeting and if necessary go into executive session concerning breaches and matters that would be presented to the Board of improper access of information and distribute confidential information.

**7. PUBLIC COMMENT**

Since there was no one who attended the meeting from the public; there were no concerns or questions raised to the Board.

**8. ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McCloskey and seconded by Ms. Lindell at 11:26 a.m. Motion carried. The next regularly scheduled meeting date is for **Wednesday, October 22nd at 10:30 a.m.**

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**August 28, 2014**

**CALL TO ORDER**

Meeting was called to order by Captain Potts at 9:04 a.m. on Thursday, August 28, 2014 at the Commission of Veteran Affairs Conference Room.

Those in attendance were:

Executive Committee Members:

Nancy Dietz DYRS

Marian Bhate PDO

Earl McCloskey DOJ

Leann Summa Family Court

Capt. Potts Newark PD

Also present:

Lisa Morris DAG

Lawrence McCarthy Union Representative for Case # 20140713

Mr. Scott Obier Character Reference for Case # 20140713

Appellant Case # 20140713

Ray Sammons DELJIS

Peggy Bell DELJIS

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

At approximately 9:04 a.m., a motion to go into Executive Session was made by Ms. Marian Bhate pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy and seconded by Ms. Leann Summa.

At the conclusion of the discussion, the executive session ended and the Executive Committee returned to public session.

**Case # 20140713**

A motion was made by Mr. McCloskey to restore immediate access with the condition that the Appellant in Case # 20140713 re-sign the DELJIS Directive One and re-sign the Acceptable Use Policy and seconded by Ms. Bhate. Motion carried.

**Case # 201307109**

A motion was made by Ms. Summa to permanently suspend DELJIS access for the Appellant in Case #201307109, contingent upon the Appellant having the case resolved and returning to the Board of Managers for review and seconded by Ms. Bhate. Motion carried.

**Case# 20130729**

A motion was made by Ms. Summa to permanently suspend DELJIS access for the Appellant in Case # 20130729, contingent upon the appellant returning to the DELJIS Board of Managers to have the case resolved and seconded by Ms. Bhate.

**EXECUTIVE COMMITTEE MINUTES**

A motion to approve the Executive Committee Executive Session and the Executive Committee Public Session for the July 24, 2014 meeting minutes was made by Ms. Bhate and seconded by Mr. McCloskey; Motion carried.

**ADJOURNMENT**

A motion to adjourn from Executive Committee was made by Ms. Bhate and seconded by Mr. McCloskey at 9:37 a.m.