**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**Wednesday, October 22, 2014**

**Meeting Minutes**

**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 approximately 10:37 a.m. Those in attendance included:

**BOM MEMBERS:**

Capt. John Potts Newark PD

Leann Summa Family Court

Deb Lindell JIC

Earl McCloskey DOJ

Marian Bhate PDO

Nancy Dietz DYRS

Lt. Fred Calhoun NCC PD

Marianne Kennedy JP Court

James Collins DTI

**PROXIES:**

Daniel Hall SBI

Proxy for Michael McDonald

**STAFF AND INTERESTED PARTIES:**

Joe Shockley DTI

Earle Dempsey DTI

Anthony Spiezio DTI

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

Lynn Gedney DELJIS

Linda Carmichael Superior Court

**1. REVIEW AND APPROVAL OF SEPTEMBER BOM MINUTES**

A motion was made to approve the September 2014 BOM Minutes by Ms. Bhate and seconded by Mr. McCloskey.

**2. REVIEW AND APPROVAL OF AUGUST EXECUTIVE COMMITTEE PUBLIC AND EXECUTIVE SESSION MINUTES**

A motion was made to approve the August 2014 Executive Committee executive session minutes by Ms. Bhate and seconded by Ms. Dietz. Motion carried.

A motion was made to approve the August 2014 Executive Committee public session minutes by Ms. Bhate and seconded by Ms. Summa. Motion carried.

**3. NETWORK MANAGEMENT**

* Ms. Bell notified the attendees that the network will experience downtime on November 9, 2014 which will be from 7:00 a.m. to 2:00 p.m. and notices have gone out to all of the agencies. Ms. Bell advised to the Board of Managers to pass it on to the appropriate individuals who may be affected by this.

**4. STRATEGIC ISSUES**

* IT Consolidation- Mr. Collins provided an update the following agencies are engaged or being consolidated; Department of State, Department of Finance, Department of Transportation, Department of Economic Development, agriculture, DNREC, Department of Safety and Homeland Security, Department of Education, Department of Labor, and Fire Services. Next assessment will be Department of Services for Children, Youth and their Families.

**5. COMMITTEE REPORTS**

* Planning Committee- No new updates.
* Police Complaint Access Committee- No new updates.
* Policy and Procedure Committee- Ms. Bell notified all the attendees that the DELJIS Rules and Regulations Public Hearing will be today, October 22, 2014 at 1:00 p.m. and DELJIS has completed all of appropriate postings and certifications that the notice for the DELJIS Rules and Regulations Public Hearing was posted in the newspaper.

**6. 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.

Ms. Bell reviewed the data clean-up numbers with the attendees. Ms. Bell reported that DELJIS is now focusing on putting DE license numbers on Delaware offenders in the criminal history file which will make it easier for officers to input a driver license number to link to an SBI number.

Accident Sale Portal- All reports have been matched for accuracy and are 100% correct. Back end coding and testing has been finished and we are working with DTI on network design issues.

Adjudication Summary- The developer is making changes to meet the end user objective and anticipated delivery date is 10/31/14. Courts will be utilizing this to see if there are pending charges against an individual.

Ambulance Fund- We need to make changes to e-ticket to accept the new fund and change the display of the amount due. The fund will not appear as a unique bucket but it will just be added to the total amount. Case management will be updated with unique buckets. We need to have it rolled out by 12/23/14. DELJIS changes will address all court except Superior that will need to be done by JIC.

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.

Boat Registration File- DELJIS is meeting with DTI and Salesforce to discuss the impact this has on both local system and NCIC.

CAD Interface- We are working with the vendor as questions arise and we are installing TLS circuits in Rehoboth, Seaford and Newark.

CARS Interface-The web service has been tested by DELJIS and DelDOT. We are waiting on an IP address from DELDOT.

CCDW Interface Program- JIC agreed that they will download the file for user testing to print new cards. We are making changes to have it operate with the new systems.

Civil Judgments-This item has been turned over to JP Court to test and we are waiting on JIC to implement.

Crime View Interface- we were missing some descriptions in the table that State Police Crime Analysis was using and DELJIS fixed that issue that agency is able to see it.

CJIS AFIS Interface- SBI expects all agencies to be completed at the end of the year.

Data Exchange with Adjoining DOC- An MOU is signed and we are 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 if batch/real time and input/output DMV data.

DOJ Case Tracking System-A conference call with vendor is scheduled for this month to discuss interface issues.

DUI Calendar for CCP- Working with CCP and JIC to have a new calendar option for DUI’s-DELJIS has started programming and should be ready for user testing before the end of the month.

Enhancement for Reporting Accurate CCH- SBI will be working with 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- DATE is moving to Salesforce for alcohol enforcement. DELJIS will not be creating an interface to their existing system since project work has changed.

Kiosk Interface- The date to go live is October 21, 2014.

Law File Table Re-Write-DELJIS will re-write the file to enhance processing and data exchanges and an MOU has been signed with DSP and Safety and Homeland Security.

LEISS Tables- This item has not been started-NCHIP funding will be used to enhance the table within LEISS. An MOU has been signed with DSP and Safety and Homeland Security.

LEISS Re-Write- We are continuing to test internally complaint/warrant system. An MOU has been signed with DSP and Safety and Homeland Security.

Mental Health Records- Epilogue language was released in the budget act to remove all mental patients from CCH. As of 10/7/14 there are 19,750 records in NICS. DELJIS developers are working on the programming efforts at the present time and anticipate rolling out of the programming changes in October/November. Ms. Bell reported a G4 Inquiry screen will be added to the multiple inquiry screen so authorized users can see is a person has a mental health record. Mental health records will not be on a person’s criminal history.

NDEX Mapping to NIEM- A new file has been submitted to NDEX and the FBI approved the file specification and we are working with Feds on data issues as they arise.

NIBRS Law Enforcement Counts- SBI approved data entry screen and working on transmission to FBI.

Offender Multiple Inquiry- We are adding the automatic searching of G4 files to the list of files an officer can check to see if a person is firearm prohibited. G4 search will be added to the multiple inquiry screen Also, will check to see what vehicles a person was driving when issued a ticket. Sent to DTI maintenance since it is a mainframe application.

Printing to Cannon Printer- JIC is working to test all the print function. DELJIS staff is updating address when notified. Print is 100% successful per JIC.

Red Light/Green Light- The vendor is currently testing the applications however; the school does not want to use a static IP. Will be started at Polytech.

**Comments/ Questions about Project Status Report**

Deb Lindell wanted to add to the item of Printing to the Cannon Printer that the change in jurisdictional form is not the same issue as the printing problems. Ms. Lindell did address that issue of the last page not printing still has not been resolved for all prints. JIC is working to address the issue of the final page getting lost.

**7. NEW BUSINESS**

* The Board Members reviewed the DELJIS Fiscal Year 2016 Operating Budget Submission.
* Ms. Bell notified that attendees that the DELJIS Public Budget Hearing November 5, 2014 at Senate Chambers anyone who would like to attend.

**8. PUBLIC COMMENT**

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

**9. ADJOURNMENT**

A motion was made to adjourn by Lt. Calhoun and seconded by Ms. Kennedy at 11:47 a.m.