**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**July 24, 2014**

**CALL TO ORDER**

Meeting was called to order by Captain Potts at 9:19 am on Thursday, July, 24, 2014 at the Commission of Veteran Affairs Conference Room.

Those in attendance were:

Executive Committee Members:

Captain Potts Newark PD

Marian Bhate PDO

Mike McDonald DSP

Leann Summa Family Court

Earl McCloskey DOJ

Also present:

Lisa Morris DAG

Mary Hansen DELJIS - Investigator / Witness

Kevin Slattery DOJ - MERB

Kelly Knutkowski DELJIS - Staff

Nicole Wilson DELJIS - Staff

Peggy Bell DELJIS - Subject Matter Expert

Gary Aber Attorney for Ms. Carmen Baskerville-Boggs

Roy Shields Attorney for Appellant, Case #20130776

Carmen Baskerville-Boggs Appellant, Case #201306

Michelle Brogden DYRS

Mark Hitch JP Court

**CASE #201306**

The DELJIS Security Manager, Ms. Mary Hansen distributed DELJIS Exhibit 1, consisting of:

* An Employee Review Report for the DELJIS Suspension.
* A draft letter from Gary Aber describing he was representing Ms. Boggs-Baskerville as a result of termination of her employment.
* A DELJIS Directive #1 Verification of Notification signed by Ms. Boggs-Baskerville.
* The DELJIS training roster for an Inquiry Training Class that showed Ms. Boggs-Baskerville signed in.
* Letter sent via email from Mary Hansen notifying Ms. Boggs-Baskerville of her DELJIS suspension and hearing scheduled.
* Email from the DYRS Deputy Director confirming that Ms. Boggs-Baskerville did receive her letter of suspension.
* Email from Ms. Boggs-Baskerville requesting to appeal her suspension.
* Memorandum sent from Mary Hansen to the Director of DSCYF notifying of the arrest of Ms. Boggs-Baskerville and addressing the DELJIS access options depending on the final disposition of the case.
* A court transcript from the Commonwealth of Pennsylvania Court of Common Pleas of Montgomery County with a filed date of 10/02/2012 along with police information on the case.

Mr. Gary Aber, attorney for the Appellant, Ms. Carmen Baskerville-Boggs, had no objections to DELJIS Exhibit 1.

The DELJIS Security Manager, Ms. Mary Hansen discussed the case involving a Division of Youth & Rehabilitative Services employee, Ms. Carmen Baskerville-Boggs, who was an employee. In the matter of Case #201306, Ms. Hansen testified as follows:

* DELJIS was notified by the Ms. Boggs-Baskerville agency on 7/16/13 of the arrest in Pennsylvania on 9/16/12. Ms. Hansen reviewed the details of the Pennsylvania Incident Report and the testimony from the Loss Prevention Officer of the retail store. The court was persuaded beyond a reasonable doubt that the offenses were committed and Ms. Boggs-Baskerville was found guilty on 12/6/12. Ms. Hansen to discussed Ms. Boggs-Baskerville’s payment plan that was issued to her from the Pennsylvania Court of Common Pleas. Ms. Hansen outlined the correspondence between DELJIS and Ms. Boggs-Baskerville notifying Ms. Boggs- Baskerville of her DELJIS suspension and Ms. Boggs-Baskerville’s letter to request an appeal for DELJIS access. All of the items that were addressed in Ms. Hansen’s testimony was distributed in Exhibit 1.

Ms. Carmen Baskerville-Boggs testified as follows:

* Ms. Carmen Baskerville-Boggs went through the events leading up to an arrest and said that she was discombobulated from a phone call and forgot to pay for the few items that were underneath bags that were already paid for her in her shopping cart. She said that the incident was not intentional.

The committee members discussed the merits of the case and the impact the charge might have on access. The employee’s attorney pointed out that this one incident should not be the only thing considered and the employee presented her explanation of the incident. After hearing the presentations from the attorney and the employee the committee deliberated. A motion was made by Ms. Summa and seconded by Mr. McCloskey at 10:08 a.m. to deny access to the user immediately with no conditions. A vote was made with unanimous approval. Motion carried.

**CASE #20130776**

At approximately 10:16 a.m,, a motion to go into Executive Session was made by Mr. McCloskey 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. Bhate.

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

At approximately at 10:45 a.m, a motion was made by Mr. McDonald to restore access to the Appellant in Case #20130776 with the condition that the Appellant return to DELJIS and agrees to re-sign the DELJIS Directive One, re-sign the Acceptable Use Policy, and return to DELJIS for training. The Executive Committee will send a written letter with the conditions upon the Appellant, that any breach of the DELJIS system relative to the Appellant’s access will be permanently terminated for any subsequent use. Mr. McCloskey added as a forefront of the motion that a breach did occur the motion was seconded by Ms. Bhate adding that the individual should have their access reinstated after she has attended training. A vote was made with unanimous approval. Motion carried.

**EXECUTIVE COMMITTEE MINUTES**

A motion to approve the March 27, 2014 meeting minutes was made by Mr. McDonald and seconded by Ms. Bhate at 10:50 a.m.; Motion carried.

**ADJOURNMENT**

A motion to adjourn from Executive Session was made by Mr. McDonald seconded by Ms. Bhate at 10:50 a.m.