**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, December 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 10:05a.m.

**BOM MEMBERS:**

Marianne Kennedy JP Courts

Deborah Lindell JIC

Earl McCloskey DOJ

Marian Bhate PDO

Phillip Winder DOC

**PROXIES:**

Michelle Brogden DYRS

Proxy for Nancy Dietz

Earle Dempsey DTI

Proxy for James Collins

**STAFF AND INTERESTED PARTIES:**

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

Lynn Gedney DELJIS

Lisa Morris DAG

Renee Rigby SBI

Joe Shockley DTI

Anthony Spiezio DTI

Christine Grooby DTI

**1**. **REVIEW AND APPROVAL OF NOVEMBER PUBLIC AND EXECUTIVE**

**SESSION MINUTES**

* A motion was made to approve the Board of Managers November 2014 Public Session minutes by Mr. Dempsey and seconded by Ms. Bhate. Motion carried.
* A motion was made to approve the Board of Managers November 2014 Executive Session minutes for Case Hearing #201403 by Ms. Lindell and seconded by Mr. Winder.

**2. STRATEGIC ISSUES**

* IT Consolidation-Mr. Dempsey from DTI gave an update of the IT Consolidation status within DTI. Mr. Dempsey reported that the Fire Prevention Commission, although they are not an executive branch agency, the agency approached DTI due to a key staff member retiring. As of Tuesday, the Commission Chairman, Director of the Fire School and State Fire Marshall have signed the consolidation agreement and one technical position will be assumed by DTI.
* The DSP Data Center consolidation is in a holding status with DTI and discussions of where the DSP Data Center Backup site is going to go with DTI.

**3. NETWORK MANAGEMENT-** No new updates at this time.

**4. COMMITTEE REPORTS**

* Planning Committee-No new updates at this time.
* Police Complaint Access Committee-No new updates at this time.
* Policy and Procedure Committee-Ms. Bell reported on January 1, 2015 the DELJIS Rules and Regulations will be posted in the Delaware Registrar and will become law on January 10, 2015.

**5. OLD BUSINESS**

* Automated System Usage Statistics- Ms. Bell reviewed the statistics with the attendees.
* Project Status Report- Ms. Bell reviewed the Project Status Report with the attendees.

Accident Sale Portal- Testing of the financial interfaces are in progress. We need to move application to new server and retest web services.

Ambulance Fund- Testing is completed. The effective date for the program to go live is set for 12/23/14. JIC needs to make some changes to CMS forms. This will be a $10 increase on ALL Title 21 charges and will not apply to local ordinances similar to Title 21.

Bail Condition Screen- Testing is in progress for CJIS programs in-house.

Boat Registration File- Several meetings were held with DELJIS and DSP. DTI is trying to come up with solutions so we do not lose any functionality we currently have.

Blood Search Warrant- The programming is 90% completed and we are working on print.

CARS Interface- Web service has deployed in production. We need to complete firewall requests to complete the project.

DCI Message Switcher Modernization- Criminal history transactions are being tested by DSP. The new switch has been setup to do MFTR transaction testing for automated entries into NCIC.

DOJ Case Tracking System- DELJIS created specifications for file of new and updated cases that are available for intake. Sample files should be delivered by 12/8/14.

DSP Police Portal- A conference call was held to discuss interfaces for the police portal to retrieve incident data.

LEISS Re-Write- In-house testing is in progress on complaint/ warrant system. An MOU has been signed with DSP and Safety and Homeland Security.

Mental Health Records- Some mental patient records have been removed from criminal history. SBI has informed police agencies of new process for police to code as transports to hospital. Bad records will be continued to be cleaned up until programming changes are available in LEISS. As of 12/05/14 there are 19,758 records in G4.

Migration of Warehouse to New Server- Testing is in progress on the new server for the warehouse and web applications.

NIBRS Law Enforcement- Data entry screens have been moved into production so the counts could be entered. We will need to change entry to be by ORI instead of agency to allow DSP to report by county. DELJIS will send the counts to FBI once all counts have been entered. We are working on a job to automate sending to FBI.

Offender Multiple Inquiry- We have a request submitted to DTI to add two other search criteria to it.

Red Light/Green Light- We are changing data classification to confidential for web service. We need to re-submit SIEH form once it’s singed by Polytech.

Victim Voices Heard- This item has been completed and the program has been modified to capture necessary data to track recidivism.

**6. NEW BUSINESSS**

* Ms. Bell advised the Board members that she will be sending out letters to all appointed Board Members to give them an option of naming **one** alternate member so under FOIA when individuals from the public attend the BOM meetings they can see the same person debate issues each month.
* Ms. Bell advised that she has been working with DAG Morris on updating Chapter 86 of Title 11 to what DELJIS currently does today. Once the changes are completed, Ms. Bell will give the changes to the Board Members to review and then it will be submitted to Legislative Hall for review. The changes in Chapter 86 will define the duties that DELJIS currently performs.
* Ms. Bell has already notified a couple of Senators and told them that she will be submitting the changes to Chapter 86 to Legislative Hall.

**7. PUBLIC COMMENT**

There was no one in attendance from the public so there was no public comment.

**8. ADJOURNMENT**

A motion to adjourn was made by Mr. Dempsey and seconded by Ms. Bhate at 10:34a.m.