**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, January 22, 2015**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Captain John Potts called the meeting to order at 10:04 a.m.

**BOM MEMBERS**

Lt. Fred Calhoun NCC PD

Deborah Lindell JIC

Marianne Kennedy JP Court

Leann Summa Family Court

Capt. John Potts Newark PD

Earl McCloskey DOJ

Mike McDonald DSP-IT

Phillip Winder DOC

James Collins DTI

Nancy Dietz DYRS

Marian Bhate PDO

**STAFF AND INTERESTED PARTIES**

Peggy Bell DELJIS

Lynn Gedney DELJIS

Joe Shockley DTI

Earle Dempsey DTI

John Bell DELJIS

Daniel Hall SBI

Lisa Morris DAG

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

**I. REVIEW AND APPROVAL OF DECEMBER PUBLIC MINUTES**

A motion was made to approve the BOM December Public Session Meeting Minutes by Ms. Bhate and seconded by Mr. McCloskey. Motion carried.

**II. STRATEGIC ISSUES**

* IT Consolidation- Mr. Dempsey with DTI provided an update of the agencies that are going through a consolidation process with DTI. The DELDOT consolidation model did not consolidate application support and created some confusion over server maintenance support. DTI is completely responsible for servers and server maintenance.
* The Fire Prevention Commission was not under the executive order for the consolidation model but they approached DTI when staff retired and have completed the agreement but DTI has been waiting on the Fire Prevention Commission resources to be transferred to DTI.
* Mr. Dempsey asked about the status of the DSP Back-Up Data Center. Ms. McDonald responded that DSP currently has not made a decision on the DSP Back-Up Data Center and are looking at their options.
* Mr. Collins gave a brief overview of DTI’s consolidation process. DTI is working with agencies to become a strong business partner and looking at agencies needs and all of DTI’s security protocols to ensure that systems have access to what they need.
  + Mr. Collins also provided an update on the current consolidation process between DTI and other state agencies. DTI is currently in negotiations with DYRS that will be finalized soon and Department of State has been completely consolidated.

**III.** **NETWORK MANAGEMENT**

* Delaware City Code Enforcement- Ms. Hansen presented the application for Delaware City Code Enforcement for DELJIS access. Delaware City Code Enforcement will be using the Delaware City PD computers and will have the same access and menu levels that other Code Enforcement agencies are currently using.
* A motion to grant Delaware City Code Enforcement DELJIS access was made by Ms. Bhate and seconded motion to approve second by Ms. Lindell. Motion carried.

**IV. COMMITTEE REPORTS**

* Nominating Committee- Lt. Calhoun provided the names of three Board Members who were selected as possible candidates for the Selection Committee. The names of the Board Members included:
  + Mr. Mike McDonald as Committee Chair
  + Ms. Marian Bhate as Vice Committee Chair
  + Mr. Earl McCloskey as Secretary
* The next scheduled BOM Meeting will have a ballot to accept nominations.
* Planning Committee- No new updates.
* Police Complaint Access Committee- No new updates.
* Policy and Procedure Committee- Ms. Bell announced to the BOM that the DELJIS Rules and Regulations have been published in the Delaware Register of Regulations. Ms. Bell encouraged that any agency who currently has the old DELJIS Policy Four on their website to replace that policy with the DELJIS Rules and Regulations. The link to the DELJIS Rules and Regulations can be found at the following link:

<http://regulations.delaware.gov/AdminCode/title1/1300/1301.shtml#TopOfPage>

* An authenticated PDF version can also be found at the link listed above.
* Ms. Hansen added that the version currently available on the DELJIS Web Portal and the DELJIS website has the form for users who have indirect access to complete and submit.
* DELJIS will send a list of users who have accepted the DELJIS Rules and Regulations within each agency.
* Mr. McCloskey asked Mr. Bell if the DELJIS test had been changed because of the DELJIS Rules and Regulations because it was something sent out to his employees to retest for security. Other Board Members requested to have the DELJIS test to implement the test as part of their training for employees.

**V. OLD BUSINESS**

* Automated System Usage Statistics- Ms. Bell reviewed the system usage statistics report with the attendees.
* Project Status Report Overview- Ms. Bell reviewed the Project Status Report with the attendees.
  + Accident Sale Portal- The application needs to be moved to the new server and then the portal will need to be retested.
  + Ambulance Fund*-* Changes were implemented on 12/22/14 for the 12/23/14 effective date. Appears on ONLY Title 21 offenses not on town ordinances.
  + Bail Bondsperson Database-The application has been turned over to SBI for testing. COGNOS reports have been created for Agency Rosters. Additional reports will be added as specifications are received.
  + Bail Condition Screen- The numbers have been added to the Bail Conditions descriptions to correspond to bail condition worksheets. JP Court can continue testing.
  + CAD Interface- Programming is in progress for web services to send E-Crash and E-Ticket data to CAD.
  + CCP Charge Summary- Although this item is not new, the new CCP Charge Summary will replace the current CCP view to print in batch.
  + DCI Message Switcher Modernization- We are working with switcher vendor building new interfaces. Test transactions are currently unable to be sent to the new switch. DSP is checking on network issue for the device.
  + DOJ Case Tracking- Sample files have been sent to DOJ. Tables are to be downloaded and sent to DOJ.
  + E-Ticket Enhancement- This is a new item that will enable to capture license type/endorsement of a vehicle. This item will need to capture the type of license for motorcycles, etc. for statistical reasons.
  + Fire Commission Rap Back- This is a new item that will send out arrest notices for EMT/Paramedics to the Fire Commission. Once all active EMT/Paramedics have fingerprints, arrest notices can be sent by email.
  + IDR Checkpoint- This is a new item and the field will be added to the IDR. It will be a yes or no field asking if the stop was a result of a DUI Checkpoint.
  + LEISS Re-Write- We are currently testing the Complaint/Warrant system internally. A MOU has been signed with DSP and Safety and Homeland Security and Clearinghouse has released monies for the project.
  + Mental Health Records- We have moved all mental health patient records from criminal histories. SBI has informed the police agencies of the new process for police to code mental patients as transports to hospital. Records will continue to be cleaned up until programming changes are available in LEISS. As of 1/15/15 there are 19,758 records in G4.
  + Migration of Warehouse to New Server- The Attorney Prosecuting System has been moved to the new server. SBI criminal history case management is to be moved as soon as XML firewall access is added to the new server and testing is completed. Testing is in progress for the warehouse and web applications.
  + Red Light Cameras- DELDOT has changed to the vendor Xerox and there will need to be a change in the location of the data transfer and also change the court interface for JP Courts. This will not impact Wilmington.
  + Red Light/Green Light- An interface was created with Advantech and the web service was deployed in production which Polytech is currently testing.
  + Victim Voices Heard- We have completed an interface with the program in DOC.

Ms. Kennedy commented that she was excited to use the abbreviated criminal histories that will reduce the time and cost of printing at the JP Courts. There was a discussion if courts access NCIC or do the police bring the out of state criminal charge history to court for bail recommendations. The courts do not access this information and some police agencies do bring the criminal charge history but not all agencies do this.

**VI. NEW BUSINESS**

Ms. Bell announced that the DELJIS JFC Hearing is on February 4, 2015 at 3:00 p.m.

Ms. Dietz asked the Board if any member had any knowledge of funding opportunities or grants for juvenile justice purposes. The Board suggested contacting the Criminal Justice Council (CJC) for funding opportunities.

Ms. Bell provided Proxy Forms to all of the Board Members which would give the Members the option to delegate one individual to represent them from their agency if a Member was unable to attend a meeting. The purpose of the Proxy Form is to give members of the public who attend the monthly meetings to receive input from the same Board Members or same Proxy Member on issues that are being discussed during meetings.

**VII. PUBLIC COMMENT**

Mr. Bell thanked the Board for all of their efforts in criminal justice and thanked DAG Morris for all of her hard work as the Board’s legal counsel.

**VIII. ADJOURNMENT**

A motion to adjourn was by Lt. Calhoun and seconded by Ms. Bhate at approximately 11:18 a.m.

**Next Meeting Date: February 19, 2015 at 10:00 a.m.**