**DELJIS BOARD OF MANAGERS**

**PUBLIC MEETING MINUTES**

**Thursday, March 26, 2015**

**10:00 a.m.**

**Commission of Veteran’s Affairs**

**802 Silver Lake Blvd. Suite 100**

**Dover, DE 19904**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Capt. Potts called the meeting to order at 10:02 a.m. Those in attendance included:

**BOM MEMBERS:**

Nancy Dietz DYRS

Marian Bhate PDO

James Collins DTI

Earl McCloskey DOJ

Captain Potts Newark PD

Marianne Kennedy JP Court

Leann Summa Family Court

Bob Denton JIC

Lt. Fred Calhoun NCCPD

**PROXIES:**

Captain Daniel Hall SBI

**STAFF AND INTERESTED PARTIES:**

Peggy Bell DELJIS

Lynn Gedney DELJIS

**STAFF AND INTERESTED PARTIES (CONT):**

Ray Sammons DELJIS

Kelly Knutkowski DELJIS

Mary Hansen DELJIS

DAG Lisa Morris DOJ

Jon Stewart Mill Creek Fire Company

Michael Lennon Mill Creek Fire Company

Kevin Jackson Mill Creek Fire Company

Darren Jones DVFA

Ruth Adkins DOE

David Benson DHSS

**PUBLIC:**

Gordon Smith

**I. REVIEW AND APPROVAL OF FEBRUARY PUBLIC SESSION AND EXECUTIVE SESSION MINUTES**

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

A motion was made to approve the February Executive Session Minutes by Mr. McCloskey and seconded by Ms. Bhate. Motion carried.

**II**. **HEARINGS**

* + Case Hearing 20140767- A motion to go into Executive Session 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/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I) (3) (5) (6) (9) was made Ms. Bhate and seconded by Ms. Dietz. Motion carried.
  + Mr. McCloskey recused himself for Case Hearing 20140767.
  + The Board returned to Public Session for voting.
  + A motion was made by Ms. Bhate to suspend DELJIS access for the Appellant in Case 20140767 indefinitely until the Appellant returns to the Board to resolve the case and seconded by Mr. Collins. Motion carried with one abstention.

1. **STRATEGIC ISSUES**
   * IT Consolidation- Mr. Collins provided an update of the current projects DTI is working on which include the following:
   * Mr. Collins addressed that DTI has been receiving FOIA requests pertaining to their database design and content and DTI is currently working with the AG’s office to look at the FOIA law and the provisions for protecting physical security and virtual security.
   * DTI is working on developing a portal for public information for Delaware citizens to enable them to obtain information for the state.
   * Mr. Collins addressed an urgent issue that pertains to Microsoft Server 2003 and the updates that will be discontinued for this version. There are approximately 600 servers running Microsoft 2003 throughout the State and after July there will no longer be updates.
   * **DTI is notifying the state to migrate to the most current version of Microsoft Operating System and applications that run on the server need to be tested before migration. Mr. Collins emphasized that agencies need to make this migration a priority.**

Mr. McCloskey added that DTI is in the process of renewing their VMware licenses so if any agency changed to Hyper-V licenses then that agency needs to notify DTI since DTI is paying for those licenses.

1. **NETWORK MANAGEMENT**

* Mill Creek Fire Company- Mr. Kevin James Co-Chair of the Mill Creek Fire Company, Mr. Jon Stewart President of the Mill Creek Fire Company, EMS Chief Mr. Michael Lennon Co-Chief Mill Creek Fire Company, and Warren Jones of the Delaware Volunteer Fire Association were in attendance to request DELJIS access.

The justification for the Mill Creek Fire Company to obtain DELJIS access was the cost of conducting criminal and DMV background checks for potential new members and employees. The representatives from the Mill Creek Fire Company emphasized the burden of the cost for the company. If the potential individuals are accepted for employment or volunteer services, the Mill Creek Fire Company waives the costs of fingerprinting and background checks for EMS and volunteer fire fighters which the costs could be used for other necessities within the department.

The Board discussed if volunteer fire companies were covered under legislation and if the law defines volunteer fire companies as a criminal justice agency and if they are permitted to have access to criminal justice information.

Ms. Bell advised the Mill Creek Fire Company representatives to speak with legislators about voluntary fire fighter companies concern to have the fee for background checks possibly be waived for applicants.

A motion was made by Ms. Bhate to table Mill Creek Fire Company’s request for access until further research was conducted concerning legislation and the legality of volunteer fire company’s access to criminal justice information and the need to waive the fee for background checks for employment and seconded by Mr. McCloskey. Motion carried.

* DHSS Herman Holloway, Sr. Campus- Mr. David Benson with DHSS Security was in attendance requesting DELJIS access on behalf of his Chief John Thorn of DHSS Herman Holloway, Sr. Campus. Chief Thorn who was unable to attend.

Mr. Benson’s justification for DELJIS access for Herman Holloway Campus is to check motor vehicle tag numbers in the parking lot. The three individuals who would have the DELJIS access are two Security Supervisors and the Superintendent. Mr. Benson said that the duties of security on campus include writing parking tickets and addressing domestic violence. Mr. Benson noted that the security staff has the legal authority to detain individuals on campus for safety reasons but for more serious incidents security contacts DSP.

DHSS Herman Holloway Campus is also requesting access for the purpose of performing pre-screening background checks for new hires.

Capt. Potts asked if Mr. Benson would voluntarily withdraw until Chief Thorn had an opportunity to present the application of DHSS Herman Holloway Campus to the Board. Mr. Benson voluntarily withdrew DHSS Herman Holloway Campus’s request for DELJIS access until Chief Thorn was available to clarify the agency’s need for DELJIS access to the Board.

* Department of Education- Ms. Ruth Adkins who is the Administrative Assistant for DOE was in attendance to request DELJIS access for the purpose to deny teacher licensure or impose discipline involving license suspension or revocation.

Ms. Adkins is requesting DELJIS access because DOE needs to ascertain whether an educator has a background involving crimes enumerated in the statute (14 Del. C. Sec 1218) and needs to check on the status of any pending criminal trials for educators to see if they can retain their license to teach. This process currently goes through DOJ and DOJ sends the information to Ms. Adkins.

DOE is requesting that Ms. Adkins have this access so she is able to conduct the research and monitor statuses of criminal cases against educators for the purposes of deny licensures or imposing discipline involving license suspension or revocation. Ms. Adkins provided a letter to the Board from her Director at DOE and Ilona Kirshon at DOJ in support of Ms. Adkins obtaining DELJIS access.

A motion to was made to grant Ms. Adkins DELJIS access to support the Department of Education duties of denying teacher licensures and imposing discipline involving license suspensions or revocations as described in the 14 Del. C. Section 1218 was made by Ms. Bhate and seconded by Ms. Dietz. Motion carried with one vote to oppose.

1. **COMMITTEE REPORTS**
   * Election of Officers- The results from the Board election included a total of 9 votes and the results are as follows:
   * Chair: Mr. Michael McDonald
   * Vice Chair: Ms. Marian Bhate
   * Secretary: Mr. Earl McCloskey
   * Planning Committee- No new updates at this time.
   * Police Complaint Access Committee-No new updates at this time.
   * Policy and Procedure Committee- Ms. Bell provided an update on possible sponsors for the revisions of Chapter 86. Ms. Bell met with Senator Lawson concerning the changes that were made to update the statute and Senator Lawson was pleased with the work that has been done to update the Chapter and will consider becoming the preliminary sponsor for the Bill.
2. **OLD BUSINESS**
   * Automated System Usage Statistics- Ms. Bell reviewed the automated system usage statistic with the attendees.
   * Project Status Report- Ms. Bell reviewed the project status report with the attendees.
   * AFIS Upgrade- Changes are required to get mugshots from AFIS and new fields are being added to the AFIS interface to send SBI number changes back for manually entered prints and applicant prints. There is a meeting with the vendor and changes are being discussed. DELJIS will have to change the interface to FACES to AFIS. This will impact LEISS and E-Ticket applications.
   * AG Intake Scheduling- This item has been completed. All intakes will be scheduled at time of warrant for all New Castle County cases. Changes are currently being tested. The project is completed and in production.
   * Boat Registration File-DNREC is taking boat registrations off of the mainframe and moving them to the cloud. DTI programming is in progress and DELJIS is testing the application for DTI.
   * CAD Interface- Web service should be available approximately the week of 2/16 for E-Crash and E-Tickets. Will supply vendor with WDSL file. Working with vendor to hit old web services for complaint- new to set up web service and XML firewall changed to accept E-ticket and E-Crash data. Agencies are unable to hit the service provider site.
   * Create an Inquiry to the Judge Attorney File- This is a new item to develop a way for a user to check the Judge Attorney File. We need to develop a maintenance request for an inquiry option to search the judge attorney file. We are working with Supreme Court to get table codes for values to be displayed.
   * DMV Look-up to SQL Files- The program list with input/output batch/online supplied to DMV. This item is on hold as DMV modernization is on hold.
   * DOC Enhanced Missing Fields for DACS- This is a new item to enhance DOC DACS interface to populate missing data in DACS. This request has been sent to DTI for maintenance.
   * DOJ Web Alerts for Special Groups- This is a new item that sends web alerts for notification to DOJ on special groups. Programming is in progress to send email alerts to authorized end users.
   * Expunge record in NDEX-This item has been completed. We need to ensure that expunged records in Delaware are properly removed in NDEX. This item has been completed and record checked and process is loaded to the system.
   * Fire Commission Rap Back- This item has been completed and testing is in progress for arrest notices.
   * LEISS Field Changes- This is a new item. We are adding a field to LEISS to show there is camera data that exists. This option will be available in the new LEISS.
   * Red Light Cameras- This item has been completed. We need to change the location of data transfer to DelDOT’s new red light vendor and also changed court interface for JP Court. The programming has been completed.
   * NIBRS Law Enforcement Counts- This item has been completed. Counts were successfully sent in December 2014. We are testing changes to add counts by ORI instead of Agency as DSP Troops are reported by county. We need to add ORI for SBI.
   * Wilmington Crime Commission- This was a new item that has been completed. Special downloads were created for the Wilmington Crime Commission for the end of March used to determine on how to reduce crimes.
   * Wilmington Crime Reduction- This item has been completed. DIAC needed notices of arrests and any case changes of any case involving guns.

Questions

* + Ms. Bhate asked when the new LEISS would be available so she could be notified when the video indicator will be included in the new LEISS. Ms. Bell responded that one of the LEISS developers had left and the new LEISS will possibly be in beta July 1, 2015.Users will have a transition period of approximately six months to a year which will allow users to run the new version of LEISS and the old version of the LEISS at the same time so users can be accustomed to the changes.

1. **NEW BUSINESS**

Ms. Bell said that while she was at Legislative Hall to review the revisions of Chapter 86, there are glitches in Title 11 Chapter 4104 section of the code that discusses violations, misdemeanors, and felonies. Civil charges are being tried in a criminal court and could be a potential problem if that portion of the law is not changed and it may impact funding.

1. **PUBLIC COMMENT**

Mr. Gordon Smith, Coordinator of the Domestic Violence Legislative Project, provided comment about his concern about an individual misusing the system at Family Court by incorrectly marking in the system that Mr. Smith was served a PFA when he had not been served.

Mr. Smith said that he doesn’t think this issue was discussed with the Board and that proper procedure wasn’t conducted on this incident. Capt. Potts thanked him for his comments.

1. **ADJOURNMENT**

With no other further discussion, a motion to adjourn was made by Ms. Bhate and seconded by Ms. Dietz at approximately 11:44 a.m.