**DELJIS BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, April 23, 2015**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Ms. Marian Bhate called the meeting to order at approximately 10:07 a.m.

Those in attendance included:

**BOM MEMBERS:**

Captain John Potts Newark PD

Earl McCloskey DOJ

Marianne Kennedy JP Court

Robert Denton JIC

Leann Summa Family Court

Phillip Winder DOC

Lt. Fred Calhoun NCCPD

Marian Bhate PDO

James Collins DTI

**PROXIES:**

Michelle Brogden DYRS

Proxy for Nancy Dietz

Captain Daniel Hall DSP-SBI

Proxy for Michael McDonald

**STAFF AND INTERESTED PARTIES:**

Peggy Bell DELJIS

Lynn Gedney DELJIS

Mary Hansen DELJIS

Ray Sammons DELJIS

Kelly Knutkowski DELJIS

DAG Lisa Morris DOJ

Earle Dempsey DTI

Joe Shockley DTI

John Thorn DHSS Holloway Campus

**PUBLIC:**

Thomas Saville

Susan Peiffer

James Peiffer

Anne Limmina

Ronald Stoner

**I. REVIEW AND APPROVAL OF MARCH MEETING MINUTES**

A motion was made by Capt. Potts to approve the BOM March Meeting Public Session Minutes and seconded by Lt. Calhoun. Motion carried.

A motion was made by Lt. Calhoun to approve the BOM Executive Session Minutes seconded by Mr. Collins. Motion carried.

**II. HEARINGS**

Mr. McCloskey recused himself for Case #20090779.

A motion was made by Capt. Potts 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) for Case #20090779 and seconded by Mr. Collins. Motion carried.

The Board of Managers returned to public session for voting at approximately 10:58 a.m.

A motion was made by Ms. Brogden to lift the indefinite suspension for Appellant in Case #20090779 and seconded by Lt. Calhoun. Nine approved, one opposed and one recused. Motion carried.

**III. STRATEGIC ISSUES**

* + IT Consolidation- Mr. Collins reminded the attendees that each agency should have a strategy in place by July 15, 2015 because that is the end of life for Microsoft Server 2003.
  + Mr. Collins also noted that DTI has rolled out the “Secure the Human” training to State employees to help individuals identify and prevent security issues. This training needs to be completed by June 30, 2015. If any agency is not participating in the training and would like to participate, Mr. Collins advised to contact DTI Security Officer Elayne Starkey for more information.

**IV. NETWORK MANAGEMENT**

* DHSS Herman Holloway, Sr. Campus-Ms. Hansen provided an overview of the request for access that DHSS Herman Holloway submitted. DHSS Herman Holloway was requesting DELJIS access for the purpose of background checks for new hires of the DHSS Herman Holloway Security Department and DMV information.

Ms. Bell advised that if DHSS Herman Holloway was granted access that DELJIS access would not be used for background checks and that background checks for new hires would need to be conducted through SBI.

Chief Thorn with DHSS Herman Holloway said the main reason they are requesting DELJIS is for DMV data. Chief Thorn said the campus has issues with vehicles being left on campus and vehicles parked illegally in handicap parking spaces. When DHSS Herman Holloway needs to find the owner of the vehicles, the process is to call DSP and DSP is usually busy with other complaints that they are unable to respond in a timely manner.

Ms. Bell asked for clarification from Chief Thorn that DHSS Herman Holloway is amending their application to request only DMV data. Chief Thorn agreed DHSS Herman Holloway Campus is agreeing to amend their DELJIS request to just DMV data as Security Officers, but once they get Constable status they will be requesting for more DELJIS access.

A motion was made by Capt. Potts to grant DHSS Herman and Holloway Campus Security only DMV data at this time and seconded by Mr. Collins. Nine members approved with one oppose and one abstention. Motion carried.

**V. COMMITTEE REPORTS**

* + Planning Committee- No new updates.
  + Police Complaint Access Committee- No new updates.
  + Policy and Procedure Committee- No new updates.

**VI. OLD BUSINESS**

Ms. Bell advised that DELJIS is working with Mark Catrona, who is a Legislative drafter at Legislative Hall, to amend Chapter 86 to bring the code up to date an in compliance. Senator Lawson is willing to sponsor Bill. Once there is a final review of the draft, a copy will be distributed to the Board to review.

* + Automated System Usage Statistics- Ms. Bell reviewed the automated usage statistics with the attendees.

* + Project Status Report- Ms. Bell reviewed the project status report with the attendees.
  + Accident Sale Portal- Testing is in progress.
  + Bail Bondsperson Database- The conversion program is completed. Users are testing the latest changes and we are working on COGNOS reports.
  + Boat Registration Report- DELJIS is testing applications.
  + CAD Interface- WDSL files for E-Crash and E-ticket web services provided to vendor. We are finishing up new web service for complaint data to make it easier to get complaint data for agencies.
  + DOJ Case Tracking System- Weekly calls are being held with vendor to go over fields in the interface files to map to Justware. We need to provide civil statutes to be added to the law file.
  + DOJ Web Alerts for Special Groups- This item has been completed on 4/1/15.
  + DSP Police Portal- Programming is in process to create an interface for the new DSP Portal.
  + DUI Alcohol Test Results- This is a new item. DSP Planning needs fields added for DUI tracking results.
  + E-Crash- A change was made to the E-Crash Reports; the E-Crash reports will no longer have the header indicating if the report is reportable or non-reportable and the header that states if a departmental vehicle was involved.
  + LEISS Rewrite- Testing continues on complaint/warrant system. An MOU has been signed with DSP and Safety and Homeland Security. The funding has been released.
  + Mental Health Records- Mental patient records have been removed from criminal history. SBI had 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 the new LEISS. As of 4/10/15 there are 19,767 records in G4. Mental patient questions have been changed in LEISS so the only option to select is to transport.
  + Migration of Warehouse to New Server- DELJIS is migrating data/applications to the new server. Testing is in progress on web applications-charge summaries, DMV inquiries, PFA inquiry, e-Payment, and temporary license.
  + Pardon Processing Back End Reporting- This is a new item that will create a way to report to the Board of Pardons that a record that was pardoned is being expunged.
  + Video Equipment- This is a new item that will record the types of videos in LEISS. We will need to track in-car camera and body cameras and share fields with partnering agencies.
  + YRS Interface Enhancements- This is a new item that will track the history of juveniles in YRS facilities and programs. We will need to modify and enhance data capture of YRS on files and fields available to design new file to capture the progression of juvenile through the YRS system.

**VII. NEW BUSINESS**

DAG Morris recommended that the March 2015 Executive Session Minutes include any documents that the Board reviewed, and the dates the letters were sent to the appellant notifying the appellant of the date and time of the hearing and that the appellant did not attend.

Ms. Bell notified the attendees that the DELJIS Law Enforcement Users Group (LEUG) and the DELJIS Project Steering Committee (PSC) meetings have been combined into one meeting which is called the DELJIS Criminal Justice Users Group. The next DELJIS Criminal Justice Users Group meeting will be on Tuesday, June 16, 2015.

**VII. PUBLIC COMMENT**

There was no public comment.

**IX. ADJOURNMENT**

With no other further discussion, a motion to adjourn was made by Mr. Collins and seconded by Mr. McCloskey at approximately 11:29 a.m.

**The next meeting date is scheduled for May 28, 2015 at 10:00 a.m**