**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**PUBLIC MEETING MINUTES**

**Thursday, May 28, 2015**

**OPENING AND ATTENDENCE**

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

Those in attendance included:

**BOM MEMBERS:**

Nancy Dietz DYRS

Phillip Winder DOC

Marian Bhate PDO

Earl McCloskey DOJ

Michael McDonald DSP

Sec. James Collins DTI

Leann Summa Family Court

Marianne Kennedy JP Court

Robert Denton JIC

Lt. Frederick Calhoun NCCPD

**PUBLIC AND INTERESTED PARTIES:**

Lt. Eric Hamm

Norman Barlow

Joe Shockley

Adam Gillespie

**STAFF**

DAG Lisa Morris DOJ

Peggy Bell DELJIS

Lynn Gedney DELJIS

Ray Sammons DELJIS

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

1. **REVIEW AND APPROVAL OF APRIL MEETING MINUTES**

A motion was made by Ms. Bhate to approve the April BOM Public Session Minutes and seconded by Secretary Collins. Motion carried.

A motion was made by Ms. Bhate to approve the April BOM Executive Session Minutes and seconded by Mr. Denton. Motion carried.

1. **HEARINGS**
	* A motion was made by Lt. Calhoun to enter 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) and seconded by Mr. McCloskey.

Secretary Collins recused himself from Case Hearing #201407104.

The Board returned to public session for voting.

Ms. Bhate made a motion for the Appellant in Case #201407104 to attend and complete DELJIS Security Training at the Appellant’s earliest convenience and seconded by Ms. Dietz. Motion carried.

1. **STRATEGIC ISSUES**
	* IT Consolidation- Secretary Collins reported that there is transition going on at DTI. The following are the individuals that have been transitioning at DTI:
	* The new COO is Partherban Jayarman and Mr. William Hickox is moving to DOE.
	* The CTO Matthew Payne is moving to the private sector and the Acting CTO is Michael Hojnicki.
	* Application Development contact is Karen Esposito.
	* DTI is recruiting a new team leader for their project management and customer engagement team.
2. **NETWORK MANAGEMENT**- No new updates.
3. **COMMITTEE REPORTS**
	* Planning Committee-No new updates.
	* Police Complaint Access Committee-No new updates.
	* Policy and Procedure Committee- Senate Bill 104 was distributed to the Board which is the revised version of Chapter 86. The Bill has been introduced and has received sponsorship from Senator Lawson and Representative Mitchell, with co-sponsorship from Senator Bonini, Cloutier, Hocker, Lavelle, Pettyjohn, Richardson, Simpson and Representatives Carson and Wilson.

Ms. Bhate announced that legislation has been passed and starting on July 1, 2015 the Office of the Public Defender will be named the “Office of Defense Services.” The Office of Defense Services will have central administration which will consist of fiscal, information technology, and interview staff. The agency name Office of the Public Defender will be changed in the tables on July 1st.

DAG Morris addressed Lt. Hamm’s concern about SBI’s portion in the revised version of Chapter 86 on how someone would come before the Board and apply for DELJIS access. In Chapter 86, if anything was defined in Chapter 85 we would refer to Chapter 85 so things aren’t defined twice in the statute with respect to Chapter 85 Section 13a. From the research of the statute, it looked like there may have been an error that was in both statutes and it did not make sense for it to be duplicative in both statutes and the language that was modified in Chapter 86 Section 8610 for more clarity. Referring to Chapter 85 will eliminate the process of changing language in both statutes if someone makes changes to Chapter 85 and not Chapter 86.

1. **OLD BUSINESS**
	* Automated System Usage Statistics- Ms. Bell reviewed the automated system usage statistics with the attendees.
	* Project Status Report- Ms. Bell reviewed the project status report with the attendees.
		1. Accident Sale Portal- Testing is in progress to develop a point of sale for collision reports.
		2. Bail Bondsperson Database- The system is on the server to be used in parallel with the old system to create application for SBI to capture bail/bond agents.
		3. Boat Registration File-The application still needs to return names in alpha and DTI is working on this portion.
		4. CAD Interface- A phone meeting was held and web service was developed. We still need to provide sample data to CAD Vendor. We have given them the WSDL file the vendor wants a sample run created. Forms submitted to DTI for consumption of production web services.
		5. CCDW Permits Inquiry- This is a new item that was created to provide a search of multiple inquiries for CCDW permits. This item has been completed.
		6. DMV Photo Look-Up- This is a new item and DMV will have upgraded web services for photo consumption. DELJIS is working to test the new web services.
		7. DOJ Case Tracking System- This is an interface with CJIS and DOJ Case Management. We are holding weekly calls with the vendor to go over fields in the interface files to map to Justware. We will need DOJ to provide civil statutes to add to the law file.
		8. DUI Alcohol Test Results- This is a new item which will create fields added for DUI tracking results for DSP Planning. We will need to add DUI fields to the IDR.
		9. DSP Police Portal- We are creating an interface for the new DSP Portal. Programming is in process.
		10. E-ticket Enhancement- This item will capture the license type. We will need to capture the type of license for motorcycles, etc. for statistical reasons.
		11. E-Warning/Juvenile Justice Charges- This is a program that will be similar to E-ticket where officers can record warnings when traffic citations are not issued. This will be incorporated in the new LEISS once the program is released.
		12. Inquiry to the Judge Attorney File- This item will develop a way for users to check the Judge Attorney File. The program is in training and will be moving to production.
		13. LEISS Rewrite- We are continuing testing on the complaint/warrant system and the MOU has been signed with DSP and Safety and Homeland Security.
		14. Mental Health Records- This item will be removed as all work is completed, but mental health records will be tracked under status numbers on the first page of the status report.
		15. Migration of Warehouse to New Server- This item is the number one priority for DELJIS staff and work is underway with a deadline of June 2015. As such, all staff are on this effort, all other efforts are on hold until this is completed.
		16. Public Defender Worksheet- We are adding language to the PD worksheet. The language will be added to the interview sheet and we are waiting on the PD office to add to the broker interface.
		17. Printing to Cannon Printer- This item has been closed. JIC is working to test all the print functions. DELJIS staff is updating addresses when notified. Print is successful per JIC and Courts and DELJIS will add printers as needed.
		18. YRS Interface Enhancements- This item will track the history of juveniles in YRS facilities and programs.
		19. Web Alerts- This is a new item and we will be creating a new alert system for web alerts. Programming is in progress and the application will be moved to the new web portal.

Questions/Comments

* SBI would like the Bail Bondsperson Database to be renamed to Professional Licensing with SBI.
* Secretary Collins discussed the phasing out of a version of IE and advised that a strategy should be put in place to allow IT standards for a certain period of time.
* The Board discussed that the biggest issue with agencies staying current with IT standards is the amount of funding available. The Board expressed that if legislatures want agencies to be current, legislatures need to understand that there needs to be funding available.
* Ms. Kennedy thanked DELJIS for all the work the agency has done to automate processes. Because many of the functions are now being automated, the JP Court was able to build a calling center that will be named the Information Center. JP Court 7 and Court 11 have been moved to the Information Center and the main line for JP Court 7 and 11 will be directed to the call center. JP Court is in the process of moving JP Court 3 to the Information Center.

1. **NEW BUSINESS-** No new updates.
2. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

A motion was made to adjourn by Ms. Bhate and seconded by Lt. Calhoun at approximately 11:20 a.m.

**The next meeting date is scheduled for June 25, 2015 at 10:00 a.m.**