**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**PUBLIC SESSION MEETING MINUTES**

**THURSDAY, AUGUST 27, 2015**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. McDonald called the meeting to order at approximately 10:03 a.m.

Those in attendance included:

**BOM MEMBERS:**

Marian Bhate ODS

Lt. Frederick Calhoun NCCPD

Robert Denton JIC

Michael McDonald DSP

Earl McCloskey DOJ

Phillip Winder DOC

Marianne Kennedy JP Court

Leann Summa Family Court

Capt. John Potts Newark PD

Secretary James Collins DTI

**STAFF:**

Peggy Bell DELJIS

Lisa Morris DAG

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

**PUBLIC AND INTERESTED PARTIES:**

Eric Hamm

Matthew Zolper

Joe Shockley

Isabella Kaplan

Joseph Day

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

* A motion was made by Ms. Bhate to approve the July 2015 Public Session Minutes and seconded by Mr. Denton. Motion carried.
* A motion as made by Ms. Bhate to approve the July 2015 Executive Session Minutes and seconded by Mr. McCloskey. Motion carried.

1. **HEARINGS**

* Case Hearing #201407102- Mr. McDonald recused himself for Case Hearing #201407102.
* A motion was made by Lt. Calhoun to enter 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) and seconded by Capt. Potts.
* The Board returned to Public Session and Mr. McDonald returned to the meeting.

* A motion was made by Mr. McCloskey to suspend the appellant in Case Hearing #201407102 from DELJIS for a period of two (2) years and seconded by Secretary Collins. Eight (8) approved, one (1) opposed, and one (1) abstention. Motion carried.

1. **NETWORK MANAGEMENT**

* New Castle County Code Enforcement- Mr. Joe Day was in attendance to represent NCC Code Enforcement request for additional DELJIS access. NCC Code Enforcement is requesting to have access for the capability to tow vehicles. Ms. Bell advised if the Board were to grant access, DELJIS will have to modify the system to accommodate the access that NCC Code Enforcement is requesting. The access requested would involve a tow module in LEISS. If access is approved it may not be available immediately since releasing the new LEISS is the first priority of DELJIS and is anticipated to be released in October.
* A motion was made by Capt. Potts to grant New Castle County Code Enforcement’s the application for additional DELJIS access and seconded by Ms. Summa. All approved. Motion carried.
* Bethany Beach Code Enforcement- Bethany Beach Code Enforcement which is a new agency that is requesting DELJIS access and will have the same access that’s granted to other code enforcement agencies.
* A motion was made by Ms. Summa to approve the Bethany Beach Code Enforcement’s application for DELJIS access and seconded by Ms. Bhate. All approved. Motion carried.

**IV. STRATEGIC ISSUES**

* IT Consolidation- Secretary Collins thanked all of their partners for participating in the security training which was the highest year of participation across the state. Secretary Collins announced that DTI is doing a statewide reporting enterprise program called E-Star. The agencies that are piloting this program are DOC, DHSS, DOS, DTI, and KYDS. Another project that DTI will be releasing in October for the Division of Corporations called ISIS.
* DTI is internally aligning operations to increase responsiveness to customers. The security office will be moved into a security operations center and DTI is reinstituting the office of change management which will include operational changes and working with customer engagement specialists.

1. **COMMITTEE REPORTS**

* There were no new updates to report.

**VI. 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.
* Accident Sale Portal- This item will develop a point of sale for collision reports. Changes are required as a result of the new server.
* Boat Registration File-DNREC is removing the boat registration from the mainframe and moving to a cloud. This application is not in production and it’s possible the application will go live in mid-October per DTI.
* CAD Interface-We are creating an interface to/from CAD system. Web service is available. We are using the old process for complaint data until the vendor can work on using web service instead of data files.
* CCP Criminal Contempt-This item will change criminal contempt scheduling for FTP. The new policy created to schedule criminal contempt hearings only after a person misses two scheduled payments instead of one payment. Programming is in progress.
* Division of Forensic Science- This item will develop specialty reports for the Division. The division is requesting reports of crimes involving evidence. All reports have been completed.
* DCI Message Switcher Modernization- We are working with the switcher vendor building new interfaces. Programming is completed for Wanted lookups by SBI, driver’s license, registration, VIN, and ID card number.
* DOC Domestic Violence Referral Form- This item is a referral of domestic violence from P&P. We initially gave them the DV hope summary printout to use but they need an online version they can print on a local pc printer. A request was sent over to DTI and the program specifications were changed to make the application screen printable. This item has been completed.
* DOJ Case Tracking System-This item will interface with CJIS and DOJ Case Management. Weekly calls are being held 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. Tables supplied as needed. DOJ needs to review interface fields to see if they are needed in Justware. We also need detail specifications for the actual interfaces.
* E-Warning/Juvenile Justice Charges-We are creating a program similar to E-Ticket where officers can record warnings when traffic citations are not issued. The developer and Lynn are meeting to discuss.
* Law File Table Rewrite- We have received NCHIP funding for the Law File Rewrite. Programming is in progress.
* Medical Marijuana- This item will add a new person type with remarks. These cards are now being issued to Agents of the Compassion Centers. Need to be able to enter the data to reflect they are Agents not patients. Agents are employees of the centers and can only possess marijuana while they are in the center working. This item has been completed.
* Mental Health Record SBI #- We will be adding SBI numbers to G4 records for enhanced searches. We have created a program to allow the entry of the number once the record number is found. Programming is completed.
* Migration of Warehouse to New Server- Migration of DELJIS data/applications to the new server has been completed.
* Professional Licensing Database- This item will create an application for SBI to capture bail/bond agents. The application is in production. SBI is verifying rosters in new database. The new applicants are processed thru the new application.
* Public Defender Referral Sheet- This is a new item that will request for JP Courts to hand out in paperwork document. A form will be generated at the time of presented/arraignment making the defendant aware that they need to contact the Office of Defense Services to obtain representation. Referred to JIC to create a new form.

**LEISS MODIFICATIONS AND ENHANCEMENTS**

* LEISS Enhancement- Changes are being made to enhance AG access. The enhancements include (1) Request to capture gun data, caliber of weapon, defendant statements, recovered property, and evidence (to capture an SBI update) to enhance ability for trial. (2) Reserve supplements in E-Crash for an officer so two officers cannot pull the same supplement number. (3) Issue with deer tags printing in E-Crash. They are unable to print tags and have to sign out and in to print tag. HD #35445 (4) HD # 35313 need to adjust the way first unstable event happens in E-Crash. Ref to HD# for exact details. (5) Add additional fields to LEISS to show if camera data is available of the incident.
* LEISS Tables- We have received NCHIP funding received for Table and LEISS enhancements. Programming is in progress.
* LEISS Rewrite- We are re-writing the LEISS system to a new platform. We are testing and fixing issues as they arise. We are working on internal testing.

**VII. NEW BUSINESS**

* SB 104 which is the new Chapter 86 was signed on August 17, 2015 by the Governor.
* The Board discussed modifying the BOM meeting schedule to every other month and the remainder months as tentative contingent upon if a hearing is scheduled to be presented to the Board. The Board decided to cancel meetings in the months of July and December due to scheduling conflicts. If it is necessary to schedule a hearing, a special hearing will be scheduled to accommodate the agency.

1. **PUBLIC COMMENT**

* There was no comment from the public.

1. **ADJOURNMENT**

* With no other business to discuss, a motion was made by Capt. Potts to adjourn the meeting and seconded by Lt. Calhoun at approximately 11:59 a.m.