**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**PUBLIC SESSION MEETING MINUTES**

**Thursday, October 22, 2015**

**OPENING AND ATTENDANCE**

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

Those in attendance included:

**BOM MEMBERS:**

Marian Bhate ODS

Robert Denton JIC

Phillip Winder DOC

Capt. John Potts Newark PD

Secretary James Collins DTI

Leann Summa Family Court

Lt. Frederick Calhoun NCCPD

Marianne Kennedy JP Court

Earl McCloskey DOJ

**PROXIES:**

Michelle Brogden DYRS

Proxy for Nancy Dietz

**STAFF:**

Ray Sammons DELJIS

Mary Hansen DELJIS

**STAFF (CONT.):**

Peggy Bell DELJIS

Lynn Gedney DELJIS

DAG Morris DOJ

Kelly Knutkowski DELJIS

**PUBLIC AND INTERESTED PARTIES:**

Renee Rigby

David Moyer

Robert Legates

Brian Calloway

Anthony Spiezio

Harry Downes

William Demarco

James Fitzgerald

William Anderson

Francis Walker

Isabella Kaplan

Delayne Stewart

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

A motion was made by Mr. McCloskey to approve the September 2015 BOM Public Session Meeting Minutes and seconded by Mr. Denton. Motion carried.

1. **HEARINGS**

A motion was made by Capt. Potts 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 Secretary Collins. Motion carried.

* + Case Hearing #20150743- A motion was made by Capt. Potts for the Appellant in Case #20150743 to re-sign the DELJIS Rules and Regulations, complete training at DELJIS within 30 days, and to not access the record. Motion carried.

A motion was made by Lt. Calhoun to enter into Executive Session and seconded by Secretary Collins.

* + Case Hearing # 201501- A motion was made by Mr. McCloskey to restore DELJIS access to Appellant in Case #201501 pending the resolution of the Appellant’s open cases, and to complete all court proceedings present and future as ordered by the courts. All approved. Motion carried.

A motion was made by Lt. Calhoun to enter into Executive Session and seconded by Ms. Summa. Ms. Kennedy recused herself.

* + Case Hearing # 201502- A motion was made by Mr. McCloskey to reinstate DELJIS access to the Appellant in Case #201502 pending the resolution of the case and prohibit the Appellant from accessing the case record. All approved with one abstention. Motion carried.

Ms. Kennedy returned to the meeting.

A motion was made by Ms. Summa to enter Executive Session and seconded by Ms. Kennedy.

* + Case Hearing # 201503- A motion was made by Ms. Summa to reinstate DELJIS access to the Appellant in Case #201503 pending the outcome of the case and flagging the records and seconded by Mr. McCloskey. All approved. Motion carried.

1. **NETWORK MANAGEMENT**
   * Arbor Management- Ms. Hansen gave an overview of the Arbor Management application for DELJIS access. Arbor Management offers HUD and Section 8 housing in which case the attendants living in their properties cannot have weapon or drug convictions. Ms. Bell advised the Board that Arbor Management is a non-governmental agency.
   * Mr. James Fitzgerald and Mr. William Demarco of Arbor Management were in attendance to request DELJIS access. Mr. Fitzgerald retired from NCCPD and went to Arbor Management and he is currently the Director of Security at Arbor Management. Arbor Management’s objective to obtain DELJIS access is to help address the criminal environment that’s going on in the properties and to keep tenants safe. Arbor Management has a problem with guests of residents who have a certain charges that prohibits them to be on their properties. Arbor Management has a Ban Policy that is part of Section 8 and HUD criteria for tenants and guests of tenants to comply with and Arbor Management has also reviewed this Ban Policy with Legal Aid.
   * The access would be strictly for safety reasons and not for background checks. Background checks for applying for housing are conducted through Core logic who does all the screening activity. For tenant purposes, the access would be used if someone got arrested for a drug charge and we would share information with the local police department. If tenants of the properties are charged with any of the disqualifying charges they are required to notify property management, however many tenants who are charged with disqualifying offenses do not notify property management.
   * The Board discussed what items would be included in the MOU if granted access and the individuals who would need security training who would have direct access and secondary dissemination which would include Arbor Management Hearing Officers. The only person who would have direct access would be Mr. Fitzgerald.
   * A motion was made Lt. Calhoun to grant DELJIS access with the condition that a memorandum of understanding is established stating all the conditions of permitted DELJIS access to be only used for properties that are in conjunction with Section 8 and Affordable Housing, prohibiting the system to be used for applicant background checks for applications for the properties, and to notify DELJIS if any other Arbor Management employee needs to be trained for secondary dissemination purposes and seconded by Mr. McCloskey. All approved. Motion carried.

1. **STRATEGIC ISSUES**
   * IT Consolidation- No new updates.
2. **COMMITTEE REPORTS**
   * No new updates.
3. **OLD BUSINESS**
   * Automated System Usage Statistics- Ms. Bell reviewed the system usage statistics with the attendees.
   * Project Status Report-Ms. Bell reviewed the project status report with the attendees.
   * AFIS Upgrade- This item will require mugshots to be moved to the new AFIS Server. Changes are required to get mugshots from AFIS instead of the existing application (Faces), adding new fields to AFIS interface to send SBI number changes back for manually entered prints and applicant prints. DELJIS will have to change the interface from FACES to AFIS. This will have impact on LEISS and E-ticket applications. We are working on changes to SBI CHCM to create an applicant case number and pass applicant data electronically to live scan. We will also be adding the ability to send manual prints to CJIS to load into name index file automatically for criminal and applicant prints.
   * Boat Registration-DNREC is taking the boat registration off the mainframe and moving to a cloud. The date to go live has been rescheduled. The anticipated date to go live is now November 4, 2015.
   * Crime and Justice Institute Data- This is a new item which will need data for pretrial analysis. The data has been downloaded and the item has been completed.
   * Delaware Center for Justice Data- This item needs aggregate totals of crimes, court cases, dispositions, etc. We are waiting on an MOU to be signed by SBI and JAI. We are working on reports to gather requested data.
   * E-Warning/Juvenile Justice Charges- This item will be a program similar to E-ticket where officers can record warning when traffic citations are not issued. Juvenile Justice has been added to the new LEISS and School Resource Officers are currently being trained.

* Misdemeanor Drug Charge Arrest Report- This is a new item that will create a report for misdemeanor drug charges that have changed jurisdiction from Superior to CCP. The new arrest report is to be created for DOJ for these drug cases.
* Public Defendant Referral Sheet- This is a request for JP Courts to hand out in paperwork document. This form has been created and put in production on October 5, 2015.
  + SB 59 Changes- This is a new item that will provide driving card privileges for undocumented immigrants. There will need to be fingerprints and photos taken of applicants when they come to SBI and applicant case number on receipt which will be used in the new web service where DMV can deploy to check photo of person when they come into DMV to get license. We will start working on web service once DSP new servers for photos are up and running and sample database sent to us. Roll-out is set for December 27th.
  + SB 154 Changes-This item will change drug misdemeanors to CCP Jurisdiction.
  + CCP Drug Calendar-CCP wants to create a new drug calendar for these new drug cases they will start getting in October. Program changes identified and will start coding soon. CCP needs in production for January 2016.
  + SB 132 Changes-This change will no longer suspend licenses for FTP mail-ins. DELJIS has met with DMV to discuss how they want to handle sending the fail to pays to DMV without suspending and automatically updating DMV when paid.
  + Web Portal Change- we will make the web portal more user friendly. We are making the main web portal page more user friendly and add wanted person inquiry. Changes being tested in house for main page changes. It is in the process of changing it—resembling the old changes.
  + LEISS Enhancements- This item includes changes to enhance AG access. (1) Request to capture gun data, caliber of weapon, defendant statements, recovered property, and evidence (for capture and 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- NCHIP funding received for Table and LEISS enhancements. Programming is in process.
  + LEISS Rewrite- Rewrite of LEISS system to new platform. We are working on internal testing and fixing issues as they arise. School resource officers are beginning training in new LEISS to use for Juvenile Justice Cases.

1. **NEW BUSINESS**
   * New LEISS Release-Ms. Bell advised that we have started this process and it’s a work in progress.
   * SRO/Constables Juvenile Justice Program-Ms. Bell notified the attendees of the Juvenile Justice Program which will be a civil citation for first time offender juveniles for certain offenses, is a program that will monitored juveniles for 90 days to ensure that that they are complying with program requirements. In order to for constables use the forms for the program, constables will need access to LEISS. Ms. Bell suggested that if the constables want this access they can separately apply. The constables would need to come back to the Board and apply for LEISS access for the Juvenile Justice Program. The constables can complete the Juvenile Justice Program form on paper and hand it to the police officer.
2. **PUBLIC COMMENT**

* There was no comment from the public. Ms. Bell advised the Budget meeting November 5, 2015 at 3:00 p.m. in the House Chambers.

1. **ADJOURNMENT**

A motion was made to adjourn the meeting by Lt. Calhoun and seconded by Ms. Summa at approximately 12:15 p.m.

**The next meeting date is scheduled for November 19, 2015 at 10:00 a.m.**