Minutes of the Strategic Planning Advisory Committee

April 24, 2015

Delaware State Police Troop 2

100 LaGrange Avenue

Newark, DE 19702

Conference Room

Committee Members Present:

Major John Evans Delaware State Police-Chairman

Lisa Schwind Public Defender’s Office Forensic Attorney

Dr. Don Lehman Univ. of Delaware-Associate Professor

Lisa Morris Department of Justice-General Counsel

Amrita Lal-Paterson Division of Forensic Science-DNA Technical Leader

Jessica Smith Division of Forensic Science-Chief Forensic Toxicologist

Committee Member Excused:

Kathleen Jennings Attorney General’s Office-State Prosecutor

Guests Present:

Isabella Kaplan DTI – Customer Engagement Specialist

Chris Cohan DTI – Enterprise Architect

The meeting was called to order at 8:57 am by Major Evans. Introductions were made. Minutes of the February 27, 2015 were reviewed. Correction to the address of Troop 2 was noted. Lisa Schwind made a motion to approve as corrected.

The committee participated in a tour of the Maryland State Police Crime lab. Pictures were taken and will be included in the committee report. The committee would like to also tour the Medical Examiner’s office in Baltimore. Jessica Smith has a contact and will advise if this is feasible. Jessica Smith will also check to see if we can visit the New Jersey facility.

Lisa Schwind mentioned that we need to keep an eye on the fiscal year calendar for submission of budgetary items. Money for the feasibility study is in mark-up right now. There is a lack of funding support for the committee or the project.

The following action topics were brought up to date:

1. Building condition - Amrita Lal-Paterson sent an e-mail to DFS employees asking for their input on work conditions. She presented a summary report to the committee indicating that there were many areas that needed to be addressed. The full e-mail will be sent to the committee for their review. Amrita Lal-Patterson and Jessica Smith will work on a survey possibly using Survey Monkey to be sent to all employees to get anonymous feedback on building and work conditions. DTI to help with the survey.
2. Andrews Reports – have been forwarded to all committee members.
3. Synergy - Lisa Morris will be following up to see if the comptroller at the AG’s office can put some monetary numbers together to see how much was spent on out-sourcing the evidence analysis. Major Evans will attempt to see if DSP has any way of tracking their expenditures as well.
4. Bar Coding - Lisa Morris said this is in mark-up as well. There is a May 7th meeting scheduled with DTI to discuss several items including the possibility of adding Bar Coding to FLIMS and cost issues. There is a May 1st meeting scheduled with DFS, DTI and the vendor to discuss the issues we are having with FLIMS.
5. Relationships between DFS & Dept. of Health – Lisa Morris is working on this with Kathy Jennings.
6. UD Internship – Don Lehman stated that the internship between labs and DFS was well received by UD. There are currently about 20 students. They are currently working on the application process which will also include background checks and random drug testing. Lisa Morris is working with Joe Swiski.
7. Staff Retention/Pay Parity – We need to check web-sites for comparable pay scales. Jessica Smith thought a salary study was to have been completed in January 2015. Major Evans to reach out to RL Hughes to see if this was completed.
8. DNA Collection/Retention – Lisa Morris will keep an eye on pending legislation. Major Evans will also check with the DSP Legislative Liaison to see the status of the bill.
9. Evidence Destruction – Lisa Schwind will provide publications to the committee for review.

DTI representatives gave a technology update on the building. They said the work was being done in phases. On March 26th the network hardware was updated. May 14th the phone system will be changed. The overall network will be upgraded in September.

Open Discussion: There are issues with the video. Monitors at the courthouse are temporarily tuned off however, Capitol PD is monitoring it live. It is retained for 30 days. Storage is a key issue. Wilmington PD retains video of all lock-ups. Lisa Morris is looking for $10,000 for archived films to be moved out of storage located in viable office space.

Lisa Shwind asked if autopsy documents can be scanned even though it is expensive. All media needs to be moved to newer, more technologically efficient media.

The next Commission meeting is scheduled for July. A preliminary report is due before then.

The meeting was adjourned at 11:00.

Respectfully Submitted,

Donna L. Newth-Showell

Recording Secretary