**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

 **BOARD OF MANAGERS**

**PUBLIC SESSION MEETING MINUTES**

**September 22, 2016**

**OPENING AND ATTENDANCE**

The Board of Managers meeting was held at the Veteran’s Affairs office located in Dover, Delaware. Mr. McDonald called the meeting to order at approximately 10:00 a.m.

Those in attendance included:

**BOM MEMBERS**

Lt. Frederick Calhoun NCCPD

Robert Denton JIC

Leann Summa Family Court

Marianne Kennedy JP Court

Michael McDonald DSP

Gregory Patterson DOJ

Marian Bhate ODS

Secretary James Collins DTI

Chief William Bryson Camden PD

**STAFF**

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

**PUBLIC AND NON-VOTING PARTIES**

Isabella Kaplan

Raymond Banks

Leroy Tice

Sean Finerty

Vincent Damiani

Jennifer Noel

Karen Lopez

Sherri Warburten

Chuck Pugh

Dr. Kathleen Brewer-Smyth

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

A motion was made by Ms. Summa to approve the BOM August 2016 Public Session Meeting Minutes and seconded by Ms. Bhate. All approved. Motion carried.

1. **HEARINGS**

A motion was made by Mr. Denton 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 Chief Bryson. All approved. Motion carried.

Ms. Bhate made a motion to approve the requested DELJIS access to the Appellant in Case #201601 and seconded by Secretary Collins. All approved. Motion carried.

1. **STRATEGIC ISSUES**

DELJIS Modernization Plan- Ms. Bell provided an update that DELJIS has submitted a business case which is in que and is waiting to be assigned to a DTI Project Manager. Ms. Bell discussed the option to move off of the mainframe during a meeting with the Office of Management and Budget Office, and they noted that the state has a budget deficit. The Board would still want to see recommendations summarized and reported see what would be required to move off the mainframe.

1. **COMMITTEE REPORTS**

There were no committee reports.

1. **OLD BUSINESS**

Automated Usage Statistics- Ms. Bell reviewed the automated system usage statistics with the attendees.

Questions/Concerns

There were some concerns that some of the agencies were doing a majority of their complaints in the old LEISS instead of transitioning to the new LEISS. The Board advised setting a deadline for users so the new LEISS will be the only application available to use. However, DELJIS is still working on the records management portion of the new LEISS. The recommended date to decommission LEISS was January 2018.

There was discussion that many of the users have reverted back to the old LEISS from experiencing problems when it was first launched. Many of the technical issues have been resolved and if users are continuing to experience problems in the new LEISS, they should notify DELJIS.

Project Status Report- Ms. Bell reviewed the project status report with the attendees. (See attached).

1. **NETWORK MANAGEMENT**

University of Delaware (Research)- Dr. Kathleen Brewer-Smyth conducts research on female inmates and how the violence of women relates to their past abuse, their hormone levels, and the amount of time the participants are in the program. She has previously conducted studies with women at the Baylor Women’s Correctional Institute but she is looking to expand her research to homeless shelters.

The data Dr. Brewer-Smyth is requesting is for a study that will include women at the Sunday Breakfast Mission. She is requesting criminal records to help her know if women have already committed a crime and if there is a need to follow up with a participant. She anticipates over the next two years to have a maximum of 100 women in the study determining if there is funding available.

There were questions on the study and if there was criminal history information needed if participants had criminal history outside of Delaware. Dr. Brewer-Smyth would also want out-of-state criminal history. Mr. McDonald said that he would reach out to the FBI to see if there was a need for correlation for her research. Dr. Brewer-Smyth advised that all participants complete consent forms if they are participating in the study and the only people who would be given access is Dr. Brewer-Smyth and possibly a research assistant.

A motion was made by Ms. Kennedy for DELJIS to provide allowable data based on a Memorandum of Agreement (MOA) for the research to be conducted to support this project and seconded by Secretary Collins. All approved. Motion carried.

Dept. of Agriculture, Division of Poultry and Animal Health- Ms. Karen Lopez who is an Assistant Veterinarian and Ms. Sherri Warburten who is an Investigator were present to request DELJIS access. The Department of Agriculture is similar to the Animal Welfare Department but they deal with larger animals, such as livestock. Their authority exists in Title 16 Chapter 30F to investigate cruelty to livestock. They are authorized to investigate, search and impound. They are requesting the same access as the Animal Welfare Department.

A motion was made by Ms. Bhate to approve DELJIS access to the Department of Agriculture, Division of Poultry and Animal Health and seconded by Chief Bryson. All approved. Motion carried.

1. **NEW BUSINESS**

Ms. Bell wanted to give an advanced notice to users that two factor authentication is coming to the CJ domain. It will not affect desktop and remote locations to desktop. Users will have the option for the two-factor authentication to use the Entrust mobile app or a token.

Ms. Bell anticipated having a draft budget at this meeting, but OMB notified agencies of a new budgeting process. The DELJIS Public Hearing is scheduled on November 16th at 9:15 a.m. in the Senate Chambers.

1. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

A motion was made by Lt. Calhoun to adjourn the meeting and seconded by Secretary Collins at approximately 12:25 p.m.