

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
October 20, 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 III	NCCPD
Robert Denton	JIC
Marianne Kennedy	JP Court
Leann Summa	Family Court
Michael McDonald	DSP
Gregory Patterson	DOJ
Marian Bhate	ODS
Secretary James Collins	DTI
Chief William Bryson	Camden PD
Phillip Winder	DOC

STAFF

Peggy Bell	DELJIS
Lynn Gedney	DELJIS
Mary Hansen	DELJIS
Kelly Knutkowski	DELJIS
Lisa Morris	DAG

PUBLIC AND NON-VOTING PARTIES

Robert Workman
Isabella Kaplan
Chuck Pugh
Capt. Benjamin Parson
Jessica Dominguez

I. REVIEW AND APPROVAL OF SEPTEMBER MEETING MINUTES

- BOM Public Session Minutes-A motion was made by Ms. Bhate to approve the BOM September 2016 Public Session Meeting Minutes and seconded by Lt. Calhoun. All approved. Motion carried.
- BOM Executive Session Minutes-A motion was made by Chief Bryson to approve the BOM September 2016 Executive Session Meeting Minutes and seconded by Lt. Calhoun. All approved. Motion carried.

II. NETWORK MANAGEMENT

- U.S. Transit Authority-Chief Workman was present to request DELJIS access for the U.S. Transit Authority. The U.S. Transit Authority is requesting the same DELJIS access for similar purposes as other constable agencies. The agency provides transportation services to individuals for mental health, substance abuse and detainees. DELJIS access would allow enhanced officer and public safety by providing constables information on individuals getting discharged from

the hospital and to prevent absconders. The agency will be meeting with DYRS and DOC about discussion for transporting juveniles to and from court.

There was concern from the Board that DELJIS access wouldn't be a necessary tool for the agency to perform its job duties since the agency has such a small client base and that there aren't contracts with police agencies. Chief Workman said that DELJIS access would help in completing police notifications and would make law enforcement free to conduct their duties on the road or dispatched to complaints.

The Board discussed that this would free up the time for law enforcement since officers spend several hours on these types of transports. The U.S. Transit Authority has three constables and if they expand operations they will hire more people if necessary.

A motion was made by Lt. Calhoun to approve U.S. Transit Authority's request for access and seconded by Chief Bryson. Eight approved with one opposed and one abstention. Motion carried.

- Jefferson Apartments-Ms. Jessica Dominguez is the Property Manager of Jefferson Apartments who was present to request DELJIS access. Ms. Dominguez is trying to make the community better and management is concerned with the visitors and the residents since Jefferson Apartments is a Section 8 and HUD community and must comply with regulations. HUD apartments prohibit residents or visitors who have engaged in drug-related criminal behavior, subjects to state lifetime sex offender registration program, violent criminal activity, or other criminal activity. Jefferson Apartments has a different system to conduct background checks but it is not 100% accurate and sometimes residents will be approved and then will be denied because all of the information wasn't provided in the first check.

The Board discussed that Jefferson Apartments did not need access to the Judge/Attorney Inquiry option indicated on the application.

A motion was made by Chief Bryson to approve Jefferson Apartments' request for DELJIS access and seconded by Ms. Summa. All approved. Motion carried.

III. STRATEGIC ISSUES

- DELJIS Modernization Plan-Ms. Bell updated the attendees that DELJIS business case was approved and Hitesh Nariani with DTI has been assigned as the Project Manager.

IV. COMMITTEE REPORTS

There were no committee reports.

V. OLD BUSINESS

- Automated Usage Statistics-Ms. Bell reviewed the automated usage statistics with the attendees. Ms. Bell has sent email out to users to notify them that the old LEISS will be decommissioned in January 2018. Email reminders will continue to be sent to users.
- Project Status Report-Ms. Bell reviewed the Project Status Report with the attendees (See attached).

VI. NEW BUSINESS

- DELJIS FY 2018 Operating Budget Submission-The DELJIS FY2018 Operating Budget was distributed to the attendees. Ms. Bell advised that the reporting is different this year so some of the items in the packet may look different.
- Ms. Kennedy stated that the Chief Magistrate, the courts, the Attorney General's office, and other agencies are working together to create another event like Safe Surrender. The last Safe Surrender Event was in 2009 and it was a 4-day session to allow people to turn themselves in on warrants and capiases. A steering committee has been created to plan the event which is anticipated to take place sometime in the spring.
- Some of the concerns the steering committee is considering is parking and a neutral location for the event to take place. There has been discussion to have the event at the court because of the convenience of network connectivity access and records but the location hasn't been determined.
- Secretary Collins advised to keep Ms. Kaplan informed if there are any network connectivity needs for the event.

VII. PUBLIC COMMENT

DAG Morris thanked the Board for the baby gift.

VIII. ADJOURNMENT

A motion was made by Secretary Collins to adjourn the meeting and seconded by Lt. Calhoun at approximately 11:17 a.m.