

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
May 25, 2017**

OPENING AND ATTENDANCE

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

BOM MEMBERS

Lt. Frederick Calhoun III	NCCPD
Major Robert Hudson	DSP
Marianne Kennedy	JP Court
Leann Summa	Family Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Secretary James Collins	DTI
Phillip Winder	DOC

ALTERNATES

Jeffrey Horvath	DE Police Chief's Council
Michelle Darling	DYRS

STAFF

Peggy Bell	DELJIS
Mary Hansen	DELJIS

STAFF (Continued)

Lisa Morris	DAG
Michael Kelly	DELJIS
Kelly Knutkowski	DELJIS

PUBLIC AND NON-VOTING PARTIES

Capt. Benjamin Parsons
Victor Bryson
Isabella Kaplan
Edward Dempsey
Hitesh Nariani
Andrew Duncan
James Liguori
Harold Bozeman
Dominique Truitt
Barbara Boese

I. REVIEW AND APPROVAL OF APRIL MEETING MINUTES

- BOM Public Session Minutes- A motion was made by Lt. Calhoun to approve the April 2017 BOM Meeting Minutes and seconded by Ms. Summa. All approved. Motion carried.
- BOM Executive Session Minutes
Case#201602-A motion was made by Ms. Summa to approve the BOM April 2017 Executive Session Minutes for Case #201602 and seconded by Lt. Calhoun. All approved. Motion carried.
Case#20160765A- A motion was made by Ms. Summa to approve the BOM April 2017 Executive Session Minutes for Case #20160765A and seconded by Lt. Calhoun. All approved. Motion carried.

I. HEARINGS

A motion as made by Lt. Calhoun 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 (l)(3)(5)(6)(9) and seconded by Mr. Horvath.

- Case 20160765B-A motion was made by Lt. Calhoun to uphold the DELJIS decision not to suspend the Appellant's access and seconded by Major Hudson. Six approved, three opposed, and one abstention. Motion carried.

II. NETWORK MANAGEMENT

- Department of Labor (DOL), Division of Vocational Rehabilitation-The Department of Labor is requesting three personnel to obtain DELJIS access to assist APEX clients. The APEX program assists Delawareans who are seeking expungements and DELJIS access would allow the APEX personnel to improve case management services to assist participants. Ms. Boese is the Contract Administrator for the APEX program and was requesting access, along with Ms. Truitt who is the APEX Coordinator in New Castle County and Mr. Duncan who is the APEX Coordinator in Sussex County. Ms. Bell noted that APEX clients will first get their certified criminal history, and when the clients are completed collecting other documents for their expungements or pardons, their certified criminal history has already expired. It takes time to resolve older criminal case dispositions and the APEX personnel wants to assist their clients in a timely manner. This request is similar to the Governor's Office application where they were requesting access because they had a backlog of pardon requests. The Board noted that if DOL was no longer doing expungements then they would not need access.

A motion was made by Secretary Collins to grant Department of Labor, Division of Vocational Rehabilitation DELJIS access and seconded by Mr. Winder. All approved. Motion carried.

- Drug Overdose Fatality Review Commission- Mr. Patterson was presenting the application on behalf of the Drug Overdose Fatality Review Commission. This commission is an initiative from the DOJ and from legislation that was created last year to evaluate drug overdose deaths and the systemic changes that could be made to reduce deaths. This Commission has modeled their process like the Child Death Review Commission. All of the information like the Child Death Review Commission is confidential and exempt from FOIA. The purpose of this initiative is to develop case studies of drug overdose deaths and identify system changes to prevent these deaths.

Ms. Bell stated that they will receive indirect access and will need to sign a confidentiality agreement and receive background checks. This access would provide them information and it's similar to the access of the Violent Crimes Compensation Board.

A motion was made by Mr. Horvath to grant DELJIS access to the Drug Overdose Fatality Review Commission and seconded by Ms. Summa. All approved. Motion carried.

III. STRATEGIC ISSUES

- DELJIS Modernization Plan-Mr. Hitesh Nariani is a DTI Project Manager and provided an update about the DELJIS Modernization Plan. DTI has done a lot of technical research including, who is on the mainframe and the size of the mainframe. He is evaluating what other state agencies are doing to modernize the mainframe. Mr. Nariani provided some examples that the Department of Finance has a roadmap of five years to modernize their mainframe and Department of Transportation is working on a business case and are looking to modernize in three to five years.
- A major challenge of the modernization plan is that there is very limited requirement documentation and most of the process knowledge for the lines of coding is maintained by many of the people who have retired. The next step of the plan is to start documenting processes. DELJIS has 11 million lines of code based on an analysis from 2010. Mr. Nariani has spoken to mainframe experts and vendors and all of them have asked the same question of how big is the mainframe, what are the functionalities, and the requirement documentation.
- Secretary Collins added that they will need to bring on a business analyst to start documenting what we have and the scope. Secretary Collins stated that they will need to conduct a deeper assessment and will engage with a vendor and start talking to the Office of Management and Budget and legislatures.
- The Board discussed that JIC should be engaged in this discussion since the modernization plan will impact their system. Mr. Hitesh has a meeting with Mr. Dale Matthews.
- Ms. Bell will reach out again to JIC for a representative for the Board. The Board has not been provided with a JIC representative in several months and JIC should be included on these discussions.

IV. COMMITTEE REPORTS

There were no committee reports.

V. OLD BUSINESS

- Automated Usage Statistics-Ms. Bell reviewed the automated statistics with the attendees. One of the features DELJIS is working on is recovering stolen vehicles.
- Project Status Report- Ms. Bell reviewed the project status report with the attendees. (See attached).

VI. NEW BUSINESS

- Compliance Audit Report- Ms. Bell stated that DELJIS will be conducting unannounced on-site compliance audits. DELJIS is giving each agency a list of who works for them and they need to sign off attesting that the document is correct. Ms. Bell will be reporting the results of each on-site compliance audit to the Board.

VII. PUBLIC COMMENT

There was no public comment.

VIII. ADJOURNMENT

A motion was made by Ms. Summa to adjourn the meeting and seconded by Lt. Calhoun at approximately 11:52 a.m.