

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
June 22, 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 10:05 a.m.

Those in attendance included:

BOM MEMBERS

Lt. Frederick Calhoun III	NCCPD
Major Robert Hudson	DSP
Marianne Kennedy	JP Court
Leann Summa	Family Court
Marian Bhate	ODS
Greg Patterson	DOJ
Nancy Dietz	DYRS
Phillip Winder	DOC

ALTERNATES

Jeffrey Horvath	DE Police Chiefs' Council
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STAFF

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

PUBLIC AND NON-VOTING PARTIES

Chuck Pugh
Isabella Kaplan
Hitesh Nariani
Jennifer Becnel-Guzzo
Capt. Benjamin Parsons
Jason Pires

I. REVIEW AND APPROVAL OF MAY MEETING MINUTES

- BOM Public Session Minutes- A motion was made by Major Hudson to approve the BOM May 2017 Public Session Minutes and seconded by Ms. Summa. All approved. Motion carried.
- BOM Executive Session Minutes- A motion was made by Ms. Summa to approve the BOM May 2017 Executive Session Minutes and seconded by Major Hudson. All approved. Motion carried.

II. NETWORK MANAGEMENT

- Office of General Counsel University of Delaware- Ms. Becnel-Guzzo is the Deputy of General Counsel for the University of Delaware was present to request indirect DELJIS access. The agency is comprised of four attorneys and two assistants and serves as counsel to the University of Delaware and the University of Delaware Police Department (UD PD). Since the University of Delaware is privately chartered, they are not represented by the Attorney General's (AG) Office. Most state agencies have a civil component of the AG's office that is able to provide civil litigation and the AG is able to pull reports for the civil litigations against them. UD PD has the Office

of General Counsel that has the responsibility to field civil complaints against UD PD and the University.

- Mr. Pires with UD PD was present to explain the request for access for the General Counsel of the University of Delaware. The campus has over 22,000 students and the police department responds to all types of incidents that occur on campus. Some of the incidents are not criminally charged but the police will document the incidents in a field service report which is then sent to the DELJIS. DELJIS Rules and Regulations do not provide for this type of access for campus incidents.
- There were questions from the Board if the University of Delaware was under an investigation if the General Counsel would have access to those police reports from Delaware State Police or any other agency that would be conducting the investigation. It was clarified that the General Counsel would only have indirect access to UD PD reports. If Ms. Becnel-Guzzo were to leave, she would no longer have the indirect access to DELJIS. UD PD already has a mechanism in place to document anytime they would need to give indirect access to the Office of General Counsel.

A motion was made by Ms. Summa to approve indirect access to the Office of General Counsel for University of Delaware and seconded by Ms. Dietz. All approved. Motion carried.

III. STRATEGIC ISSUES

- DELJIS Modernization Report- Mr. Nariani provided an overview of the previous update at the last meeting where he discussed the Department of Finance, Department of Transportation, and the Department of State's plans to modernize or migrate off the mainframe. It was identified that there was a lack of documented business requirements and it was determined they needed additional help to gather these requirements. A job description has been created for a business analyst and is in the approval process.
- Mr. Nariani met with Mr. Dale Matthews with JIC and the agencies is working on their own plan for two case management systems and are working to have an SQL database that would sync in real-time to the mainframe. JIC is working with an external vendor to move off the mainframe and the syncing of this database is currently a proof of concept. Department of Labor currently doesn't have a plan to move off mainframe.
- There are three external vendors who are experts in mainframe migration that are scheduled to give DTI a demonstration next week. Once DTI meets with vendors, they can present it to DELJIS and the other agencies. There seems to be a need to bring all the agencies into a room for a discussion about a combined effort about each agency's strategic plan to move off or modernize the mainframe. This is something that can be done after the meeting with external vendors.

- Ms. Bell stated that she didn't know JIC was creating a new case management system that would sync real-time with the mainframe. This might be problematic because having an additional subset of the criminal history file would need to be updated for corrections and expungements and this may raise a concern for SBI. There would have to be triggers to the synced database of updates made to a criminal history file for expungements or updates. This is also problematic if the SQL database is searchable then there would not be a log of individuals who searched the SQL database if it is only court records.
- Ms. Bell had reached out previously requesting for a JIC representative for the Board. A recommendation was made by the Board for Ms. Bell to draft a letter for review and the Board will send to the Chief Justice requesting a representative. Not having a JIC representative at the Board is raising concerns about what JIC is doing and how it will impact the overall system.

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 reminded the attendees that the old LEISS will be decommissioned in January 2018.
- Project Status Report- Ms. Bell reviewed the project status report with the attendees (See attached).

VI. NEW BUSINESS

- Compliance Audit Report- Ms. Bell reported that she has conducted site visits to seven more agencies and revisited the one agency that was out of compliance. DELJIS will be following up with them on correcting their problems and the other agencies that were checked were in compliance.

VII. PUBLIC COMMENT

There was no public comment.

VIII. ADJOURNMENT

A motion was Lt. Calhoun to adjourn the meeting and seconded by Mr. Horvath at approximately 10:57 a.m.