

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
AUGUST 24, 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 10:03 a.m. Ms. Bhate welcomed Ms. Renee Rigby to the Board of Managers as she is the new Board Member for Delaware State Police.

Those in attendance included:

BOM MEMBERS

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| Nancy Dietz | DYRS |
| Phillip Winder | DOC |
| Marian Bhate | ODS |
| Leann Summa | Family Court |
| Marianne Kennedy | JP Court |
| Renee Rigby | DSP |
| Lt. Fred Calhoun | NCC PD |
| Sec. James Collins | DTI |

ALTERNATES

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| Jeffrey Horvath | DE Police Chiefs' Council |
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STAFF

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| Peggy Bell | DELJIS |
| Michael Kelly | DELJIS |
| Mary Hansen | DELJIS |
| Kelly Knutkowski | DELJIS |
| Lisa Morris | DAG |

PUBLIC AND NON-VOTING PARTIES

Lisa Seymour
Hitesh Nariani
Isabella Kaplan

I. REVIEW AND APPROVAL OF JUNE MEETING MINUTES

- BOM Public Session Minutes- A motion was made by Ms. Summa to approve the BOM June 2017 Meeting Minutes and seconded by Ms. Rigby. All approved. Motion carried.

II. NETWORK MANAGEMENT

- Ms. Hansen stated that there are two code enforcement agencies that are coming on board. These two code enforcement agencies are the Town of Ocean View Code Enforcement and the Town of Clayton Code Enforcement and they will have the same access as other code enforcement agencies. The Board had previously approved access for all code enforcement agencies.

III. STRATEGIC ISSUES

- DELJIS Modernization Report- Mr. Nariani reported that they had researched and met with six external vendors for mainframe migration. Out of the six vendors, they have narrowed down to two vendors and have requested price quotes and

discussed code conversions. The vendors have a code conversion tool that you can feed the code into the tool and it generates a new code DTI has requested an assessment costs and both of the vendors are basing their numbers based on lines of code. The next step for DTI is to evaluate the charge back process. DTI does a mainframe charge back to some agencies and DTI will need to look into how things will work after the migration. The two vendors that are being considered offer quick migration with minimal downtime, so the business operations can continue during the process of migration.

The Board discussed in what fiscal year the funding would be requested from Office of Management and Budget (OMB) and if DTI had spoken to OMB about the modernization plan. Ms. Bell stated probably not until FY2020 or FY2021 and Secretary Collins stated that he had not spoken with OMB yet, as DTI is funding the analysis and is waiting to get the outcome of that analysis.

There was discussion if the two vendors were offering a lower cost or if it would be a cost effective change for the State. There is a problem locating natural programmers and Mrs. Bell advised that programmers can be taught. Mr. Nariani stated that the natural programming isn't as difficult as the admin portion of maintaining the mainframe. Operation of the mainframe is the difficult part to secure resources.

Ms. Bell asked about the obsolete code. Mr. Nariani stated that is why they asked the vendor for the assessment price. For any obsolete or missing code that was written but was never called by the mainframe program, would be supplied by the vendor.

Secretary Collins wanted to provide an overview to the Board about FirstNet. FirstNet is a federal initiative that came out of the 9/11 Commission Report, and it focuses on the communication problems that law enforcement and first responders experienced during 9/11 when everyone was on the cellular network. AT&T is building a network to support law enforcement and first responders and Governors have the decision to opt in to this initiative. Safety and Homeland Security is the point of contact and DTI is working with them on this review of the AT&T submission for Delaware. With this initiative, AT&T would add 14 more towers in Delaware and in an event of an emergency, law enforcement and first responders would have priority access to the network. Some states have already opted in and there are five or six other states that going to opt in. DAG Morris advised if we decided to opt out then Delaware would need to build our own network.

IV. COMMITTEE REPORTS

There were no committee reports.

V. OLD BUSINESS

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

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

Questions/Comments

Ms. Bhate asked if the Public Def work sheet enhancement was in production. Ms. Bell stated she would follow up on that.

There was discussion about the video phone warrants and the elimination of the multiple efforts of faxing back and forth will decrease with the electronic signatures. Ms. Bell stated that there's a DELJIS developer working on moving the state seal on the warrant in the corner. The state seal will be there for the official copy but this will eliminate the darkening of the seal that occurs when the warrant is faxed multiple times. Ms. Bhate is head of the Video Phone Committee and they are currently paying for fax lines, fax machines, and toners at almost of the police departments and courts, and the Video Phone Committee is willing to help pay for the signature pads.

There were questions about the testing for FOCUS. Ms. Bell advised that she received notification that FOCUS has been pushed back for 2-3 weeks, and they contact DELJIS when they want interface testing.

Data research will be added as an agenda item for next meeting. DELJIS spends a lot of time with data research requests for agencies conducting research studies. These agencies have been approved by the Board or the data research requests have been memorialized in a memorandum of understanding. DAG Morris stated that there are government initiatives or legislation where data is needed for research purposes.

Compliance Audit Report- Ms. Bell provided an update that she has conducted four additional agency compliance audits. There are a couple of agencies who are out of compliance and Ms. Bell is following up every 30 days to get those agencies compliant.

VI. NEW BUSINESS

- Entrust Cell Phones- Ms. Bell advised that there will be a two-factor authentication, where users can download the Entrust app that works on cell phones and will generate a code every minute. The initial idea was that everyone would have the Entrust app on their cell phones, but some users do not want to use the application on their personal cell phones. DELJIS will reach out to all law enforcement agencies and ask if they are going to download the application or if they want a key fob.

Ms. Rigby stated that she was running into issues with downloading the Entrust app on her phone because her personal phone. Ms. Rigby originally purchased her phone online and some of the security features could have been changed. This may be an issue with other users with the same situation with their phones.

There was a discussion if users didn't have smart phones if they would be able to use the application. Ms. Bell stated that there is a feature for flip phones. There is a cost factor for the key fob because the State of Delaware has to purchase them and is willing to do so. The two-factor authentication is scheduled to be implemented in January 2018.

- 90-Day Usage-Ms. Bell advised that if users have not logged into their account for 90-days their user ID will be deactivated. This is a problem because users who may not have used the system in the last 90-days who try to log into the system at 2:00 a.m. will not be able to have access to anything that uses an ACF2 sign on. There may be instances in an emergency in the middle of the night where law enforcement needs access to the system and if the user hasn't accessed the system in 90-days there would be no way to reactivate their ID unless they contact DTI. Ms. Bell asked DTI if the 90-days could be extended to something longer and the request for extension was declined.

Ms. Hansen stated that if the user has not logged into the system in 90-days, their ID gets archived and the ISO's can't reset the ID's, only DTI would be able to activate it. If this incident occurs in the middle of the night, someone from DTI would have to be on-call 24/7.

Secretary Collins stated that this was to address the security issue of stale accounts but will look into this issue and report back to the Board.

- Meeting Location-There was discussion of possible alternatives for meeting locations. Ms. Bell will look into possible meeting rooms and report back.

VII. PUBLIC COMMENT

There was no public comment.

VIII. ADJOURNMENT

A motion was made by Lt. Calhoun to adjourn the meeting and seconded by Ms. Dietz at approximately 11:22 a.m.