

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
PUBLIC SESSION MEETING MINUTES  
November 30, 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.

Those in attendance included:

**BOM MEMBERS**

Renee Rigby	DSP
Elmer Setting	AOC
Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Phillip Winder	DOC
Secretary Collins	DTI
Lt. Frederick Calhoun	NCCPD
Nancy Dietz	DYRS
Chief William Bryson	DE Police Chiefs' Council

**STAFF**

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

**PUBLIC AND NON-VOTING PARTIES**

Marvin Hackett  
Kimberly Broomer  
Isabella Kaplan  
Joe Hurley  
Ruth Coundil  
Ronald Stoner  
Justin Dempsey  
Seth Polk  
David Oakey  
Dallas Millner  
Brian Calloway  
Paul Thornburg  
Robert Legates, Jr.  
Matthew Rosen

**I. REVIEW AND APPROVAL OF SEPTEMBER MEETING MINUTES**

BOM Public Session Minutes - A motion was made by Chief Bryson to approve the October 2017 BOM Public Session Minutes and seconded by Mr. Setting. All approved. Motion carried.

BOM Executive Session Minutes - A motion was made by Chief Bryson to approve the October 2017 BOM Executive Session Minutes and seconded by Ms. Dietz. All approved. Motion carried.

**II. HEARINGS**

A motion was made by Secretary Collins 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 Chief Bryson. All approved. Motion carried.

- Case # 201704 - A motion was made by Chief Bryson to reinstate access without conditions and flag the record for the Appellant in Case # 201704. The motion was seconded by Mr. Setting. All approved. Motion carried.
- Case # 201702 – A motion was made by Chief Bryson to honor the request of the Appellant in Case # 201702 to continue suspension of access until the disposition is finalized in court. Mr. Winder seconded the motion. Eight approved and one recused. Motion carried.
- Case # 201703 – A motion was made by Chief Bryson to grant limited access to the Appellant in Case # 201703. Mr. Setting seconded the motion. All approved. Motion carried.
- Case # 20170751 – A motion was made by Chief Bryson to reinstate access with 20 days suspension with time served, training as soon as possible, and six months of logging. Secretary Collins amended the motion to 30 days suspension with time served. Mr. Setting seconded the amended motion. Nine in favor, one opposed. Motion carried.

### III. NETWORK MANAGEMENT

- New Castle County Executive Office – Matthew Rosen presented the request from the New Castle County Executive Office for DELJIS access for research purposes. Mr. Rosen advised that the New Castle County Executive Office would be using the data to conduct public safety and drug incident research for the purpose of policy development, analyzing police workload, recidivism research, and gathering data for grant applications.

DAG Morris advised that the application for network management is research based. There is a provision in Title 11 Chapter 85 that allows persons to receive access for purposes of research. The agency requesting access for research will need to make an application to SBI before entering into one of the DELJIS agreements that DELJIS typically prepares when the Board approves that access.

Ms. Bhate raised the question of whether or not access had been granted to an agency with similar intents and purposes. Ms. Bell addressed the question by explaining the uniqueness of this particular request. Ms. Bell advised that the New Castle County Executive Office is requesting access to identified data and confirmed with Ms. Hansen that this is not consistent with access that has been given for similar agencies in the past. Mr. Rosen presented the idea there are similarities between the nature of the New Castle County Executive Office and the Criminal Justice Council. Mr. Winder responded by proposing the idea that the CJC provide the New Castle County Executive Office with a subset of data.

Concern was raised about other municipalities and agencies requesting the same access if the request from the New Castle County Executive Office is granted. There was discussion of the information gathered by the New Castle County Executive Office being repeat data. Ms. Bhate pointed out that other agencies have the same data available in a de-identified manner, specifically the Statistical Analysis Center has recidivism data, police agencies have workload data, and the Criminal Justice Council has data, as well. Mr. Rosen stated that he believes relying on other agencies to obtain the data would be time consuming and would require excessive back and forth communication.

A motion was made by Ms. Bhate to deny the request for access and was seconded by Chief Bryson. All approved. Motion carried.

- Measures for Justice (MFJ) – Ms. Bhate inquired about the follow up status of the request made during the October BOM meeting for indirect DELJIS access. During the October meeting, a motion was passed to approve the Measures for Justice’s request for access with de-identified information. Ms. Bell advised that it was agreed that MFJ was to send MOUs, which DAG Morris confirmed she received and MFJ was planning on contacting SBI to get on the calendar. Ms. Hansen will be reaching out to MFJ to follow up.

#### **IV. STRATEGIC ISSUES**

- DELJIS Modernization Report - Secretary Collins advised there were no new updates.

#### **V. COMMITTEE REPORTS**

There were no committee reports.

#### **VI. OLD BUSINESS**

- Automated Usage Statistics - Ms. Bell referenced Attachment C in the meeting handouts and reviewed the automated usage statistics with the attendees. Ms. Bell reminded the attendees that the old LEISS will be decommissioned around January 1, 2018.
- Project Status Report - Ms. Bell reviewed the project status report with the attendees, referring to Attachment D in the meeting handouts. Ms. Bell discussed the addition of new projects and the purposes of same.
- Compliance Audit Report - Ms. Bell reported that the agencies that were not in compliance are now in compliance.

#### **VII. NEW BUSINESS**

A motion was made by Chief Bryson to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss personnel matters, 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)(1) and seconded by Mr. Winder. All approved. Motion carried.

**VIII. PUBLIC COMMENT**

There was no public comment.

**IX. ADJOURNMENT**

A motion was made by Lt. Calhoun to adjourn the meeting and seconded by Mr. Winder at approximately 2:35 p.m.