

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
January 25, 2018**

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
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
Alyssa Huenke	DELJIS

PUBLIC AND NON-VOTING PARTIES

Captain Benjamin Parsons

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes -

Chief Bryson made a motion to approve the November 2017 BOM Public Session minutes. The motion was seconded by Lt. Calhoun. All approved. Motion carried.

Chief Bryson made a motion to approve the January 5, 2018 BOM Public Session minutes. The motion was seconded by Secretary Collins. All approved. Motion carried.

BOM Executive Session Minutes -

Lt. Calhoun made a motion to approve the November 2017 BOM Executive Session minutes regarding Case #201704. The motion was seconded by Chief Bryson. All approved. Motion carried.

Ms. Dietz made a motion to approve the November 2017 BOM Executive Session minutes regarding Case #201702. The motion was seconded by Mr. Setting. All approved. Motion carried.

Chief Bryson made a motion to approve the November 2017 BOM Executive Session minutes regarding Case #20170751. The motion was seconded by Secretary Collins. All approved. Motion carried.

Chief Bryson made a motion to approve the November 2017 BOM Executive Session minutes regarding Case #201703. The motion was seconded by Mr. Setting. All approved. Motion carried.

Ms. Kennedy made a motion to approve the November 2017 BOM Executive Session minutes relating to personnel matters. The motion was seconded by Ms. Rigby. All approved. Motion carried.

The January 5, 2018 BOM Executive Session Minutes relating to personnel matters were amended to correct the date from January 5, 2017 to January 5, 2018. Chief Bryson made a motion to approve the amended January 5, 2018 BOM Executive Session minutes relating to personnel matters. The motion was seconded by Secretary Collins. All approved. Motion carried.

II. HEARINGS

The hearing for Case #20170756 was cancelled and rescheduled.

III. NETWORK MANAGEMENT

Ms. Bell advised that there were no new requests for DELJIS access.

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 discussed the release of the new LEISS application.
- 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 there were no site visits during the month of December.

VII. NEW BUSINESS

Selection of Nomination Committee – Lt. Calhoun agreed to chair this committee to seek a slate of officers.

Ms. Bell distributed a copy of the documents she will be presenting at the DELJIS JFC Budget Hearing to the Board Members. She reviewed the proposals to save costs for the agency that she will present to the JFC.

Ms. Dietz advised the Board that this will be her last meeting as she is retiring. She stated that her interim proxy will be Ms. Leann Summa.

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 (l)(1) and seconded by Ms. Kennedy. All approved. Motion carried.

Ms. Kennedy made a motion to revise the DELJIS regulations to include a deferral to the Chair of the Board of Managers in the event of a conflict. Chief Bryson seconded the motion. All approved. Motion carried.

Secretary Collins made a motion for the Board to support the Executive Director working no more than the minimum number of hours to maintain COPT certification contingent upon a conflict review by the Public Integrity Commission. The motion was seconded by Ms. Dietz. 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 Secretary Collins at approximately 11:45 a.m.