

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
April 26, 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 10:05 a.m.

Those in attendance included:

BOM MEMBERS

Renee Rigby	DSP
Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Justin Day	DTI
Elmer Setting	AOC
Lt. Frederick Calhoun	NCCPD
Leann Summa	DYRS
Jeff Horvath	DE Police Chiefs’ Council

STAFF

Earl McCloskey	DELJIS
Michael Kelly	DELJIS
Lynn Gedney	DELJIS
Mary Hansen	DELJIS
Alyssa Huenke	DELJIS
Patricia Davis	DAG

PUBLIC AND NON-VOTING PARTIES

Captain Benjamin Parsons
Amy Kevis
Isabella Kaplan
Michael Maggitti
Billie Jo Elliott
Stephen Napier
Tamirah Miller

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes - Ms. Summa made a motion to approve the February 2018 BOM Public Session minutes. The motion was seconded by Lt. Calhoun. All approved. Motion carried.

BOM Executive Session Minutes – Mr. Setting made a motion to approve the February 2018 BOM Executive Session minutes. The motion was seconded by Ms. Summa. All approved. Motion carried.

II. NETWORK MANAGEMENT

• Downtown Visions

Mr. Michael Maggitti, the Deputy Director of Downtown Visions, presented a request for DELJIS services. Mr. Maggitti provided an overview of the role of Downtown Visions in the City of Wilmington. He advised that Downtown Visions operates and monitors Wilmington’s citywide camera system, working closely with the Wilmington Police Department. Mr. Maggitti added that Downtown Visions also has ambassadors in the Wilmington community that actively participate in safety and cleaning patrols.

Mr. Maggitti advised the Board that the Department of Justice recommended Downtown Visions file an application for DELJIS services. He stated that the intent of the request is to prevent any DELJIS Rules and Regulations violations and protect criminal justice information while working with Wilmington Police Department. There was discussion about whether the access Downtown Visions is requesting is indirect or direct. There was clarification that one person, being the Deputy Director, would like to have direct access, while the remainder of the staff have indirect access. Mr. McCloskey advised Mr. Maggitti that any staff member that would have DELJIS access, whether indirect access, would be required to attend DELJIS Security Training.

Mr. Setting made a motion to approve the request for DELJIS services from Downtown Visions. The motion was seconded by Mr. Horvath. All approved. Motion carried.

- Connections Community Support Programs, Inc.

Ms. Amy Kevis requested DELJIS services as the Director of Criminal Justice and Community Partnership for Connections Community Support Programs, Inc. Ms. Kevis began by giving the Board a brief overview of her employment background and involvement in criminal justice. Ms. Kevis advised that she previously worked as a police officer with New Castle County Police Department, followed by working at the Division of Substance Abuse and Mental Health.

Ms. Kevis stated that in her position at Connections, she will be interfacing directly with police agencies to provide support and access to mental health and substance abuse services, as well as providing accompanying training. She added that part of the provided training includes LEISS reporting on mental patients and G4 file access. Ms. Kevis discussed her role as a liaison between Connections and the Superior Court of Delaware for mental health clients and the primary contact for behavioral health and SUD calls for assistance from police officers statewide. Ms. Kevis added that as the primary contact for police agencies involved in the ANGEL and HERO Help programs, she may occasionally need to review client arrests in accordance with requirements of each program.

Mr. McCloskey and Ms. Hansen advised that some Connections employees already have DELJIS access; however they are working in a capacity inside of police departments or other state agencies. This new request from Ms. Kevis provides a secure location to be established at her office. Ms. Kennedy asked Ms. Hansen if the request submitted by Ms. Kevis is comparable to other Connections employees. Ms. Hansen advised that the other Connections users have basic inquiry functions, and the request from Ms. Kevis includes basic inquiry and incident inquiry which includes a brief narrative of incidents.

Mr. Setting made a motion to approve the request for DELJIS services from Connections Community Support Programs, Inc. Lt. Calhoun seconded the motion. All approved. Motion Carried.

- Little Creek Apartments

Billie Jo Elliott requested DELJIS services as the property manager of Little Creek Apartments. Ms. Elliott advised that Little Creek Apartments is a federally subsidized housing complex and expressed an interest in using DELJIS to monitor the status of cases of current residents after arrest. The Board expressed concern over the intended use related to this request. Mr. Patterson advised that in the past the Board has granted DELJIS access to similar types of apartment complexes as a tool to use during their screening process to determine eligibility of an individual applying for residence in accordance with federal mandates, not to follow up on current residents after an arrest. Ms. Bhate agreed with Mr. Patterson that the use of DELJIS in these situations is intended to fulfill screenings in accordance with federal requirements prior to an individual being approved for residency in the complex. She advised Ms. Elliott that there are public terminals at the courthouse that can be used to view the case information Ms. Elliott is requesting access for.

Mr. Day advised that in comparison to the current discussion regarding the request for DELJIS access for Little Creek Apartments, he believes the paper application that was submitted is lacking detail. He added that he believes in order for the Board to make a fully informed decision to provide access, there needs to be more clarity relating to the intention and goals involving the use of DELJIS. Ms. Kennedy asked Ms. Elliott if it is a HUD requirement to evict a resident after a drug conviction. Ms. Elliott advised eviction following a drug conviction is a HUD requirement. There was discussion about the difference between the intentions of the presented request for DELJIS access versus the purpose of access that has been granted to other complexes previously.

The Board discussed revisiting the request at a later date if provided with more details and clear set of goals relating to the use of DELJIS. The Board expressed interest in seeing a list of the complexes similar to Little Creek Apartments that currently have access to DELJIS and how often DELJIS is used by same. Mr. McCloskey added that he would be able to obtain that list and provide it to the Board at the next meeting.

Lt. Calhoun made a motion to deny the current request of DELJIS services from Little Creek Apartments. Ms. Rigby seconded the motion. All approved. Motion carried.

- Carvel Gardens

The request for DELJIS services from Carvel Gardens was postponed until the Board of Managers meeting on May 24, 2018.

- Hollybrook Apartments

The request for DELJIS services from Hollybrook Apartments was postponed until the Board of Managers meeting on May 24, 2018.

III. HEARINGS

A motion was made by Mr. Setting 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 (I)(3)(5)(6)(9) and seconded by Mr. Patterson. All approved. Motion carried.

- Case #20170782 – Mr. Horvath made a motion to suspend the Appellant’s DELJIS access until the Appellant attends DELJIS security and inquiry training and demonstrates an understanding of and respect for DELJIS Rules and Regulations, with a mandatory period of activity logging for 90 days following reinstatement of access. The motion was seconded by Lt. Calhoun. All approved. Motion carried.
- Case #201705 – Lt. Calhoun made a motion to lift the Appellant’s suspension of DELJIS Access. The motion was seconded by Mr. Setting. All approved. Motion carried.

IV. STRATEGIC ISSUES

- DELJIS Modernization Report – Mr. Day advised the project is currently on hold, though the next step is to bring vendors in for discussion and view a demo.

V. COMMITTEE REPORTS

- Election of Officers – There was a unanimous vote in favor of the Slate of Officers presented by Lt. Calhoun during the February Board of Managers meeting. The results are as follows:
 - Chair – Ms. Marian Bhate
 - Vice Chair – Lt. Frederick Calhoun
 - Secretary – Ms. Marianne Kennedy

VI. OLD BUSINESS

- Automated Usage Statistics - Mr. McCloskey referenced Attachment G in the meeting handouts and reviewed the automated usage statistics with the attendees.
- Project Status Report – Mr. McCloskey reviewed the project status report with the attendees, referring to Attachment H in the meeting handouts. He discussed the addition of new projects and the purposes of same. Mr. McCloskey also discussed projects that have recently been completed.
- Compliance Audit Report – Mr. McCloskey advised the Board that DELJIS is preparing to distribute new laptops to the municipal police departments. He added that he is planning to conduct site visits and compliance audits when the laptops are distributed.

VII. NEW BUSINESS

- Sign Order for Executive Director Conflict Regulations – DAG Davis passed around the Order relating to the DELJIS Rules and Regulations revision that was approved

at the February Board of Managers meeting. The Board members signed the Order and returned same to DAG Davis.

- Secondary Employment Policy – The Board reviewed Attachment I in the meeting handouts, a draft of the DELJIS Secondary Employment Policy. Ms. Summa suggested some grammatical corrections. Mr. McCloskey advised that he would go through the draft and correct same.

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. Horvath at approximately 12:30 p.m.