**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, May 24, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. Earl McClsokey called the meeting to order at 10:02 a.m. Those in attendance included:

**BOM Members Staff and Interested Parties**

Bob Denton JIC Peggy Bell DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Marian Bhate PDO **Proxies**

Deb Lindell DOC Earle Dempsey DTI

Michelle Hoffman DSCYF/DYRS for Secretary Sills

Guy Sapp Family Court John Betts JP Courts

Mike McDonald DSP for Marianne Kennedy

Capt. Jason Sapp SBI/DSP

**REVIEW OF MARCH MINUTES**

Minutes from the April 26, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. Sapp and seconded by Ms. Lindell. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* **DHSS Health Services Protection:** Mr. Paul Hyland was presented to the Committee in regards to access. The reason for access to the system is stemmed from the medical marijuana bill that passed last legislation season. There are caregivers that are assigned to a patient that requires use of medical marijuana. These caregivers have a thorough a background check and the DHSS Health Services would like to use the system to store data about these assigned caregivers. The Committee had questions on the background check process and Mr. Paul Hyland was unable to give a definitive response. The Committee made a motion to table the access until the next monthly meeting; made by Mr. Sapp and seconded by Mr. McDonald. The deadline for the implementation date for this program is July 1, 2012 and SB 17 was signed on May 11, 2011. There are a total of 5 people that need to be trained. The Committee requested to have a copy of the rules and regulations that are sanctioned at DHSS Health Services Protection prior to the next meeting.

1. **STRATEGIC ISSUES**

* **DCAP:** Mr. Betts reported that they are moving forward with the internal training of the court staff and will continue for the next month.
* **Review of DCAP/CJIS Interface**: Ms. Bell stated there was nothing new to report at this time.
* **IT Consolidation:** Mr. Dempsey went over the document that was presented to the Committee and gave a brief overview what was currently being completed and worked on. DEDO being completely absorbed in July, also DOC and DSHS have been scheduled for review. Mr. McDonald wanted to what the centralized IT support is achieving and what is the limit on how much support can be given. Mr. McCloskey stated that there are agency based rules and that there are several differences that are consistent.

1. **COMMITTEE REPORTS**

* **Planning Committee:** Nothing to report at this time.
* **Police Complaint and Access Committee:** Nothing to report at this time.
* **Policy and Procedure Committee:** Nothing to report at this time.

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report**: Ms. Bell mentioned that there is added statistics to the report; police prosecution, VINE and the new Senior Trust fund. The deadlines were mentioned in regards to NICS transactions as well as the testing of the data that has been sent. A discussion was raised between Mr. McDonald and Ms. Bell on Sex Offender web applications about images been scanned in on registered sex offenders and if DELJIS is able to store these images on our server. Ms. Lindell as Ms. Bell on what the progress was on the data changing project that we are involved in with Maryland. DELJIS is sending data and waiting on Maryland to send their data to DELJIS. Once there are accurate and agreed upon rules that will push DELJIS to the next step of what needs to be done.

1. **NEW BUSINESS**

* **House Bill 325 Update:** Ms. Bell gave an update on the article that was in the newspaper about the House Bill; which raised a question by Mr. Sapp in regards to the responsibility upon the Board of Managers and DELJIS when the Sheriffs are using the system. A review showed that the Sheriffs are using the system in an appropriate manner.
* **Training:** Ms. Bell stated that there are some issues with the training that some agencies are receiving outside of the classes that are done by the DELJIS training staff. Mr. Sapp suggested that DELJIS needs to redo the training policy to state that there is a requirement for more training then what we have currently at only eight hours. Also the issue of training the trainers that teach outside of the DELJIS training staff was a concern and that there needs to be a change in the way those other office trainers are teaching their staff.
* **Awards:** Ms. Bell mentioned that there was two staff members at the DELJIS agency were awarded by the Governor’s Office in regards to the next of kin program. Those awardees are Mr. John Bell and Ms. Lynn Gedney.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McDonald and seconded by Mr. Sapp at 11:34 a.m. The next regularly scheduled meeting date is for **Thursday, June 28, 2012 at 10:00 a.m.**