**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, June 28, 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 10:04 a.m. Those in attendance included:

**BOM Members Proxies**

Earl McCloskey DOJ Ray Sammons Dewey Beach PD

Bob Denton JIC for Captain John Potts

Guy Sapp Family Court Earle Dempsey DTI

Marian Bhate PDO for Jim Sills

Michelle Hoffman DSCYF/DYRS Betty Smith DOC

for Commissioner Danberg

**Staff and Interested Parties** John Betts Courts

Peggy Bell DELJIS for Marianne Kennedy

Lynn Gedney DELJIS Captain Jason Sapp DSP/SBI

Nicole Wilson DELJIS for Mike McDonald

**REVIEW OF MARCH MINUTES**

Minutes from the May 24, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. Sapp and seconded by Mr. Sammons. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* **DHSS Health Services Protection:** Mr. Tuppman advise the BOM and the statue and rules that DHSS presented are not specific enough for the method of which they need to be used and Mr. Dawn will be entering the information into the CJIS system and development of the cards that will be giving to the caregivers and then the access for the system is needed to create a suspension for those who violate the rules at DHSS. SBI fingerprints have the applicant category the will be assigned to the caregivers and that will allow for the investigation of that person based on the charges that the person was charged. DELJIS will work with DHSS and their DOJ person to get a better set and defined rules to go by for the printouts. Theresa Jones from SBI will be the contact person for the form. A motion to grant access by Ms. Bhate and seconded by Mr. Sapp.
* **Court of Chancery:** Review guardian applications and that a MOU be developed by the Court of Chancery. Mr. McCloskey stated that the statute allows DELJIS to allow access the system for each application and that there is to be specific details on what the use of the applications that DELJIS will grant. State criminal history Guy motion seconded Ray for access granted.

1. **STRATEGIC ISSUES**

* **DCAP:** Mr. Betts stated that there was nothing new to report.
* **Review of DCAP/CJIS Interface**: Nothing new to report.
* **IT Consolidation:** Mr. Dempsey stated that the DOE data center and all of their equipment will be shut down and moved over the weekend. They will have everything updated by Monday, July 2nd. DelDOT, DOC and DSHS will be starting the assessment process that is required for the change as well.

1. **COMMITTEE REPORTS**

* **Planning Committee:** There was nothing new to report at this time.
* **Police Complaint and Access Committee:** There was nothing new to report at this time.
* **Policy and Procedure Committee:** There was nothing new 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 reviewed the report with the attendees and highlighted the NICS project that is to be completed based of the timeline that was set by the federal compliance. A memo will be released this afternoon to the users that will be able to see the G4 records. The criminal mental files will be moved at a later time. DSP released the new PS Portals application that has a new transaction. Mr. McCloskey wanted to know the update on the LEISS rewrite and DELJIS was able to secure funding for the rewrite and that will allow for three new programmers to be hired

1. **NEW BUSINESS**

* DELJIS will be representing Delaware at the MidAtlantic Data Sharing Summit in Baltimore MD on July 10th. Delaware will be sending and receiving data from Maryland and will look to other states later. At the Senate there will be law enforcement data sharing people attending to see what the benefit of sharing data will do for other states as well as our state of Delaware.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Sapp and seconded by Sapp at 10:37 a.m. The next regularly scheduled meeting date is for **Thursday, July 26, 2012 at 10:00 a.m.**