**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, July 26, 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 10:06 a.m. Those in attendance included:

**BOM Members Proxies**

Earl McCloskey DOJ John Potts JP Court

Mike McDonald DSP for Marianne Kennedy

Matt Jamison NCCPD Kevin Agne Family Court

Michelle Hoffman DSCYF/DYRS for Guy Sapp

Marian Bhate PDO Earle Dempsey DTI

Deb Lindell JIC for Jim Sills

Maryanne McKenna DOC

John Potts Newark PD/Police Chiefs

Jason Sapp DSP/SBI

**Staff and Interested Parties**

Peggy Bell DELJIS

Nicole Wilson DELJIS

Jissell Martinez OMB

Tim Lineham DOC

**REVIEW OF JUNE MINUTES**

Minutes from the June 28, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. Agne and seconded by Ms. Bhate. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* **Review**: Ms. Bell stated that there were some issues in regards to extend net boxes. One particular issue is when agencies are new or upgraded products to their system that may result in the loss of printing at the site. Please be aware if changes happen after installs.

1. **STRATEGIC ISSUES**

* **DCAP:** Mr. Betts stated that there is a new project manager hired last week and that a meeting with an E-Vendor was held as well. Mr. McCloskey wanted to know if there is Scope of Work that is being used in the incremental process towards completion. Mr. Betts stated that it was a work in progress.
* **Review of DCAP/CJIS Interface**: Ms. Bell stated that there are some minor issues with some programs but DELJIS is working with JIC on logging issues of CJIS data.
* **IT Consolidation:** Mr. Dempsey report that the DOE data center and DelDOT migrated successfully without any problems. The DOC had some meetings in regards to their migration and is in need of site reviews in the near future.

DSHS has decided that they would like to take two paths to their migration which consists of DSP for one and the second is for all remaining parties. A question was raised to know if there is a plan to move the DSP staff. Mr. McDonald stated that there has been no discussion in regards to a move as of recent.

1. **COMMITTEE REPORTS**

* **Planning Committee:** Capt. Jamison stated that there was nothing new to report at this time.
* **Police Complaint and Access Committee:** Capt. Potts stated that there was nothing new to report at this time.
* **Policy and Procedure Committee:** Mr. McDonald informed the attendees that the first draft of the policy revision has been submitted to Ms. Bell and the need to hold a meeting to review Policy 4. Mr. McDonald advised that there are approximately ten separate scenarios that can be used to help with the determination for people now included in Policy 4. Ms. Peggy Bell stated that the DELJIS trainers are working on the creation of a test that users can be administered to help eliminate future breaches.

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees and encouraged that these numbers be shared to all employees if possible to the all agencies. Mr. McCloskey requested that the DOJ agencies be added to the report as well.
* **Project Status Report**: Ms. Bell reviewed the report with the attendees and highlighted what DELJIS is working on.

1. **NEW BUSINESS**

* The courts have changed their Board Members. Mr. Bob Denton and his replacement were named as Ms. Deb Lindell to replace him as a voting member. Since Mr. Denton was on the Executive Committee the chair named Ms. Michelle Hoffman to replaced Mr. Denton. All members were in favor of this change.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Ms. Deb Lindell and seconded by Capt. Potts at 11:31 a.m. The next regularly scheduled meeting date is for **Thursday, August 23, 2012 at 10:00 a.m.**