**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, August 23, 2012**

**OPENING AND ATTENDENCE**

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

 **BOM Members Proxies**

 Earl McCloskey DOJ John Betts JP Court

 Mike McDonald DSP for Marianne Kennedy

 Matt Jamison NCCPD Tim Linehan DOC

 Michelle Hoffman DSCYF/DYRS for Mary Ann McKenna

 Marian Bhate PDO Earle Dempsey DTI

 Deb Lindell JIC for Jim Sills

 John Potts Newark PD/Police Chiefs

 Jason Sapp DSP/SBI

 **Staff and Interested Parties**

 Peggy Bell DELJIS

 Nicole Wilson DELJIS

**REVIEW OF JULY MINUTES**

 Minutes from the July 26, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Mr. McDonald and seconded by Capt. Potts. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**
2. **Review**: Ms. Bell stated mentioned that DELJIS will be bringing the public E-Pay site on Sunday August 26th for a few hours due to some electrical changes that needed to be addressed. There is an issue with local police using Mediacom that cannot have free static IP DELJIS addresses. DELJIS resolved the problem and now the IP‘s are corrected. We signed a two year agreement with this vendor to allow for a more efficient cost and guarantee on service.
3. **STRATEGIC ISSUES**
* **DCAP:** Mr. Sapp stated that they are waiting for the court system to be on track with the changes that were made. The logging system is being updated and we are using a third party vendor but are not sure of an end date on getting the system completely flawless due to the upgrade. Mr. Sapp stated that it was a work in progress.
* **Review of DCAP/CJIS Interface**: Ms. Bell stated that there was nothing new to report at this time.
* **IT Consolidation:** Mr. Dempsey report that the monthly meeting that is held on Fridays was cancelled; in turn, DSP and DOC are reviewing the inventory assessment and are working with their staff to collect all of the necessary information. Mr. McDonald stated that there has been a survey created on Survey Monkey website that accessible for DSP employees and agencies to complete. The information from the survey is kept completely confidential and takes about 30 minutes to complete.

Mr. McDonald also clarified that each level of supervision are taking a different survey based off of the level and the amount of employees they supervise.

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 stated that there have been some changes on the DELJIS Policy 4 and directive that we use for access to the system. There have been several meetings where the needed changes have been discussed and during the Executive Committee the rough draft will be given to each member to review so a final decision can be determined by the September meeting. A concern was raised that we have to make the agency that a breach originated from more responsible for the determination of whether they sponsor continued employment for the breach offender.

1. **OLD BUSINESS**
* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees and encouraged the report be distributed to everyone and that all agencies we are aware of are on the report. Agencies are reminded that if they get a FOIA request to contact DELJIS for the data. Without making staff aware that it is a FOIA related task they pull staff away from development time. Additionally, costs are inadvertently waived and stand the potential of wrong data being released.
* **Project Status Report**: Ms. Bell advised that Ms. Liz Olsen from DSHS contacted her in reference to a survey that is going around with data on mental patient not being in NICS. Mr. Lineham wanted a clarification on the data sharing that we are in the process of completing with the State of Maryland. Ms. Bell mentioned that we are getting ready to create another interface with the State of Pennsylvania to receive information from them in the same manner we do with Maryland.
1. **NEW BUSINESS**
* Ms. Bhate brought up the discussion of whether DELJIS was planning on having another Retreat this year. DELJIS will look into what we can do in regards to this request and will be giving some tentative dates for the Board to review. Mr. McCloskey would like to have one topic to at least be covered and that is for the new changes that are being made to the DELJIS Policy 4.
1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McCloskey and seconded by Mr. Sapp at 11:06 a.m. The next regularly scheduled meeting date is for **Thursday, September 27, 2012 at 10:00 a.m.**