**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, October 25, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. McCloskey called the meeting to order at 10:05 a.m. Those in attendance included:

**BOM Members Proxies**

Earl McCloskey DOJ Carl Wilson PDO

Mike McDonald DSP for Marian Bhate

Matt Jamison NCCPD Earle Dempsey DTI

Michelle Hoffman DSCYF/DYRS for Secretary Sills

Mary Ann McKenna DOC Guy Sapp Family Court

John Potts Newark PD for Leann Summa

Marianne Kennedy JP Courts

**Staff and Interested Parties**

Danny Meadows DSP/SBI

Peggy Bell DELJIS

Lynn Gedney DELJIS

Nicole Wilson DELJIS

Mr. Guy Sapp is stepping down from the Board of Managers. Mr. Earl McCloskey appointed Capt. John Potts as the Vice Chair as replacement. Capt. Matt Jamison agreed to chair the Police Complaint and Access Committee. Ms. Marian Bhate agreed to chair the Planning Committee.

1. **REVIEW OF SEPTEMBER MINUTES**

Minutes from the September 27, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes with a modification, correct spelling of Marianne Kennedy’s name to the attendee listing, from Mr. Sapp and seconded by Capt. Jamison. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* William Penn has scheduled downtime but there will not be any impact on the users.
* The Dover Air Force Base had submitted a request to relinquish access to the system; therefore, a meeting was scheduled and terms were discussed. In the conclusion of the meeting the base agreed that they still warranted the need to have access to the CJIS system.
* A concern was raised by Mr. McCloskey to see if there are other agencies that are having some technical interface issues with the new FACS system that is to be deployed. At this time there were no other agencies that were having issues but the subject will be brought back the representing agencies to determine progress.
* Mr. McDonald asked the attendees if they are having issues with printing documents in the Microsoft suite and no one respond with same problem.

1. **STRATEGIC ISSUES**

* **DCAP:** Ms. Kennedy stated that Family Court is moving into the pilot program for the civil side. There are some Intellinx issues currently and DTI is working with solution to the problem. Also there are some concerns about the Software AG license agreements and a cost projection is being figured. At the time, beside these concerns the time line, the developmental plan does not have a significant loss and the project is moving along.
* **Review of DCAP/CJIS Interface**: Ms. Bell stated that there was nothing new to report at this time.
* **IT Consolidation:** Mr. Dempsey presented that there are currently eleven of the executive agencies engaged in the consolidation project. Department of State is nearing completion with a kick-off date of 11/19/12. The Department of Finance is working on virtualizing their servers and applications. Del-DOT has a new IRN in place now with five areas that have been consolidated. Department of Education is complete along with the new data center. Working with DEDO on upgraded their client management system as well as their servers. The Department of Agriculture is finalizing with servers and desktop and when complete there will be steps made to virtualize. DHSS are working through meetings with each department directors of each division. Department of Labor nearing completion of the inventory process and writing the recommendation report in next two weeks. DOC has completed the visits of the correctional facility as well as probation/parole locations; working on a video camera assessment. DSHS is split into two groups, DSP and DSHS agencies. DSP is working towards the inventory process. All other divisions under DSHS are working towards completion of inventory as well.

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:** Ms. Bell presented to all board members the working copy of Policy 4 that was handed out in the meeting packet. The first three pages of the document have been re-written with eight more to finalize. Some members of the board gathered at a meeting to discuss the document and have Ms. Summa and Ms. Huber from the courts offer to take the document and make it more unified. DELJIS is working towards the completion of the document to be effective in January 2013.

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees.
* **Project Status Report**: Ms. Bell advised that there is a law suit that has been settled by the State of Delaware and now DELJIS is working on an interface issue with newly arrested individuals.

1. **NEW BUSINESS**

* Ms. Bell stated to the board attendees that there were some issues in reference to students that were being TOT their parents and/or guardian when arrested. Presently the juvenile arrest warrant will stay active until arrest processing is completed or the courts accept the case.

1. **PUBLIC COMMENT**

* Since there was no one who attended the meeting from the public; there were no concerns or questions raised to the board.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McDonald and seconded by Capt. Potts at 11:34 a.m. The next regularly scheduled meeting date is for **Thursday, November 15, 2012 at 10:00 a.m.**