**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, November 15, 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 10:00 a.m. Those in attendance included:

**BOM Members Proxies**

Earl McCloskey DOJ Carl Wilson PDO

Mike McDonald DSP for Marian Bhate

Matt Jamison NCCPD John Betts JP Courts

Michelle Hoffman DSCYF/DYRS for Marianne Kennedy

Leann Summa Family Court Betty Smith DOC

Deb Lindell JIC for Mary Ann McKenna

Earle Dempsey DTI

For Jim Sills

**Staff and Interested Parties**

Danny Meadows DSP/SBI

Peggy Bell DELJIS

Lynn Gedney DELJIS

Heather Carretto DELJIS

1. **REVIEW OF OCTOBER MINUTES**

Minutes from the October 25, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes, from Capt. Jamison and seconded by Mr. McDonald. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* No new scheduled downtime to be reported

1. **STRATEGIC ISSUES**

* None at this time

1. **COMMITTEE REPORTS**

* **Planning Committee** - Nothing to report at this time
* **Police Complaint Access Committee** – Nothing to report at this time
* **Policy and Procedure Committee** – First three pages of policy four is complete

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees. Ms. Bell stated that the warrant usage is down from last year, manual and automated summons are remaining at 50/50, E-ticket continues to grow, E-parking continues to grow, and E-crash is stable with constant request for enhancements coming in.
* **Project Status Report**: Review of projects was discussed (See Attached). The new Sex Offender rewrite will be released early January 2013 to give partner agencies time to get some issues resolved.

1. **NEW BUSINESS**

* A discussion was raised about a bail condition to be added by some courts in regards to the immediate surrender of weapons. Mrs. Bell advised that the courts may want to consider the PFA language on Risk Assessment Forms to state if they do not return to retrieve their surrendered weapons, they will not be returned and will remain confiscated indefinitely.
* There was a discussion about Criminal Summons and if Word is needed to print. Criminal Summons Reporting can’t be viewed on demand but can be printed once. Officers need a way to call it up more than once or make the document a PDF so it can be printed on demand more than once.
* There was a discussion about NCCPD having some time-out issues after 5-10 minutes of lag time. It is thought that if the user is running too many programs something may not be linking together properly. There was a new release of OWA or Exchange that could be causing the issue. Mr. Dempsey will look into this issue and report back.

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 Capt. Jamison and seconded by Mr. McDonald at 11:00 a.m. The next regularly scheduled meeting date is for **Thursday, December 20, 2012 at 10:00 a.m.**