



## **CJIS Board Meeting**

Thursday, October 13, 2011, 1:15 PM – 3:30 PM

ITD Judicial Wing Ground Floor Conference Room – Bismarck, ND

**Attendees:** Glenn Ellingsberg, Mike Becker, Dallas Carlson, Teri Evenson, Lisa Feldner, Bob Gordon, Kelly Janke, Dave Kleppe, Mike Lynk, Brian Nybakken, Jim Page, Pam Schafer, Cher Thomas, Tom Trenbeath, Judy Volk, Amy Vorachek, Keith Witt

### **1. Lisa Feldner called the meeting to order at 1:13 PM.**

### **2. Approve Meeting Agenda/Minutes**

Lisa Feldner adds National Association Justice Information Board to the agenda and asks for a motion to approve the agenda. Mike Lynk made a motion to approve the agenda with the addition of the discussion item. Keith Witt seconds the motion. No one opposes.

Lisa Feldner asks for a motion to approve the minutes. Dave Kleppe made a motion to approve the minutes, Kelly Janke seconds the motion. No one opposes.

### **3. JIFS Presentation**

- a. Jim Page with Integration Architects gave a presentation on Justice Information Framework Study (JIFS).
- b. Replacement of the criminal history does not mean the entire criminal justice system; it refers to the Office of Attorney General's Criminal History System.
- c. There is a need to have a common statute table on agreed upon information that will load into the system and all items must match.
- d. There is a need to have biometrics supported but is not currently a priority.

### **4. Statewide Statute Code Project Proposal**

- a. Tom Trenbeath introduced the project with his support and turned it over to Cher Thomas, Pam Schafer and Jim Page presenting the project. The JIFS has identified several improvement areas that do not fit neatly within the confines of a single agency or functional area.
- b. This project is trying to get a standard statute table used throughout the state. There is a need to agree on statutes in order for it to be conducted electronically.
- c. The statute table functionality would give a uniform listing of all state statutes, the ability to record, maintain and differentiate local ordinances, cross reference NCIC and IBR codes, negotiate fingerprint and registration requirements and support for use-appropriate views or lists of statutes.
- d. Pam proposes a Common Statute Table Project. The committee will need to create a core team and develop a governance model, project charter and project plan and budget. Currently there are multiple common statute tables but do not have an official one. It will benefit local law enforcement through to disposition by being able to simplify finding codes.

Tom Trenbeath made a motion to move forward with the project with the addition of a prosecutor on the subcommittee. Keith Witt seconds the motion. Aaron Birst was the prosecutor recommended to be used. No one opposed.

## **5. CJIS ORI**

- a. Pam asked for the committee's approval to have CJIS reapply for an ORI number. CJIS was turned down the first time. CJIS's statute has changed since then and a recommendation from the Attorney General's office states that CJIS qualifies as a criminal justice entity and should be able to resubmit.
- b. There are consequences if we do not pursue and obtain an ORI. With the new security requirements issued by the FBI for access to Federal criminal justice information, CJIS would not meet these requirements without obtaining an ORI. Therefore, allowing law enforcement to get to Ill's and some information provided by the Office of Attorney General through the CJIS Portal would require special sign-on routines every time they passed from CJIS to either the AG applications or Ill's through State Radio. This would be extremely cumbersome and frustrating to law enforcement. This would not only have an effect on CJIS but on the AG's office.
- c. Keith Witt made a motion to move forward with the application of an ORI number. Tom Trenbeath seconds the motion. Mike brought up that there is another provision that may hinder the approval. It states that the budget must be significantly over 50% for CJIS and CJIS is less than 50% of the ITD budget. CJIS is a board and is viewed at its own entity. No one opposed. Tom would like to be involved to move forward and or Ken Sorenson. Mike will make sure everything is in line before sending it to the FBI.

## **6. LERMS Sub Committee Update**

- a. Mike Lynk handed out the survey results. There was a meeting on May 11<sup>th</sup> that reviewed the results and then asked the ND Sheriff's and Chief's Associations for RMS board representation. On October 5<sup>th</sup> the members were approved and include:
  - Sheriff Kelly Jenke, Nelson County
  - Sheriff Robert Rost, Grand Forks County
  - Chief Keith Schroeder, Devils Lake Police Department
  - Deputy Chief Paul Leingang, Mandan Police Department
  - Director Dallas Carlson, ND Bureau of Criminal Investigation
  - Pam Schafer, CJIS
  - Director Mike Lynk, State Radio/Project Sponsor
  - Beverly Maitland, ITD/Project ManagerThere was a recommendation to include Judy Volk or Colleen Weltz on the committee meetings. Mike stated there will be experts brought in from various areas.
- b. Mike Lynk made a motion to approve the recommended committee. Tom Trenbeath seconds the motion. No one opposed.
- c. The MOU was divided into parts and needs to be signed. Tom Trenbeath moved to adopt the MOU and Keith Witt seconds the motion on the condition that state radio adopts it. Mike Lynk with State Radio will sign it today. No one opposed.

## **7. Increase STARS Usage**

- a. Brian Nybakken and Pam delivered a presentation to increase the usage of STARS. Through review and conversations with States' Attorneys, there are 35 counties that potentially need one license; with current plus one, this is 79% of all SA's. There would be only 11 counties that lie in the middle of existing and one user licenses.
- b. Pam is requesting the board approve providing one free license to the counties only needing one license to increase the usage of STARS. The revenue stream would remain constant; it would increase the counties to 42 using JustWare. Proposing a free license for remainder of biennium and as long as future budgeting allows.
- c. Question was brought up that we may cause offence to other counties that do not get the free license. The current charge is \$50/pp per month.
- d. Kelly Janke would like to table this until the States Attorneys meet. He is in support of a package deal to both LERMS and STARS users.
- e. Keith Witt made a motion to provide each county one free license and current users can either have an additional free license or decrease one license fee. Adding language in the agreement that if they do not use the program within 6 months after implementation, the program is pulled. Dave Kleppe seconds the motion. Yes votes: Dave Kleppe, Glenn Ellingsberg, Dallas Carlson, Keith Witt, Mike Lynk, Tom Trenbeath, Mike Becker, & Lisa Feldner. No votes: Kelly Janke.

## **8. CJIS Program Status**

- a. Pam reported on the CJIS Project Status:
  - <http://www.nd.gov/cjis/status/docs/2011/2011-09.pdf>

## **9. CJIS Strategic Planning Sub Committee**

- a. Pam proposes to create a CJIS Strategic Planning Sub Committee to review and go over the strategic business plan. It would include her and four of the current board members. Lisa as the chair can create and ask for volunteers and the committee is not opposed. Email Pam if you would like to be on the committee.

## **10. 2011-13 CJIS Strategic Business Plan**

- a. The revised business plan was handed out for review from the board members.

## **11. Current Projects**

- a. HP
  - Obtaining legislative authority to update the current permitting application process.
  - Working on automated routing of oversized vehicles.
- b. State Radio
  - Access to the State of North Dakota's CAD mobile application has been negotiated to \$1060 per computer license and \$250/year maintenance. Additional costs per unit will be remote connectivity (aircard, etc.) and security (NetMotion, Juniper, etc.). These units will allow record checks from the patrol units.
  - Upgrading hardware for the NCIC switch.

**12. National Association of Justice Information (NAJIS)**

- a. Lisa requests the board's approval to Pam to join the National Association of Justice Information board. Kelly Janke moved to approve. Tom Trenbeath seconds the motion. No one opposed.

**13. Next Meeting:** January 12, 2011, Red River Room @ 1:00 P.M.

**14. Adjourn** – Lisa Feldner adjourned the meeting at 3:50pm.