

**North Carolina Criminal Justice Information Network  
Governing Board Meeting  
Thursday, March 24, 2011 9:00 AM  
2020 Yonkers Road, Department of Corrections  
Enterprise Conference Room  
Raleigh, North Carolina**

**CJIN Governing Board Members Present:**

Bob Brinson	Tommy Allen	Barker French
Henry Hight, Jr.	Donnie Holt	Tom Jarrell
David Jones	Todd Jones	Robert Lee
Steve Lingerfelt	Douglas Logan	Bill Stice
Eric Van Vleet	Al Williams	Earl Bunting

**CJIN Staff:**

LaVonda Fowler	Eugene Vardaman
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**Guests:**

Ron Moore	Floyd Thomas	Mark Beason
Vince Rozier	Heather Allen	Jonathan Dilday
Karlynn O'Shaughnessy	Cindy Cousins	Gautam Gole
Carol Burroughs	Nancy Lowe	Ginger Helms
Ronald Blake	T. Jerry Williams	Robert Evans

**Board Activities and Announcements**

CJIN Chairman Bob Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:00 AM.

CJIN Chairman Bob Brinson welcomed the Board members and guests to the meeting and informed them that sign-in sheets were being circulated.

**Folder Materials**

Chairman Brinson made the Board members aware that their folders contained an agenda, a draft copy of the October 14, 2010, and November 17, 2010 minutes, a copy of Senate Bill 144 – Cash Converters, E-mail from Al Williams regarding CJIN Staff, a copy of the Budget proposal in HB 200 that relate to the CJIN Staff, a travel request form, and a draft copy of the 2011 CJIN General Assembly Report.

**Ethics Awareness**

Chairman Brinson informed the Board that per NC State Ethics Commission guidelines, all Board members are required to attend an ethics training course at least every two years. This course offerings and locations are also available on the Ethics Commission website.

Chairman Brinson gave an ethics reminder that is required to be presented at the beginning of any Board meeting. Chairman Brinson read into record the following, "In

accordance with G.S. 138A-15, it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved”.

Chairman Brinson also reminded the board that their Statement of Economic Interest is required by everyone on the Board and that the forms were due to the State Ethics Commission by April 15, 2011. The SEI forms are on the State Ethic Commission website.

### **Travel**

Chairman Brinson stated that for travel reimbursement, please find a copy of the form in your folder, any questions please see LaVonda or Gene.

### **Approval of Minutes**

Minutes from the October 14, 2010 CJIN Meeting were approved.

Minutes from the November 17, 2010 CJIN Meeting were approved.

### **Notification of Outstanding Warrants – Department of Correction**

Chairman Brinson introduced Cindy Cousins, Application Manager for the NC Department of Correction who presented the Board with an overview of how the notification system within OPUS is working for members of the Department of Correction to include Probation and Parole officers. Cindy presented a PowerPoint to the Board that had screenshots from the enhancements to the existing OPUS system. Cindy explained some of the enhancements to include: a searchable feature, alerts to Probation and Parole Officers, allowing for filters for case loads, having a hyperlink to the court date and current Administrative Office of the Courts information, a calendaring tool as well as a mapping tool, Prison and DMV connection with the automation in place, notifications for DOC personnel if someone in their caseload has been stopped by police, renewed their license, ect. All this is available on the smartphone, the Droid has the complete program available. Probation and Parole Officers are able to record their visits through the smartphone and the new enhancements.

Cindy participated in a discussion with Bob Brinson, Tommy Allen, Gene Vardaman and Carol Burroughs.

### **BREAK**

### **Electronic Discovery Project – Evidence Numbering**

Chairman Brinson introduced Ginger Helms, AOC Program Manager who provided the Board with a presentation of the Electronic Discovery Project. The presentation included the Discovery Automation Process with the benefits to the users, as well as some of the features that the system offers. There were numerous screen shots of the system in action to allow for a more detailed understanding of the look and feel of the system.

Ginger also offered the Board a timeline for the various releases of the system and a chart of the constituents that are served by the system.

This presentation led to a discussion regarding the Evidence Numbers by the SBI crime lab and the planned revisions to the procedures.

Ginger participated in a discussion with Al Williams, Vince Rozier, John Dilday, Ron Moore, Robert Evans, Chip Hight, Eric Van Vleet, David Jones, Debbie Allen, Nancy Lowe, Bob Brinson, and Gene Vardaman.

**CJIN Draft 2011 General Assembly Report, Discussion of Report, Changes, Approval, Etc.**

Chairman Brinson explained to the Board that the General Assembly Report for 2011 is a combination of reports, meetings, workshops, and other events that were held throughout the year.

Some of the sections within the General Assembly report have already been approved by the Board, but have been updated to support the Board's recommendations. The General Assembly Report for 2011 consists of the following: Executive Summary, Strategic Direction and Recommendations, Information Sharing and Pawn Transaction Study, Updated Activity list, Updated Friends of CJIN list, and updated 2010 Future Activities and Recommendations for what transpired in 2011.

Chairman Brinson opens the floor for discussion by the Board, he participated in this discussion with Gene Vardaman, Debbie Allen, Carol Burroughs, Barker French and Eric Van Vleet.

There was a motion to accept the draft GA Report and submit to the General Assembly, the motion was seconded and it was approved by the Board.

**Legislative Update, SB-144 - Cash Converters must keep purchase records.**

Chairman Brinson introduced T. Jerry Williams who reviewed SB-144 for the Board, this bill was one that will greatly impact the Pawn Transaction study that the CJIN staff were directed to do by the Board, if passed. T. Jerry provided a copy of the Bill to each Board member as he reviewed the contents of the bill.

T. Jerry participated in a discussion with Bob Brinson, Gene Vardaman, Tommy Allen and Mark Beason.

**Discussion of CJIN Staff**

Chairman Brinson opened the floor for discussion on the topic of HB 200 and the proposed removal and replacement of the existing CJIN staff.

Chairman Brinson participated in a lengthy discussion with Al Williams, Bill Stice, Eric Van Vleet, Karlynn O'Shaughnessy, Donnie Holt, Lars Nance, Barker French, Bob Lee, Tom Jarrell and David Jones.

A motion was made for a resolution to direct the Chair to draft a letter from the Board to the Speaker of the House and the Senate President, with copies to the Majority and

Minority Leaders, the Governor and the Board members. This motion was seconded and the motion passed. Once the letter is drafted, the members can forward copies as they deem appropriate.

**New Business/ Adjournment**

There was no additional business. The meeting was adjourned at 1:15 PM.