

**State of North Carolina Criminal Justice Information Network (CJIN)
Governing Board Meeting
December 9, 1999
Johnston County Courthouse
Smithfield, North Carolina**

CJIN Board Members

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|---|--------------------------------------|------------------|
| Richard Nifong* | Ortharine Sansbury | Robert Rader |
| Robert Brinson | Lewis Blanton | Stuart LeGrand * |
| Renee Kumor | Frank McGuirt* | Kenneth Wiseman |
| Richard Little | Thomas Payne | J. B. Evans |
| John Carriker | Jean Massengill | |
| David Kelly (proxy - Fletcher Clay) | Richard Webb (proxy - Denny McGuire) | |
| G. K. Butterfield *(proxy - Richard Little) | | |

*Note: * Denotes member absent*

*Vacant seats: Attorney General Appointment
 Association of Chiefs of Police Appointment*

CJIN Executive Director

Carol Morin

Others Present

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| Rebecca Troutman | Bill Clontz | Leslie Stanfield |
| Larry Wilkie | George Bakolia | Doug Kappler |
| Rachel Spangler | Howard Higgins | Navin Puri |
| Ilse Fogel | Thong Siew | Ron Hawley |
| Bryce Morrison | Cliff Layman | Jim Skinner |
| Fred James | Paul Bohne | Basil McVey |
| Scott Peters | | |

Having a quorum of members present, Vice-Chairman Robert Brinson called the regularly scheduled meeting of the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 10:05 a.m. Mr. Brinson stated that Ronald Hawley had resigned from the Department of Justice and thus as CJIN Chair.

Honorable Jean Massengill welcomed CJIN Governing Board members to Smithfield and then provided information to familiarize everyone with the building layout. There was an introduction of meeting attendees, starting with the CJIN Governing Board members and then others who were present in the room. Mr. Brinson announced that Secretary David Kelly had replaced Secretary Moore effective December 8, 1999. Mr. Brinson thanked Secretary Moore, who was not present, for being a champion of CJIN at the General Assembly and for his years of service of being a CJIN Chair during the initial operations of the Board.

Election of CJIN Governing Board Officers

Mr. Brinson stated the first order of business should be to elect a new CJIN Chair. Mr. Brinson said there is a sense of urgency to fill this seat because CJIN needed to meet various deadlines throughout the calendar year as well as the upcoming legislative short session.

**MOTION: (John Carriker) To nominate Mr. Robert Brinson as Chair of the CJIN Governing Board.
MOTION SECONDED AND CARRIED.**

MOTION: (Thomas Payne) To nominate Mr. Richard Little as Vice-Chair of the CJIN Governing Board.

MOTION SECONDED AND CARRIED.

Approval of Minutes

Minutes from the September 9, 1999 meeting were approved.

Presentation of Resolution of Appreciation

It should be noted that when the CJIN Governing Board went into an executive closed session at the September 9, 1999 meeting, it was to discuss the resolution of appreciation awards for Ms. Toni Tendam and Retired Major George Ake. Motions were made and seconded for these two awards.

Mr. Ronald Hawley presented a Resolution of Appreciation to Ms. Toni Tendam. Ms. Tendam was Mr. Hawley's administrative secretary from November 1995 until April 1998 and served unofficially as the first staff member of the CJIN Governing Board. From May 1998 until April 1999, Mr. Richard Moore, Secretary of Crime Control and Public Safety, and Chair of the CJIN Governing Board appointed Ms. Tendam as the first staff to the CJIN Governing Board. Starting in May 1999, Ms. Tendam accepted a position with the Administrative Assistant for Court Management and Information Services for the Administrative Office of the Courts. Ms. Tendam continues to support CJIN by serving the Judicial Branch members of the CJIN Governing Board. Ms. Tendam has also provided invaluable assistance and continues to be a vital resource to Ms. Carol Morin, Executive Director of the CJIN Governing Board.

Mr. Hawley also announced that Retired Major George Ake, State Highway Patrol, was unable to accept his Resolution of Appreciation at this meeting but will attend the March 2000 meeting so he can accept his award in person.

Statewide Automated Fingerprint Identification System (SAFIS)

Mr. Larry Wilkie, SBI, had provided the CJIN Governing Board a one page write-up in advance of the meeting requesting approval to use existing SAFIS funds from the 1999 "Faircloth Grant" for the acquisition of Printrak live scan devices to replace existing Digital Biometrics Inc. (DBI) live scan devices in those agencies that wish to replace them. If all nine agencies take this offer, Mr. Wilkie said it would cost approximately \$600,000, the cost of the live scan devices and then maintenance through the year 2002. After that point in time, it becomes responsibility of the respective Sheriff to bear the yearly maintenance expense.

Mr. Wilkie stated a request was sent to DBI on April 5, 1999 to provide a quote for a software upgrade in each DBI live scan device that will allow them to continue their interface with the SAFIS but DBI has not responded to that request. DBI has failed to implement in its live scan devices a mandatory requirement that is in the North Carolina Electronic Interface Specification (EFIS). The requirement is an electronic message (SRE) that is returned to the live scan device via the SAFIS network. This is a critical message in that it provides information as to whether the individual whose fingerprints were submitted to the SBI has a record on file in the SAFIS. The Rocky Mount Police Department installed the first DBI live scan device that interfaced to the SAFIS in March 1997 and DBI still has not completed the mandatory requirement.

The CJIN Governing Board discussed the matter and was reassured by Mr. Wilkie that this was not a change in direction of the SAFIS project, there was money in the budget for this action, and the nine agencies had until January 31, 2000 to decide whether they were going to take the offer of replacing existing DBI devices.

MOTION: (Ms. Renee Kumor) To purchase Printrak live scan devices for those nine agencies that wish to replace their DBI devices and pay maintenance through the year 2000. MOTION SECONDED AND CARRIED.

Juvenile Network (J-NET)

Ms. Rachel Spangler, OJJ, gave a project status update. J-NET is now refining and validating requirements based on the Juvenile Network Planning Project Final Report dated October 1998, System Concept document dated August 1999, and OJJ business analysts' documentation. Field liaisons include court counselors, clerks of juvenile

court representatives, staff from juvenile detention centers and training centers. OJJ is performing site surveys to determine the infrastructure and hardware needs of each site. J-NET has decided to adopt the Department of Justice System Development Life Cycle (SDLC) and customize it to J-NET needs.

Ms. Spangler thanked the CJIN Governing Board for its support in securing a \$5,000,000 Congressional earmark for next year. Mr. Carriker asked if the District Attorneys were providing input as it related to juveniles and Ms. Spangler said she would ensure that they were contacted. Mr. Richard Little reminded the CJIN Governing Board that it should send thank you notes to the appropriate Washington staff who helped J-NET secure the funding. Mr. Robert Brinson stated that CJIN is becoming a national model and it was important that we continue to share information with other states.

End User Technology - Department of Justice and the Courts

Mr. Doug Kappler, SBI/DCI, gave a project status update on the DOJ 'front-end' initiative for End User Technology. Mr. Kappler stated that the SBI/DCI network had several goals: to become NCIC 2000 compliant by July 2002; to migrate existing interfaces; to centrally support formatted screens; HELP information and user glossary in lieu of client (workstation) based files; and to provide computer-based training and testing. This approach permits individual workstations to use thin client software at little to no cost per seat.

Mr. George Bakolia, DOJ, gave a project status update on the DOJ 'back-end' initiative for End User Technology. Mr. Bakolia stated that this initiative fully complimented the DOJ initiative to migrate to an open platform which is compliant with the statewide architecture. The Legislative Technology Committee approved the plan on June 9, 1999 and the Information Resource Management Office has concurred on the approach being taken. Mr. Bakolia said this is a three-year effort and should be in production in 2003. The CJIN Governing Board discussed funding sources and acknowledged the fact that Congress may not provide the same level of funding support next year. Ms. Morin was asked to provide the CJIN Governing Board with a chart which showed funding appropriations over the past several years.

Mr. Cliff Layman, AOC, gave a project status report on the Courts initiative for End User Technology. Mr. Layman stated that there are approximately fifty courthouses which have no Local Area Network (LAN) capability today and cannot communicate between themselves and the AOC for simple things like e-mail or Internet access. Ms. Renee Kumor asked about the costs once the LANS were integrated into the county and Mr. Layman said that most infrastructure costs were already in the AOC budget and the cost of cabling the courthouse was for pulling cable only. Mr. Rebecca Troutman asked about the getting basic services established for the 'have-not' counties and said it should be coordinated with the county Information System's Department. Mr. J.B. Evans asked if most counties know of this effort and Mr. Layman said that a letter with more details would be sent out at the appropriate time. Ms. Renee Kumor suggested that an article be written for the North Carolina Association of County Commissioners (NCACC) and Mr. Bill Clontz said he would be happy to copy the article for the county Information Technology Directors. First Sergeant Howard Higgins, State Highway Patrol, proposed that state agencies start sharing common networks (like DCI and AOC) since they were in close proximity and it might lead to cost savings. Mr. Layman said that security would be done in a standardized manner because of the common architecture.

Electronic Citation (eCitation)

First Sergeant (F/Sgt.) Howard Higgins, North Carolina State Highway Patrol, did a standalone demonstration of eCitation Form Runner screens. The pilot in Cumberland County had been delayed due to Year 2000 activities and holiday vacations. F/Sgt. Higgins said the end-users would be retrained before the pilot started. Mr. Layman said the AOC system as well as edits were ready for the patrol car approach and the final procedures were being tested by the clerk of courts. The pilot is scheduled to start in January, run for 90 days, and approximately 35-40 law enforcement officers were expected to participate.

Mr. Brinson asked for some preliminary information on the proposed statewide rollout - was a roll-out schedule in place? ; was funding secured? ; are vehicles properly equipped?, does the SHP have adequate resources to support it?, etc. F/Sgt. Higgins said new processes would need to be implemented and a Request for Proposal (RFP) would be done. Mr. Basil McVey, AOC, said it seemed reasonable that the data could be downloaded to the Statewide Magistrate System but this concept would have to be explored further and funding would have to be identified. Mr.

John Carriker asked if there were any limitations on the automatic court room scheduling of eCitation cases. F/Sgt. Higgins said this was not a problem for the pilot but it would need to be researched for statewide implementation. Ms. Rebecca Troutman asked if there were any plans in place for the Statewide Magistrate System - Warrant Control Module to interface with eCitation. Captain Fletcher Clay, SHP, said that if the eCitation pilot was successful, then everyone would want it. Captain Clay recommended that a subcommittee be formed to discuss issues associated with a statewide rollout.

Statewide Computerized Criminal History (CCH) Repository

Mr. Jim Skinner, DOJ, gave a project status update on the CCH Repository. The long-term goal is to redesign CCH because it was developed twenty years ago on a proprietary mainframe that uses a non-relational database. Phase One, which will run from September 1999 through February 2000, includes the development of a statement of work for phase one, risk assessment, analysis and documentation of current systems (AOC, DOC, DOJ, and select local counties), a statement of work for phase two, and future system requirements and redesign based on an open architecture.

Mr. George Bakolia, DOJ, said that DOJ acquired a \$440,000 Governor's Crime Commission grant for phase one activities. In the CJIN Final Report dated April 1995, the CCH initiative was projected to cost \$1,900,000. No funds have been identified for phase two work, which could start in March 2000. Mr. Bakolia stated that DOJ was going to continue its strategic initiative to migrate to an open platform by 2003, regardless of the CCH initiative. Mr. Bakolia stated that the DOJ piece could be put in place and other agency pieces could be added as funding became available. Part of the work in phase one will be to revalidate the price tag for phase two and to reprice such costs as hardware, software, infrastructure, consultant fees, networking needs, etc.

Mr. Ron Hawley stated that there was significant enterprise impact and CJIN was at a crossroads for charting the course for one criminal history record. Mr. John Carriker stated that District Attorneys should be providing vital feedback on how a criminal history record should look because a valid, readable, correct criminal record drives the entire court system in North Carolina. Mr. Doug Kappler stated that the SEARCH organization had developed a standardized rap sheet and it was being piloted in a few states. Captain Clay stated that items like ongoing maintenance, support, security, 7 x 24 connectivity, and resources to manage the project should be included in phase two costs. Captain Clay also pointed out that the IRMC requires a four-year life cycle cost. Mr. Bill Clontz asked what the total project 'package' would look like because he has observed other projects where all key players were not involved in the early stages to understand the added functionality and project vision. Mr. Robert Brinson commented that the CJIN study was five years old and he wondered whether the tasks and stated direction were still valid because technology has reduced the cost of some things and allowed advances never dreamed of. The CJIN Governing Board agreed that local governments need to be aware of CJIN plans and their participated in funding projects like this.

Network Security - Phase One

Mr. Richard Little gave a project status update on Network Security. Phase one is complete as of December 31, 1999. Phase two deals with the design, costing, product selection, location, priority, and Service Level Agreement (SLA) for firewall operation and management. The Security Oversight Committee charter is being finalized but participation is expected from DOC, DOJ, AOC, SHP, local government, and ITS. Ms. Spangler asked if OJJ was included and Mr. Little said he would check with Ms. Ilse Fogl but they should be included as well.

Statewide Magistrate System

Mr. Cliff Layman gave a project status update on the Statewide Magistrate System. Mr. Layman said the rollout has resumed and during the last few months, two independent companies had reviewed the current server approach and recommended centralized Raleigh servers. This would reduce the ongoing network support costs and also provide a statewide warrant repository. Mr. Layman stated that 99% of the complaints were resolved in a new release of code due out in January and mostly cosmetic issues were being reported now.

Lieutenant Kenneth Wiseman stated that it requires manual intervention to get warrant information entered into the DCI system so local law enforcement may not access it readily. Mr. Basil McVey stated that any county in the magistrate system would see the data in AOC's Criminal System moments later. Mr. Doug Kappler stated that they

are trying to get the data to the NCIC file to eliminate duplicate entry and eliminate the state wanted persons file. Mr. Ron Hawley pointed out that AOC was on record to do this and it had been agreed to years ago when John Taylor was still at AOC. Mr. Richard Little said that AOC was presently reviewing costs. Ms. Rebecca Troutman advocated the funds solicited from the General Assembly. Mr. Bill Clontz said a delay of a few months would be acceptable if a statewide database could be established. Captain Clay reminded everyone not to leave out the ongoing maintenance costs of personnel.

Data Sharing Standards

Ms. Carol Morin gave a project status update on Data Sharing Standards. This CJIN initiative is in conjunction with the IRMC statewide Federated Metadata project. Its purpose is to share and exchange data among state, local, and federal agencies. Ms. Morin stated that 5,500 data elements were loaded in the CJIN data repository and the next step was to get feedback from the criminal justice end-user community on the data repository tool. The CJIN web site was also being supported by this project. Work is being prioritized and sized for the remaining \$70,000 Governor's Crime Commission grant dollars that expire on March 31, 2000.

DCI's TCP/IP Migration Plan

Mr. Doug Kappler had provided the CJIN Governing Board a one page write-up in advance of the meeting requesting that the Board endorse DCI's TCP/IP migration as CJIN related. According to the guidelines in this year's Governor's Crime Commission (GCC) grant process, state agencies are limited to a \$200,000 grant request from the Information Systems Committee unless the project has a statewide impact and is CJIN related. DCI proposes to submit one 'umbrella' GCC grant request for approximately \$700,000 to cover the costs of 200 different agencies that would possibly need financial assistance in the TCP/IP migration. The \$700,000 figure includes \$3,300 for one time line installation, communication equipment and emulation software costs for each of the 200 agencies and approximately \$40,000 for contractors, equipment and supplies. Mr. Kappler stated that many agencies have already voluntarily migrated from their old legacy line systems to TCP/IP because of business needs or the implementation of Mobile Data Computers (MDCs) and this grant request is intended to help those smaller agencies that still use dumb terminals to communicate with DCI.

Mr. Kappler stated that DCI was not able to provide the 25% match monies required by the GCC grant application process. Mr. Navin Puri, Planner for the GCC, reminded the audience of the budgetary constraints that could be imposed by Hurricane Floyd and the possible reduction of grant monies available this year. Mr. Puri said he was not sure if the GCC could waive the 25% match monies and he would research it but he strongly urged those match monies be appropriated for DCI's TCP/IP migration plan. Ms. Renee Kumor asked how funding needed for this project would rank against other competing CJIN projects which also needed funding. Mr. Brinson stated that the project met the CJIN approach, architecture, and design but he was not sure of CJIN project priority. Ms. Kumor stated that each agency should submit their own grant application as well as providing the 25% match monies. Mr. Kappler said it would be reasonable for DCI to provide a generic 'boiler plate' write-up as a starting point for the grant process. Ms. Rebecca Troutman mentioned that counties needed to know that the ongoing recurring costs (an ITS x-net connection cost of \$1,200/month and DCI interface connection costs of \$300/month) should be added into their budgets.

The CJIN Governing Board discussed how best to proceed since it was asked to 'endorse' this project. Mr. Brinson stated that the CJIN Governing Board would comfortably state that the DCI TCP/IP migration plan complied with the CJIN approach; there was value in exploring the GCC grant in a consolidated process; and it was a reasonable step for DCI to discuss this further with GCC.

Operations of the CJIN Governing Board

Mr. Robert Brinson briefly covered this topic since the meeting was running behind schedule. Mr. Brinson intended for the CJIN Governing Board to discuss whether the Board was operating the way it wanted to, the roles and responsibilities of the CJIN Executive Director, how to deal with upcoming legislative sessions, the formal structure of the Board meetings (agenda, time limit for agenda items, guidelines for presenters, bylaws, etc.), and any other issues that the Board members wanted to include. This agenda item was deferred to the March 2000 meeting.

Report from the CJIN Executive Director

Ms. Carol Morin summarized her accomplishments since the last CJIN Governing Board meeting. Ms. Morin stated that she is spending a majority of her time doing financial oversight for CJIN grants. Ms. Morin is also working on the Data Sharing Standards project to ensure work is completed before the grant monies expire on March 31, 2000; presenting CJIN at various conferences; working with the project teams for IRMC project certification; and handling ad-hoc requests for CJIN. Ms. Morin said that she is still trying to identify match monies for a GCC grant application for the CJIN summit. The Board discussed the alternative of making a CJIN video in lieu of the CJIN Summit. Ms. Richard Little said he had contacted Leila Tuedt, Public Telecommunications Agency, Department of Administration, and was given an estimate of \$50,000 for a turnkey effort. Mr. Renee Kumor stated that CJIN should explore a statewide publication which would have a one page devoted to each CJIN initiative. Lieutenant Ken Wiseman stated that the Fayetteville Police Department had a television studio and equipment and he would ask if CJIN could use this equipment. Lt. Wiseman thought this approach would be more cost efficient than the \$50,000 figure cited previously

Information Technology Plan for the Courts

Mr. Richard Little requested that this agenda item be deferred to the March 2000 meeting.

Plans for Computerizing the District Attorney's Office in North Carolina - The Missing Link

Mr. John Carriker stated that the District Attorneys were an important piece of the criminal justice puzzle but he felt they were not a focal point of CJIN. Mr. Carriker stated that CJIN has worked on Live Scan devices, Mobile Data Computers, and the Statewide Magistrate System but the District Attorneys don't have a customized computer system to use. Mr. Carriker said that a high percentage of Superior Court cases are dismissed by prosecutors, often because they don't have enough information at an early stage to evaluate the case. Most prosecutors do not have access to criminal justice computerized information, the Internet, correct criminal history, and complete information from local law enforcement.

Mr. Carriker surveyed the North Carolina District Attorneys, twenty-four of the thirty-nine District Attorneys responded, and these were some of their information needs: District Attorneys want early information from law enforcement so they can make valid decisions at an early stage; local statistical data that can produce customized reports on an individual basis and then roll-up to a statewide figure; data warehousing when a case is disposed of; Internet access in the courtroom; links to law enforcement, the magistrate system, jails, and prisons; the establishment of a District Attorney bulletin board; more current PCs, laptops for assistant district attorneys; better bandwidth; a computer system that doesn't compete with CMS. Mr. Carriker hoped that by sharing this information with the CJIN Governing Board, it would increase everyone's awareness that the District Attorneys need support, want to participate as end-users in many of the CJIN initiatives, and need legislative funding for a District Attorney system. Mr. Carriker stated that a seamless criminal justice system would allow information to flow better and eliminate the 'islands' of separate systems that have information needed by the District Attorney.

The meeting was adjourned at 3:30 P.M..