

**NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)
GOVERNING BOARD MEETING
SEPTEMBER 13, 2000 1:00 PM**

**DEPARTMENT OF CORRECTION
ENTERPRISE CONFERENCE ROOM
RALEIGH, NORTH CAROLINA**

CJIN Governing Board Members

Robert Brinson	Renee Kumor
Richard Little	Stuart LeGrand *
Glen Allen	Frank McGuirt
Bryan Beatty	Richard NiFong
Lewis Blanton	Thomas Payne
G. K. Butterfield *	Jim Persinger
John Carriker	Robert Rader
J. B. Evans	Ortharine Williams *
Ronald Hawley *	Ken Wiseman
David Kelly * (proxy - Fletcher Clay)	

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Larry Wilkie	Rachel Spangler	F/Sgt. Howard Higgins
Ilse Fogl	Mike Hodgson	Capt. David Munday
Lt. Colonel Autry	Cheryl Leonard	Toby Wellborn, Jr.
Tracy Keel	Shawn Lee	James Faggart
Denise Thomas	Dyke Hostettler	Al Stevens

Having a quorum of members present, Chairman Robert Brinson called the regularly scheduled meeting of the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 1:00 P.M.

Mr. Bryan Beatty hosted a tour of the State Bureau of Investigation (SBI) Crime Lab after Assistant Director Al Stevens gave an overview of the SBI Crime Lab's operations. Then the CJIN Board members toured the CJIN Mobile Data Network (CJIN-MDN) and the eCitation patrol car at the State Highway Patrol Information Management Unit. The CJIN Board members also toured the SBI Identification Section that included a Live Scan fingerprinting device used in the Statewide Automated Fingerprint Identification System (SAFIS) project.

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John Carriker	Robert Rader
J. B. Evans *	Ortharine Williams*
Ronald Hawley (proxy – Denny McGuire)	Ken Wiseman
David Kelly* (proxy - Fletcher Clay)	

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Larry Wilkie	Rachel Spangler	Jennifer Willis
F/Sgt. Howard Higgins	Bryce Morrison	Denise Thomas
Fred James	Cliff Layman	Crystal Leigh
Navin Puri	Doug Yearwood	Cheryl Leonard
Ilse Fogl	Roser Taylor	Carl Pickney
Woody Yates	George Bakolia	Jane Lusk
Mike Hodgson	Capt. David Munday	Rebecca Troutman
Jim Bowden		

Having a quorum of members present, Chairman Robert Brinson called the regularly scheduled meeting of the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:00 A.M.

Approval of Minutes

Minutes from the June 24, 2000 meeting were approved.

Request for Advisory Seat for Department of Juvenile Justice and Delinquency Prevention

Mr. Robert Brinson stated that the Department of Juvenile Justice and Delinquency Prevention (DJJDP), formerly the Office of Juvenile Justice, is an integral part of CJIN and the CJIN Board provides oversight of the J-NET initiative. Mr. Brinson stated that the composition of the CJIN Board was defined by statute and he was recommending that an advisory seat be added for DJJDP. Mr. James Bowden, Deputy Secretary of DJJDP, was present at the meeting and was prepared to represent DJJDP at the CJIN Board meetings.

Motion: (Renee Kumor) To add an advisory seat for the Department of Juvenile Justice and Delinquency Prevention to the CJIN Governing Board. MOTION SECONDED AND CARRIED.

Resolution of appreciation

MOTION: Ms. Carol Morin had solicited a motion from the CJIN Governing Board members via e-mail on August 8, 2000 to approve the resolution of appreciation for Ms. Renee Kumor. MOTION SECONDED AND CARRIED.

Mr. Brinson presented a resolution of appreciation to Ms. Renee Kumor. Ms. Kumor was recognized for her efforts in encouraging county commissioners across the state in supporting CJIN initiatives. Ms. Kumor was a key player in the Henderson County criminal justice project, a precursor to a statewide criminal justice information network, where the county administration, law enforcement, and court officials worked together to develop and support an information system to capture and share local criminal justice records.

The agenda order was modified to accommodate the pending arrival of Senator Eric Reeves.

Magistrate System

Mr. Cliff Layman stated that the Magistrate System is a cornerstone project of CJIN and its long-term goal is to provide an on-line real-time statewide warrant repository by automating the warrant process. Mr. Layman stated that sixty-three counties are operational on the Magistrate System and the Administrative Office of the Courts (AOC) is presently installing equipment and pc's in some of the remaining counties. The project is presently in a 'pause phase' of implementation while testing is going on for phase two of the software. This phase includes changes incorporated via user feedback, additional planned functionality; and better supports the new architecture of a centralized server concept. After approximately 1½ months of both user and system testing, a pilot will be performed in one county and then phase two software will be installed in the sixty-three counties already implemented. Rollout of phase two software is expected to begin in January 2001 and be completed by early summer 2001. Mr. Layman said the design phase of the statewide warrant repository will be completed by early fall and it should provide functionality to law enforcement across the state. Mr. Richard Little stated that a quality assurance review contributed to the project 'pause'. Mr. Layman stated that quality assurance review made some very good recommendations and it validated AOC's independent thinking of the same recommendations.

Mr. John Carriker asked for an update on the statewide warrant repository. Mr. Layman stated that warrants were not necessarily entered in a timely manner in the current system but the second a warrant is entered into the magistrate system, it becomes accessible to the appropriate public safety officials and law enforcement with the right security clearance. Mr. Richard Nifong asked if older warrants would be entered into the magistrate system and Mr. Layman said he wasn't sure. Ms. Rebecca Troutman asked if the statewide warrant repository was a separate project seeking IRMC approval and endorsement by the CJIN Board. Ms. Troutman also asked if there was local government input on the design of the statewide warrant repository. Mr. Layman stated that the statewide warrant repository is a logical extension of the Magistrate System. Mr. Little stated that the Magistrate System already has an advisory group in place. Mr. Thomas Payne stated that there was security issues involved with warrants because they contained sensitive information. Mr. Layman said that AOC was starting to invest in firewall security. Chief Glen Allen asked what information contained on a warrant would not be considered public record. Mr. Payne replied an unserved warrant. Mr. Ilse Fogl stated that there were also data integrity issues. Lt. Ken Wiseman asked if a photo would be sent to the patrol car with a warrant hit. Mr. Layman said that would be a future phase of the magistrate system and that cameras were handed out to some magistrates at their last meeting.

Juvenile Justice Network (J-NET)

Ms. Rachel Spangler updated the CJIN Board on the quality assurance review that had just been completed for J-NET. Nineteen findings were prioritized and they represented project areas to formalize, document, develop, or enhance. The project has been changed to 'yellow' status by the IRMC as a result of the quality assurance review. Ms. Spangler stated that one finding was to have the CJIN Board reevaluate its role so it could provide strong leadership to the project. A memo has been sent from Mr. Bowden to Mr. Brinson describing the role of the CJIN Board and it will be revised based on feedback provided. Ms. Spangler said a quick-strike quality assurance review was taking place next week. Mr. Brinson commented that the Department of Juvenile Justice and Delinquency Prevention was a young agency, it was still getting its funding in place, and projects like this tend to be expensive. Although J-NET is using the most current and desirable architecture as defined by the Information Resource Management Commission (IRMC), Mr. Brinson stated that skilled resources tend to be in short supply, tools are underdeveloped, and there are security issues surrounding the very sensitive juvenile information. Ms. Spangler mentioned that she had copies of both the quality assurance review findings and the agency reply to any Board member who requested it.

Ms. Renee Kumor said that she had just attended a County Commissioner state convention and there was a resolution for treating children in need of medically necessary mental health services by creating a joint database between DJJDP and the Department of Health and Human Services (DHHS). Ms. Kumor asked who in the state is watching projects to prevent duplication of effort because she has observed that the state is sending several different streams of information about delinquent children and children in need of mental health services where one very good stream of information would work instead. Mr. Brinson said that there were several bodies, which provided some oversight – the IRMC, the Technical Architecture Committee, and the Joint Information Technology Committee. Mr. Brinson stated that DHHS was using the CJIN network security template. Ms. Spangler stated that DHHS was represented in the J-NET core group and J-NET stakeholders. Mr. Layman stated that AOC's family court system was in the conceptual phase and AOC was working closely with the J-NET project team.

Discussion with Senator Reeves

Per the discussion at the June 24, 2000 CJIN Board meeting, Mr. Brinson had invited both Senator Reeves and Representative Tolson to speak to the CJIN Board today. Unfortunately Representative Tolson was unable to attend. Senator Reeves stated that Senate Bill 222 should be considered a 'work in progress' and it was a first attempt that had unintended consequences. Senator Reeves stated that the CJIN planning looked great but it was hard to figure out how to finance its implementation when the state budget was 'agency centric'. Senator Reeves said that 'e-gov' has been a high priority for the past two years and 'nc@yourservice' is the one place for citizens to go for everything.

Senator Reeves stated that he has had conversations with F/Sgt. Higgins and Senator Tony Rand about eCitation. Senator Reeves said he felt that overall collaboration was missing from the project because you can't read a barcode on the back of a driver's license, some judges appear to be resistant to using technology in the courtroom and prefer the hardcopy of the shuck, and some district attorneys didn't seem to be endorsing eCitation.

Senator Reeves said that information technology projects must show that all stakeholders have buy-in and sign-off as well as using an enterprise funding approach. The CJIN 'collective budgets' should focus on coordination, entering the data once, and that legislature should support these efforts. Mr. Layman stated that the IRMC provided a systems coordinated approach but funding for projects could come as x-tier instead of individual agencies. Senator Reeves said he was very open to suggestions in this area and encouraged the CJIN Board to e-mail them to him. Senator Reeves also strongly encouraged everyone to read the Business Decision Model developed by the sub-committee chaired by Dr. Oblinger and available through Representative Tucker's Office. Ms. Morin was asked to obtain a copy of this report and distribute it to the Board members. Capt. Clay stated that the CJIN office needed additional staff so it could administer and distribute CJIN funds, which could streamline the reporting process and project management piece. Mr. Brinson said that there was some guarantee that CJIN would submit consolidated requests in the future. Mr. George Bakolia recommended that the IRM project office supplement its staff to provide staffing support for CJIN. Mr. John Carriker said he would like to see sanctions against state agencies that don't supply the required statewide data. Once again, Senator Reeves encouraged the Board to e-mail him any suggestions they had and to identify yourself as a CJIN Board member in the e-mail.

Electronic Citation (eCitation) - Cumberland County Pilot

F/Sgt. Higgins stated that 8.6% of the eCitations attempting to be issued have failed and the cause has been identified as the State Highway Patrol (SHP) having a hardware equipment failure. As a result, the SHP has suspended using eCitation. F/Sgt. Higgins stated that some local law enforcement agencies are loaning equipment to the SHP so they can validate that it is in fact a hardware failure. F/Sgt. Higgins said that he was trying to secure speaking engagements to present eCitation to the judges, district attorneys, and court clerks. F/Sgt. Higgins said he was using an 'open business' approach and had solicited several vendors who expressed an interest to play, evaluate, and test eCitation. Mr. Layman said some front-end edits needed revision or were not built in yet because all of the eCitation failures were not hardware related. Mr. Layman stated that Judge Ross had created an advisory board to increase communication among the project stakeholders. Mr. Layman said the new project plan would define the next phase for eCitation and define what it will look like.

Mr. Jim Bowden asked if information could be intercepted during the transmission and if the data was encrypted. F/Sgt. Higgins replied that they were using an 800 MHz radio system and it was difficult to capture the information and modify it during its short transmission but the information was not encrypted. Mr. Brinson said that the CJIN network security project was defining ways to achieve that level of security if it was needed. Capt. Clay asked how multiple vendors would be coordinated once they were given interface specifications from an AOC coding perspective and how would they be compensated for their participation in the pilot effort. Mr. Layman said he was unsure how many vendors were being referenced. Mr. Brinson said that the discussion should be taken off-line with the ITS procurement office for vendor related issues and with Mr. Michael Fenton for architecture issues. Mr. Carl Pickney said that the Department of Transportation was using something similar to eCitation in its enforcement area for the oversight of overweight vehicles. Mr. Pickney stated that he was using a different architecture from the SHP and he was in compliance with the statewide architecture.

Ms. Cheryl Leonard distributed several Governor Highway Safety Program (GHSP) brochures and explained their mission and focus on reducing traffic safety issues with respect to crashes and injuries. GHSP has funded \$500,000 last year for eCitation and plans to grant \$375,000 for the second year.

F/Sgt. Higgins said that the eCitation pilot gives leverage to investigate alternative technological solutions and Request for Information or Request for Proposal is not needed. F/Sgt. Higgins said he wants the eCitation project to be ‘bulletproof’ when the statewide project requests IRMC project certification.

Transfer of images over CJIN-MDN

Capt. Clay updated the CJIN Board on the results of his research in the transfer of images over CJIN Mobile Data Network (CJIN-MDN). Capt. Clay said that a text message, as opposed to an entire photo, would have virtually no impact on CJIN-MDN. Capt. Clay said he has contacted Dr. Hamid Krim, a NC State professor in the Electrical and Computer Engineering Dept – Center for Imaging Sciences, to participate in this research project. There is no cost for Dr. Krim’s time but the graduate students would need to be paid. The National Science is willing to put up a \$10,000 match and the SHP will use internal funds for their match part. Capt. Clay said that he has representation by the appropriate agencies on the committee. Capt. Clay said there would be no charge for the application design, no licensing costs to CJIN-MDN users, and he was in the processing of writing a Memo of Agreement between NC State and SHP to document these terms and conditions. George Bakolia recommended that an IRMC staff member assess the technology and be added as part of the committee. Mr. Bakolia said that Division of Criminal Information (DCI) was sharing information with Division of Motor Vehicles (DMV) to satisfy NCIC requirements and that NC should consider sending images and records from other states to our patrol cars. Capt. Clay said there was some federal interest expressed in this project and it may provide additional funding.

Mr. Brinson asked if the interests of other parties interested in image compression was being coordinated. Sheriff Frank McGuirt asked about using the images captures in jail because they book about 5,000 people/year. Capt. Clay said there needs to be a mug shot standard for this to work. Ms. Denny McGuire said that some retail commercial work may be relevant to CJIN needs and a body scan compression technology was being used to build Levi jeans on demand. Capt. Clay said he considered this committee work as a by-product of CJIN-MDN and he estimated the total cost to be approximately \$100,000. Capt. Clay said that if the project scope was going to grow into a full-blown project, SHP may have to rethink its role. Mr. Bakolia said that NCIC already has requirements that are specific to mug shots, articles, automobiles, etc. Mr. Bakolia said that CJIN should be cautious with the budget because if it works, everyone will want it and the recurring cost of infrastructure network traffic has not been addressed. Mr. Larry Wilkie said that there are ANSI standards for fingerprint capture and identification as well as facial recognition.

Security Oversight Committee

Mr. Richard Little stated that the CJIN network security project was a CJIN infrastructure project and a Bureau of Justice Assistance grant was funding firewall, Virtual Private Network (VPN), and authorization and authentication requirements and partial deployment. Per the discussion at the last CJIN Board meeting, Mr. Little stated that Mr. George Bakolia was elected Vice-Chair of the Security Oversight Committee (SOC). Mr. Little said that information security policies were being developed. The SOC was reviewing the final response from Information Technology Services (ITS) for the Service Level Agreement (SLA) on firewalls and VPN.

Mr. Little said that CJIN and a statewide network security project had joined resources but CJIN was going to secure its own project manager and technical writer because the time had come to work in the affected CJIN agency and it could take several weeks or longer for each agency to integrate the back-end CJIN business applications. Ms. Morin stated that she had prepared a CJIN expansion budget request for State Fiscal Year 2001-2002 and a Full-Time Equivalent (FTE) state position was being requested for the CJIN network security administrator to fulfill this need after the grant ended.

Mr. Little stated that he had reviewed the CJIN Board operations request and he questioned whether it would be a better financial strategy to request a FTE instead of a part-time contractor because FTE's tend to be cheaper than hourly contractors over the long run. Ms. Morin stated that the FTE positions could only be requested at minimum salary grade level unless there was a strong justification and she anticipated it would be difficult to fill positions at the lower salary level but she would alter the expansion budget request if that is what the Board desired. Mr. Brinson stated he supported the effort to grow the CJIN staff but he was hesitant to increase it by 5 FTE's at once. Mr. Bakolia said that although federal funds were deploying the network security technology, funds were needed for recurring support operations and CJIN should pursue joint funding on behalf of the CJIN state agencies.

CJIN Governing Board By-Laws

Mr. Richard Little distributed a draft version of by-laws for the CJIN Board members to review and provide feedback on. Mr. Little said that the sections referring to attendance and proxy of Board members were of particular interest to everyone. Mr. Little said he would amend the by-laws to include the statute that defines the CJIN Board's mission.

Local CJIN Subcommittee Report

Ms. Carol Morin presented the CJIN-MDN and Local Government Usage Subcommittee Report on behalf of Mr. Bill Clontz. Ms. Morin distributed to the CJIN Board members a copy of both the June 29, 2000 and August 29, 2000 memos to the Attorney General's (AG) Office. Ms. Morin stated that she was awaiting a final opinion from the AG's Office. Mr. Bob Brinson stated that the response from the AG's Office was the next step in the process being followed and he realized that Board members had definite opinions on what they wanted the answer to be. Mr. Brinson assured the Board that future discussion would need to take place because this was a complex issue to tackle.

CJIN Executive Director Report

Ms. Carol Morin distributed to the CJIN Board a handout of the Bureau of Justice Assistance and the National Governor's Association Center for Best Practices justice information technology integration project for a \$25,000 grant and North Carolina's response. Ms. Morin reported that she had received a voice-mail message from Ms. Ortharine Williams that she intended to resign from the Board. Ms. Morin said she would solicit a replacement once the resignation is received in writing. Ms. Morin said she has been preparing monthly status reports to the CJIN Chair and Vice-Chair for the past nine months and Mr. Little recommended this report start being distributed to the entire Board. Ms. Morin stated that she was trying to secure part-time financial assistance to assist her in administering CJIN funds that reside in the Department of Justice as well as BJA grant funds. Ms. Morin also distributed a letter she had received from Attorney John H. Pike. Mr. Pike was requesting that the CJIN Board "take whatever action is necessary to omit from any criminal record check charges against a defendant which have been dismissed". Mr. Richard Little said that AOC would reply to Mr. Pike's letter.

Department of Justice's (DOJ) Migration Plan

Mr. George Bakolia gave the CJIN Board an overview of the DOJ migration plan. Mr. Bakolia said the migration plan is like a large umbrella with many smaller projects underneath it. The DOJ End User Technology project will replace approximately 12,00 dumb terminals with TCP/IP access. All aspects of DCI security will be utilizing the most recent CJIN security standards and the first application to be deployed is Concealed Handguns. The DOJ target completion date for the entire migration to be completed is by 2003. NCIC requires the states to be TCP/IP compliant by 2002. The CCH grant did requirements and design analysis but no more CJIN funds are available for this project to proceed from a CJIN perspective. Mr. Bakolia stated that CJIN should pursue funding for this enterprise project.

Round Robin

Ms. Morin was asked to coordinate a list of SFY2001-2002 expansion budget requests for CJIN information technology projects. When the Governor's budget is formally submitted to legislature, this information will be distributed to the CJIN Board.