

**NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)
GOVERNING BOARD MEETING
JANUARY 17, 2002 9:00 AM**

**STATE BUREAU OF INVESTIGATION CLASSROOM #2
RALEIGH, NORTH CAROLINA**

CJIN Governing Board Members

Robert Brinson	Stuart LeGrand *
Joseph Buckner *	Richard Little
Glen Allen	Frank McGuirt
Lewis Blanton	Richard NiFong
Bryan Beatty * (proxy – Fletcher Clay)	Thomas Payne
John Carriker	Robin Pendergraft
J. B. Evans	Robert Rader
Chip Hight	Larry Ware*
Roy Holler	Ken Wiseman

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Dwayne Patterson	Joey Gardner	Doug Yearwood
Navin Puri	Larry Wilkie	Nancy Lowe
Gary Kearney	Denise Thomas	Cliff Layman
Bryce Morrison	Mike Hodgson	Jane Lusk
Rebecca Troutman	George Bakolia	Tracy Keel
Howard Higgins	Bill Clontz	

Having a quorum of members present, Chairman Robert Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:15 AM.

Mr. Brinson announced that the Department of Juvenile Justice and Delinquency Prevention (DJJDP) and the Division of Motor Vehicles (DMV) were two new legislative additions to the CJIN Governing Board membership. These terms are four years in length and will expire on June 30, 2005. Although both seats are awaiting the Governor's appointments, Mr. Dwayne Patterson, DJJDP, and Captain Joey Gardner, DMV, are joining us at the table today.

Motion (Chief Glen Allen): To remove NCDMV Enforcement Section as an advisory member to the CJIN Governing Board. MOTION SECONDED AND CARRIED.

Next, Mr. Brinson reviewed Session Law 2001-486 Senate Bill 571. The President Pro Tempore recommendations (Part I Section 1.14) to the CJIN Governing Board were Mr. Stuart LeGrand of Cleveland County and Lt. Ken Wiseman of Harnett County. Both of these terms will expire on June

30, 2005. The Speaker of the House recommendations: (Part IA Section 1A.14) to the CJIN Governing Board were Judge Joseph M. Buckner of Orange County, to fill the unexpired term of Ortharine Sansbury for a term expiring on June 30, 2002, and Mr. Roy Holler of Person County for a term expiring on June 30, 2005.

Mr. Brinson announced that Honorable Larry Ware was having eye surgery on Monday and would not be able to attend today's meeting but the CJIN Board wished him a speedy recovery.

Approval of Minutes

Minutes from November 8, 2001 meeting were approved with the addition of Robin Pendergraft being added to the list of CJIN Governing Board members.

Memos from North Carolina Board of Ethics

Mr. Brinson reviewed a memo that had been received from the North Carolina Board of Ethics. The memo was dated December 18, 2001 and it was an evaluation of statement of economic interest filed by Kenneth B. Wiseman, Jr.. The memo cited that the Board of Ethics did not find an actual conflict of interest but did find a potential for conflict of interest and requested that the findings be read into the Board's minutes. Mr. Brinson reminded the Board members that CJIN receives notifications from the Board of Ethics and that members needed to be cautious when performing their official duties.

CJIN Legislative Update

Ms. Carol Morin stated that the legislation affecting CJIN was included in the Board member's package. Ms. Morin presented a one-page chart that showed the appointing body, the membership criteria, current member, and the term's expiration date. Ms. Morin requested that Board members notify her of any corrections to the chart.

CJIN Executive Director Report

Ms. Morin stated that she has moved offices within the Department of Correction (DOC) and now resides in the same hallway as Mr. Brinson. CJIN is now paying DOC rent on four offices. This additional office space is needed to support the grant staff (two time-limited positions, the part-time project manager, and a part-time financial assistant on the CJIN grants).

Ms. Morin gave an update on the CJIN Study Refresh. The planning project received Information Resource Management Commission (IRMC) project certification at the January 2002 meeting. The project certification was required because CJIN is considered a strategic initiative with statewide impact. Interviews took place on Monday afternoon for the part-time project manager and paperwork is being processed so the recommended candidate can start next week. The two time-limited positions (CJIN Administrative Assistant and Chief Financial Officer) were posted and the Department of Justice Personnel is presently qualifying the applicants. A meeting is scheduled for next week with Office of State Personnel to review the positions and answer a few questions. Monies associated with the National Governors' Association grant still have a 'funds on hold' status but this is expected to be resolved within the next two weeks.

Ms. Morin stated that a copy of the wireless communication status report that was presented at the January 7, 2002 Technical Architecture and Project Certification Committee was included in the Board member's package. Ms. Morin reminded Board members about the Public Safety Wireless Network (PSWN) 15th Regional Symposium in Charleston, South Carolina on January 29-31, 2002. The North Carolina State Highway Patrol, South Carolina State Highway Patrol, and the PSWN Program are jointly hosting this symposium.

Ms. Morin also reminded Board members that the deadline date for submitting pre-application grants to the Governor's Crime Commission (GCC) is January 31, 2002.

Ms. Morin stated that there is a potential conflict with the CJIN March 14th meeting because the Governor's Crime Commission has scheduled its spring meeting for March 14-16. Several CJIN Board members are also GCC members. Ms. Morin asked the Board if they wanted to move their meeting to March 7th and said she would follow-up with an e-mail to the Board members to confirm this meeting date. Per the request of several Board members, Ms. Morin said that she is trying to secure a meeting date at the North Carolina Justice Academy Edneyville Campus for later this summer.

Ms. Morin said she has received the eCitation trademark application and has requested that Special Deputy Lars Nance, the Attorney General Legal Counsel for CJIN, review it before she signs it.

Ms. Morin stated that she represented North Carolina and CJIN last week at the National Criminal Justice Association / Integrated Justice Information System (NCJA/IJIS) conference in Orlando, Florida.

Ms. Morin said that she has started working on the CJIN General Assembly report, due April 1, 2002, and a draft version will be available by the March Board meeting. Mr. Brinson said that CJIN has been receiving some guidance from Ms. Denise Thomas, the fiscal analyst for the Justice and Public Safety Subcommittee, and we will be discussing funding priorities to CJIN projects at the March meeting.

CJIN Policies

Mr. Richard Little stated that the CJIN Governing Board had started to pursue by-laws but Special Deputy Attorney General (AG) Lars Nance had advised against it because our enabling legislation does not provide for them. Secretary Bryan Beatty, Lt. Ken Wiseman, and Mr. Little have been working together and Mr. Little distributed the proposed CJIN Governing Board Policy #1: Designation of Proxy. Mr. Little commented that the second policy would deal with meeting attendance. Mr. Little said they had initially planned for the proxy to be in writing but recommended that the Board consider e-mail or fax to accommodate an emergency. Mr. Brinson stated that the Board should discuss the policy today and approve it at the next Board meeting. Mr. Little said that having policies allows the Board to write memos to appointing bodies with regards to poor meeting attendance. Lt. Wiseman said he would like a memo to be sent after three consecutive meeting were missed. The Board discussed the need for the proxy to follow the statutory guidelines of the appointment; otherwise, a Board member could have a proxy that would not represent their membership criteria. Lt. Wiseman was concerned that he could not have a proxy since his appointment was specifically by name rather than membership criteria. There was a general consensus for Ms. Morin to ask Special Deputy AG Nance for further clarification on who could

have a proxy. Mr. Roy Holler recommended that CJIN contact the individual organization that made the recommendation as well as the appointing body.

CJIN Voice Update on Nextel Proposal for 800 MHz

Mr. Michael Hodgson stated that \$690,000 from an Emergency Management hazard mitigation grant was given to the SHP for voice communication needs. This will supplement the \$698,000 earmark from Senator Edwards to construct the 800 MHz system down Interstate 40 for lane reversal in the event of mass evacuation. Mr. Hodgson said the funds were presently available to the State Highway Patrol (SHP) and requisitioning would start in the next two-three weeks. Due to start-up delays, the target date has moved from June to September but it is still on target for beginning of hurricane season.

Mr. Hodgson said that at the November 2001 CJIN Board meeting, Capt. Clay brought up the Nextel proposal which is targeting public safety to consider the exchange of public safety frequencies to make things better for everyone and Nextel is willing to contribute \$500,000,000 to the effort. The Association of Public Safety Communication Officials (APCO) has organized a committee to review the Nextel proposal and has estimated that the cost could be closer to \$50,000,000,000 than \$500,000,000. Mr. Hodgson then reviewed the difference between 800 MHz and 700 MHz frequencies. Mr. Hodgson commented that frequency spectrum is a commodity with a price tag associated with it and the Federal Communications Commission has realized this as a possible way to generate revenue. In the future, public safety will receive some 700 MHz regardless of the Nextel proposal. The first radios have already shipped which will work on the three areas (analog, digital 800 MHz, and digital 700 MHz). Mr. Hodgson said he did not want to see the radio frequency spectrum assignment go back into the hands of large national coordination associations and would prefer it remain with the states like it does today. Mr. Hodgson recommended that CJIN focus on what would be the best for public safety in North Carolina as opposed to how much money it might gain from the Nextel proposal because it is hard to estimate when we are in the early stages of development.

Mr. Brinson asked if there was a risk for North Carolina to continue in the direction of 800 MHz and Mr. Hodgson said that we can operate both in the 700 MHz and 800MHz frequency spectrum and it would be wise to purchase equipment that is upgradable to 700 MHz. Mr. Roy Holler asked who would need to sanction Nextel's proposal. Mr. Hodgson said the FCC will but he commented that this effort is being driven by only one carrier, Nextel, and others were not joining into the effort.

Juvenile Justice Network (J-NET)

Ms. Nancy Lowe introduced herself to the CJIN Board and then reviewed her handout titled "Department of Juvenile Justice and Delinquency Prevention Update on J-NET Activities", dated January 17, 2002. Ms. Lowe stated that the Information Resource Management recommended a study team be brought in to determine the usability of the system and in mid-December, EDS started the work. As a result, J-NET V1A has stopped rollout but the four districts that have it today will continue to enter their data. Ms. Lowe said they would await the findings of the EDS study team before making a decision on whether to continue the rollout of V1A but the statewide connectivity project will continue as planned and it is expected to be completed by June 30, 2002. Mr. Dwayne Patterson commented that Ms. Lowe was the type of person that gets things done and Secretary Sweat's concerns with J-NET have been addressed. Mr. Brinson said that CJIN appreciates the

decisive action that DJJDP has taken regarding J-NET and if you are not comfortable in the results you are getting, you need to take action. Mr. Holler asked for further clarification on the details of statewide connectivity and Ms. Lowe explained that training schools and detention centers were being connected but sometimes there was more than one facility per county.

Network Security Oversight Committee (SOC)

Mr. Richard Little stated that the SOC continues to meet every other week and he reviewed the membership of both the SOC and the Technical Architecture Group (TAG). The SOC reported that the installation of firewalls is still underway and the Department of Correction Authentication and Authorization (A&A) pilot is almost completed. The A&A Service Level Agreement requires that Information Technology Services staff have fingerprints and background checks performed and this has presented personnel issues that were not anticipated. Mr. George Bakolia and Ms. Carol Morin were working on language to resolve these issues. Mr. Brinson stated that the SOC was due to elect a new Chairman for the next two year term and he asked the Board's permission for it to continue to operate for the time being and some ideas to consider would be presented at the next Board meeting.

End User Technology Grant Update

Mr. George Bakolia gave an overview of the Department of Justice's component for the End User Technology grant. \$1,000,000 was used to supplement the 'back end' components that are deploying an infrastructure for the larger initiative, the migration from the mainframe to a distributed environment that is compliant with statewide technical architecture and Senate Bill 222. \$1,500,000 was used for the 'front end' component, a graphical interface/web browser presentation, and future enhancements of on-line training and certification. This is in the final phase of development and testing and acceptance of the product is expected to be completed in May.

Mr. Anthony Whitmore gave an overview of the Administrative Office of the Courts' component for the End User Technology grant. The \$2,500,000 was used to implement and upgrade the Local Architecture Network (LAN) infrastructure with there being a LAN in 102 courthouses across the state (note: there are two annexes in Guilford and Edgecombe/Nash counties). Equipment replacements included 915 devices (thin clients and personal computers), 100 new laptops, and 100 network laser jet printers. The infrastructure is now in place so that when web based applications are deployed, all of the courthouses are ready.

Policy Considerations to Limit Liability

Mr. Tim Boyle, PSComm, L.L.C., gave a presentation titled "Policy Considerations to Limit Liability". Mr. Boyle said he uses North Carolina CJIN as an example of how successful it is because everyone works together. Mr. Boyle stated that policy and training considerations for data systems are critical and should be established at the beginning, not afterwards, and all stakeholders should participate. Other recommended procedures include reviewing log files to track where information goes, knowing who you report problems, and a system of checks and balances (i.e., who is looking at it, why, and how do they access it). Mr. Boyle recommended that you train to the policy via a 'just in time' approach and include supervisory personnel, department heads, etc. It is also important to have third party validation. Lt. Wiseman asked if there were model policies available and Mr. Boyle said that both the private and public sector have them and he would recommend that we look at the International Association of Chiefs of Police or the National

Cyber Crime

Special Agent (S/A) Christopher Avery, Federal Bureau of Investigation (FBI) Charlotte Office, gave a presentation on cyber crime. S/A Avery said there has been a shift in priorities since September 11, 2001. Since the critical infrastructures all use information systems, it is important to protect key assets that could have a national, state, regional, or local impact. S/A Avery described the North Carolina Infragard organization and recommended that everyone monitor its web site, www.infragard.org. S/A Avery stated that there should be a corporate information technology security plan and an investment on protecting an organization's infrastructure. Mr. Brinson stated that there seems to be a gap between what you need to do versus what you can afford to do. Mr. Doug Yearwood asked if there were any statistics for computer crime and S/A Avery responded that CSI does an annual survey but he suspects the figures are actually lower than what's really going on because people don't want to report that their system has been broken into. S/A Avery recommended that the Board members look at the fbi.gov web site that has a link to these on-line reports.

Mr. Brinson asked Ms. Robin Pendergraft to comment on the State Bureau of Investigation (SBI) activities since September 11, 2001. Ms. Pendergraft said she has observed an increase in the amount of cooperation among law enforcement agencies. The SBI is creating a computer forensic unit in the Crime Lab and to date, they have had to limit what can come to them but each field district has a computer crime expert. Ms. Pendergraft said she is working on a Governor's Crime Commission grant to expand personnel assigned to the computer forensic unit and she can obtain equipment through other grants but she is being careful so she does not duplicate the FBI efforts. Mr. Yearwood commented that the Bureau of Justice Statistics awarded the GCC a small amount of money to conduct a study on cyber crime and cyber terrorism and the GCC will work closely with the SBI to do this study.

Mr. Little asked Mr. Brinson what was planned for the CJIN budget in the upcoming year. Mr. Brinson responded that a CJIN Network Security Administrator was in the budget last time but it was not funded. Ms. Pendergraft asked what the counties and cities were doing and Ms. Rebecca Troutman and Mr. Bill Clontz said they are reviewing what is published on web pages and removing sensitive information.

911 Technology Update

Mr. Richard Taylor, the Wireless 911 Board Administrator, gave an update on the national significance of September 11, 2001 events and how to deal with communications about deadly, unexpected events. From past events, Mr. Taylor cited two important lessons that have been learned: don't have a command post in the same building where the incident occurs and radios didn't talk to each other. Although there has been a lot of information technology funding, it is not well coordinated. From a wireless 911 call, you only get phone number and cell tower, which is not as much information as a land call. Mr. Taylor said he heard of another North Carolina mobile data effort being led by Greg Mears and he was going to find out more information. Mr. Taylor described automobiles having telematic systems on-board like Onstar, ATX, or Accucare and there will be 10,000,000 equipped with this technology by 2004. Epad is the directory of all public and private emergency response agencies in the State. A new communications infrastructure will provide better data, easier communication, lower costs, and interoperability among multiple agencies. Mr. Taylor stated that Homeland Security has money but it can't be for just one stovepipe operation and it needs to work for many agencies but no one is being asked to give up their privacy

or jurisdiction rights.

Mr. Brinson asked how we get started and Mr. Taylor said that was a good question. Mr. Howard Higgins stated that there should be a standardization of Geographical Information System (GIS) mapping to certain specifications at both the state and national levels. Mr. Hodgson stated that as CJIN prioritizes its projects for the next year, interoperability was critical so we can talk to each other.

Impact of September 11, 2001 Events to CJIN

The CJIN Governing Board discussed the impact of September 11, 2001 events to CJIN. The following bullets highlight the discussion:

- The CJIN Network Security project has exercised due diligence in trying to eliminate the single point of failure and introducing redundancy between critical players so as not to impact the ability to talk to each other.
- At the last Governor's Crime Commission meeting, there was a general consensus that even though communication was important in the past, it has moved to a higher priority now. It is absolutely imperative that we overcome the inability to talk to each other. Law enforcement groups need to do a better job of sharing information among themselves.
- Cellular phones are not the way to do communication in times of emergency.
- Although data warehousing collects key data in a single place and provides easy access, it is sometimes difficult and expensive to implement. Data mining techniques 'paint a picture' of where someone has been, what they have done, and can make a relationship that wouldn't otherwise wouldn't have been observed.
- The SBI Intelligence Section is working in conjunction with the FBI since Sept 11, 2001 and is in the process of changing the database that is being used.
- The ability to triangulate a cellular phone is feasible, readily accessible, and could be a boon for law enforcement if this could be accomplished.
- Although federal funding could be available, we continue to struggle in getting recurring funds in the State's continuation budget. One initiative of the CJIN planning study is determining CJIN recurring costs.
- CJIN has two one-year time-limited grant funded positions and it will continue to solicit support to add permanent staffing.
- The Extended Markup Language (XML) may have potential to advance our data sharing efforts.
- Consider inviting other organizations (i.e., emergency management system, hospitals, other federal agencies, etc.) that deal with emergency situations to a CJIN Board meeting so we can learn how their lives have changed since September 11, 2001.

"Car of the Future" Display

Mr. Brinson stated that the 'car of the future' would be on display after the Board meeting ended.

Other New Business

Mr. Bob Brinson asked the Board members if there was any other new business to discuss. Mr. Lewis Blanton thanked everyone for their support of sympathy in the death of his mother in November 2001.