

**NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)
GOVERNING BOARD MEETING
MARCH 7, 2002 9:00 AM**

**NORTH CAROLINA BAR ASSOCIATION FOUNDATION
Cary, North Carolina**

CJIN Governing Board Members

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

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Dwayne Patterson	Bill Clontz	Mike Hodgson
Larry Wilkie	Denise Thomas	Brian Watkins
David Fitts	Woody Yates	Mike Fenton
Joey Gardner	Jim Edwards	Tracy Keel
Fred James	Doug Yearwood	Navin Puri
Ron McAllister	Bill Kurdys	Rebecca Troutman
Linda Hayes	Bryce Morrison	Cliff Layman
George Sweat	Donn Hargrove	Nancy Lowe
Bill Cutbush	Gary Kearney	Lucy Cornelius
Dwayne Campbell	Toni Tendam	Denise Jackson-Shell
Janet Greene	Howard Higgins	David Jones
Dave Pozun	Susan Johnson	Debbie Dawes
Rebecca Ebron		

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 welcomed Division of Motor Vehicles (DMV) Commissioner Carol Howard to her first CJIN Governing Board meeting. Commissioner Howard's term expires on June 30, 2005. Then, there was an introduction of audience members. Mr. Brinson stated that the State Highway Patrol (SHP) hosted

Maryland, Alabama, and Alaska last week and CJIN and the Governor's Crime Commission (GCC) participated in the meeting. Each of these states is doing their own version of a criminal justice information network and they came to learn about the successes in North Carolina.

Approval of Minutes

Minutes from January 17, 2002 meeting were approved.

Mr. Brinson stated that several critical reports were being presented at today's meeting: the yearly CJIN General Assembly report due April 1, an update on the CJIN planning study, an update from the J-NET project team, and a presentation on the Mecklenburg Criminal Justice Information System (CJIS) initiative.

CJIN Executive Director Report

Ms. Morin highlighted several items that were of importance to the CJIN Governing Board. The Government Technology Conference (GTC) conference is being held in Raleigh on March 14-16, 2002 at the Raleigh Convention Center. Mr. Chuck Grubb has extended a reduced priced invitation to CJIN Board members at the special rate of \$100 for the two-day session; the exhibit hall and the keynote speakers are free. Ms. Morin then reviewed a memo from Mr. David McCoy, State Budget Officer, dated February 14, 2002, titled the 'Fiscal Year 2001-02 Budget Shortfall' and the 'Guidelines for Controlling the Filling of Vacant Positions'. Ms. Morin stated that the inability to issue a purchase order for goods or services that require the expenditure of general funds appropriations will most likely slow the pace of the CJIN study refresh. Ms. Morin referenced the article from Mobile Radio Technology titled 'Dealing with a rude neighbor' that was provided by Mr. Mike Hodgson, State Highway Patrol (SHP). This article gives an update on the Nextel Communications' proposal to reshuffle the spectrum usage and licensing within the 700 MHz and 800 MHz bands. Ms. Morin said she has received a copy of the official filing receipt for eCitation trademark application. Ms. Morin stated that CJIN is not sending anyone to the Search/Bureau of Justice Assistance conference later this month due to budget constraints. Mr. Brinson commented that both state and local agencies are being impacted by budgets reductions; it may impact the CJIN May meeting, and it has already impacted CJIN grants with a state money component.

CJIN General Assembly Report

Mr. Robert Brinson reminded the Board that CJIN was legislatively required to submit an annual report by April 1 to the Co-Chairs of the Appropriations Committee, the Co-Chairs of the Appropriations Justice and Public Safety Subcommittee, and the Fiscal Research Division of the General Assembly. Mr. Brinson said that similar to last year, the report has been slightly modified based on suggestions from CJIN and the legislative fiscal analysts. The annual report serves as a snapshot of where CJIN is each year and Mr. Brinson said it was reflective of the issues discussed at prior Board meetings. Mr. Brinson said the CJIN 'seal of approval' on projects is highly respected within the State. Mr. Brinson asked the Board members to focus on the overall progress to date, funding priorities, issues and challenges, and special provisions sections. Ms. Morin stated that the final version of the report will be available on the CJIN web site but Board members and project managers will receive a hard copy in the mail.

The Board discussed the report at length and made the following recommendations: the addition of an executive summary, the project reports in the appendix section will be reordered based on the project's completeness, the introduction and funding sources sections will be moved to the appendix section, a special provision will be requested regarding the membership criteria for "the Secretary of the Department of Crime Control and Public Safety or designee", no new Board members will be requested this year, and CJIN will document its funding priorities even in these tight budget times.

MOTION: To submit the CJIN Governing Board report to the General Assembly with the revisions discussed today and upon final review by the CJIN Governing Board Chair and Vice-Chair. MOTION SECONDED AND CARRIED.

CJIN Planning Study Update

Ms. Morin and Mr. Ron McAllister gave an update on the CJIN Study Refresh. The handout covered the project definition/scope, project plan, and a brief status of the refresh projects. Ms. Morin stated that this project has funding for two one-year time-limited positions - the CJIN Administrative Assistant and the CJIN Chief Financial Officer. The current budget constraints on spending state appropriations have caused the project plan to be revised because purchase orders cannot be generated. Ms. Morin reviewed the resource matrix and asked Board members to provide feedback if they wanted to switch projects or to be assigned to multiple projects.

CJIN Policies

Mr. Richard Little stated that this agenda item was a continuation of the March 2002 Board meeting discussion regarding the proxy policy. Special Deputy Attorney General (AG) Lars Nance stated that the CJIN Governing Board did not need to pursue by-laws. Although some Boards or Commissions were directed in their statute to formulate by-laws, CJIN had no such direction. CJIN's statute addresses quorum, membership and some other matters that would often appear in by-laws. By-laws are a corporate creation and CJIN is a state entity; CJIN just does not need by-laws. CJIN, however, if it feels the need can create rules, policies, and procedures that explain the statute.

Special Deputy AG Nance also addressed the concept of proxy voting. He indicated that he didn't think CJIN was really considering proxy voting. Proxy voting is a concept that is generally reserved for a corporation's annual meeting and is something that the corporate by-laws must specifically allow. On the issue of having someone attend and vote for a Board member, Special Deputy AG Nance opined that there could be very limited circumstances where an elected department head, who was sitting because of their office, could have one of their subordinates attend and act for them. With CJIN, this does not generally exist. It is a particular individual that is appointed by a particular appointing authority and that individual is either there and votes or the vote is not cast. There was some discussion of proposing an amendment to CJIN's statute that would insure that the head of the Department of Crime Control and Public Safety could send a subordinate in his place and Mr. Brinson instructed Ms. Morin to include it in the special provision section of the General Assembly report.

CJIN Mobile Data Network (CJIN-MDN)

Lt. Woody Sandy, SHP, stated that he is finishing up Phase IV with funding from Senator Faircloth's

Congressional monies. There was a price reduction in infrastructure equipment and as a result, it provided a surplus of funds because some sites came in less than the projected cost. Lt. Sandy then cited the counties that received a transmitter with Phase IV monies and said he is waiting to put in microwave links on 2 sites that do not have phone service.

Lt. Sandy stated that GCC awarded CJIN-MDN a \$1,700,000 grant for Phase V and he has started identifying the sites already, with eleven currently identified, but he was having troubles with coverage around the zoo in Asheboro. There is no such thing as 100% complete coverage because there are always issues in the western part of the State due to the mountains but CJIN-MDN will provide approximately 99% coverage. There is an outstanding issue that CJIN-MDN has primarily used one-time monies to build networks and we can't keep doing this forever. CJIN-MDN is the largest mobile data network in the world but we need to find recurring funds for maintenance contracts, etc.

Lt. Sandy said that eCitation received Information Resource Management Commission (IRMC) project certification earlier this week. eCrash, in cooperation with the Division of Motor Vehicles (DMV), collects crash data on the side of the road, transmits the crash report to a server, allows the supervisor to review it, and then transmits it to the DMV mainframe within 24 hours. Both eCitation and eCrash have improved data integrity, the timeliness of data, and were funded with Governor Highway Safety Program (GHSP) grants. SHP plans to give the eCitation software to every law enforcement officer in the state who wants it. eCrash needs a drawing package that costs approximately \$150,000 but it could be distributed to all law enforcement agencies at no cost. eCrash is going to pilot in Cumberland County, the site of the eCitation pilot.

Ms. Rebecca Troutman asked if eCrash should have the CJIN label on it. Lt. Sandy said eCrash was a continuation of DMV project that started some years ago and SHP saw it as a method to provide the crash data quicker and in an electronic format. Lt. Sandy suggested that the cost benefit would be so great that perhaps DMV could find the \$150,000 to fund the drawing package. Mr. Brinson stated that eCrash is a spin-off like eCitation and CJIN probably needed a special class for projects like this because they operate on the CJIN infrastructure already in place. Lt. Ken Wiseman said that at the local level, you wouldn't have to deal with vendors selling an eCrash package if you could just call SHP and get 150 copies of it without worrying about maintenance or upgrades. Lt. Sandy said that SHP pays \$525/copy for their current crash program (FormRunner) that contains a drawing package and after leveraging this as an upgrade, the price dropped to \$150,000 for statewide licenses.

Juvenile Justice Network (J-NET)

Secretary George Sweat, Department of Juvenile Justice and Delinquency Prevention (DJJDP), thanked CJIN for the work that had been done together as a team. Secretary Sweat stated that he had made some drastic changes within DJJDP based on the J-NET Project Assessment Report dated February 11, 2002 and he could alleviate all of law enforcement doing juvenile reporting today with J-NET's high level of accuracy.

Mr. Brinson said that CJIN has legislative oversight responsibility for the development of a juvenile justice information system and today the CJIN Board will hear about the proposed implementation plan and work plan that were developed as a result of the assessment report. The findings cite that continuing development

of the J-NET application is not a viable option and a Commercial Off The Shelf (COTS) workflow development tool is a better approach. Mr. Brinson stated that the Board should carefully consider the new approach, review its intended direction, ask questions today and during the following weeks, and then at the next Board meeting take formal action on the plan. Mr. Brinson said he has told DJJDP to move forward with the initial plans but before any Purchase Orders (PO) can be signed, the CJIN Board must approve it. The timing will work out well because the next CJIN Board meeting is in May and the workflow development tool is scheduled to be acquired in June.

Ms. Nancy Lowe then distributed a handout titled “A problem unidentified is a problem. A problem identified is an opportunity.” There was general consensus that the statewide connectivity component of J-NET should continue as planned and that it will meet or exceed its targeted completion date of June 30, 2002 based on the data provided by DJJDP.

The CJIN Governing Board discussed the following issues with J-NET and DJJDP:

- The proposed timeline is very aggressive and the driving force is the grant end date of September 30, 2002.
- A detailed communications plan will be developed which identifies all stakeholders, their roles and responsibilities, and outlines how communications will take place.
- There is no back-up plan (i.e., plan “B”) if the proposed implementation strategy and work plan show signs of trouble. The alternative of spending the remaining grant funds on developing a better project plan was discussed and no alternative solution was proposed or recommended.
- All project reporting will accurately reflect the project status and will be forthcoming in disclosing any and all deviations from the project plan.
- The Board continues to seek assurance that the business requirements are fully known so that programming with the new workflow development tool can move forward effectively.
- Other states’ juvenile systems have been researched by DJJDP and they did not find an exact match. However, detailed information is being requested from the State of Georgia for further review.
- The current proposed budget and resources to develop J-NET with a workflow development tool is a remarkable reduction from the previous J-NET estimate. Prior development efforts were estimated to be approximately \$30,000,000 higher and required a greater amount of staffing resources. DJJDP assured CJIN that they are confident the workflow development tool can in fact produce these results.
- CJIN does not have any experience with a workflow development tool. DJJDP said the learning curve is a few days of training and they plan to secure contracting services to produce the September 30, 2002 deliverables.

J-NET was advised that they could proceed forward in executing the proposed implementation strategy and work plan while resolving the CJIN concerns/issues cited above with the following conditions:

- A Purchase Order for a workflow development tool will not be issued until CJIN has approved the new implementation strategy and work plan at the May 9, 2002 Board meeting.
- J-NET will provide a detailed weekly status report, including milestones and deliverables.
- There is a common understanding that the first missed deadline date indicates the project is in trouble and management discussions will be initiated to determine the immediate impact to the project and a corrective course of action.

Mecklenburg Criminal Justice Information System (CJIS)

Mr. Cliff Layman stated the timing was right for the CJIN Board to be updated on activities related to the Mecklenburg County CJIS project. At the November 2, 2000 Board meeting, there was a brief presentation on this topic but a lot has been accomplished since then. Mr. Layman said this is a wonderful opportunity for the State and Administrative Office of the Courts (AOC) to reengineer the court system instead of waiting 5-7 years from now. The local initiative actually includes a court component that satisfies some long-term State needs and Mecklenburg can be a pilot site. This partnership may serve as a model as how State agencies can work well with counties on developing local initiatives that have a statewide impact. The requirements document was an exhaustive and extensive investigation. CJIS must be scalable to work statewide and this is an architectural challenge. AOC has ensured that CJIS has met local, county, IRMC, and CJIN standards.

Mr. Layman then introduced Mr. Dwayne Campbell, Mecklenburg County, and Ms. Denise Jackson Shell, AOC. The presentation followed the handout titled "Integrated CJIS in Mecklenburg County". Ms. Shell stated that the current Magistrate System and the Automated Warrant Repository System (AWARE) would be integrated. For AOC to participate in this effort, they had to move from a fat client to a thin client. There were several questions about the differences between CJIS and CJIN with regards to the criminal history record but the CJIS effort is encompassing their local databases. AOC stated that they can only deploy the court component of CJIS. Ms. Shell said that they had just completed conceptual design phase and are now in the contract negotiation phase with detail design to follow. Mr. Layman said there are a lot of potential users already represented on a subcommittee but if a Board member wanted to participate, they were more than welcome to and they should notify Ms. Morin. Mr. Campbell said that Mecklenburg County would be happy to host a future Board meeting in Charlotte.

Cellular Phone Identification After 911

Mr. John Carriker introduced Detective Susan Johnson of the New Hanover County Sheriff's Department. Mr. Carriker stated that there is an assumption that after September 11, 2001 events, information is shared better but this is not the case. Detective Johnson then walked through a scenario of a bomb threat phone call and pointed out the costs incurred in trying to identify the cell phone number. The Board discussed several possibilities on possible next steps and Ms. Morin was asked to contact Mr. Richard Taylor of the Wireless 911 Board for guidance.

Other New Business

Mr. Bob Brinson asked the Board members if there was any other new business to discuss and there was none.

The meeting was adjourned at 2:55 pm.