

**NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)
GOVERNING BOARD MEETING
SEPTEMBER 12, 2002 9:00 AM
North Carolina Department of Correction
Enterprise Conference Room
Raleigh, North Carolina**

CJIN Governing Board Members

Robert Brinson	Richard Little
Joseph Buckner *	Frank McGuirt *
Glen Allen	Richard NiFong
Lewis Blanton	Dwayne Patterson
Bryan Beatty	Thomas Payne *
John Carriker *	Robin Pendergraft
J. B. Evans	Robert Rader
Chip Hight	Norris Tolson
Roy Holler	Larry Ware
Carol Howard *	Ken Wiseman

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Lars Nance	Rebecca Troutman	Larry Wilkie
Larry Smith	Lowell Collins	David Barnette
Basil McVey	Cliff Layman	Troy Page
Doug Yearwood	Navin Puri	Bobbi Jo Shaffer
David Jones	Howard Higgins	Mike Hodgson
Fletcher Clay	Joey Gardner	Doug Ware
Rick Smith	Susan Katzenelson	

Having a quorum of members present, Chairman Robert Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:05 AM.

Mr. Richard Little stated that the University of North Carolina at Chapel Hill School of Journalism met with several CJIN representatives last week and the class is looking forward to developing recommendations to help advance CJIN's efforts. Mr. Little said that the Administrative Office of the Courts (AOC) was pleased to bring this opportunity to CJIN at no cost and he looked forward to working with the class.

Approval of Minutes

Minutes from July 11, 2002 meeting were approved.

CJIN Executive Director Report

Ms. Carol Morin referenced an e-mail that outlined how the \$81,500 of CJIN carry forward request of funds would be used. Ms. Morin stated that the new budget was effective July 1, 2002. Ms. Morin reviewed the two Information Technology (IT) expansion budget requests for State Fiscal Year (SFY) 2003-05 that were being submitted on behalf of CJIN – Network Security and CJIN Mobile Data Network (CJIN-MDN) infrastructure. Ms. Morin asked those Board members who had not completed their oath of office to do so as soon as possible.

CJIN Planning Study Update

Ms. Morin distributed a handout titled "CJIN Planning Project Update" dated September 12, 2002. Ms. Morin stated that Gartner Group would present their CJIN Voice Trunked Network (CJIN-VTN) final report at the November 14, 2002 Board meeting. Ms. Morin encouraged Board members to extend the meeting invitation to the organizations / agencies they represent.

Dept. of Justice Migration Update

Mr. Lowell Collins updated the Board on the Department of Justice (DOJ) migration effort and the impact it would have on CJIN-MDN and the Division of Criminal Identification (DCI). Mr. Collins stated that they are rationing it to five new devices per agency until the conversion takes place in January 2003. The possibility of an earlier cut-over was discussed but there still is a significant amount of testing yet to be completed for the application, interfaces and spin-off queries to other systems, and a bridge from the older mainframe environment to the new system. Starting in March 2003, applications will be migrated to the new environment one at a time and it will take until March 2004 to convert all of the IBM LU6.2 interfaces to the new State standard of ROMA/MQ series and Extended Markup Language (XML). Mr. David Barnett was asked to review outstanding requests to determine if the remaining 300 devices could be configured. Mr. Collins stated that if an agency was having a problem in executing a grant due to the current limitations, then they should notify Mr. Barnett and he will write a letter of explanation to the granting agency.

Mr. Brinson asked if having additional money would improve the January 2003 date and Mr. Collins said it would not. Mr. Collins stated that if an agency is running terminal emulation devices, then the Department of Justice (DOJ) would be distributing new client software for existing devices. In the future, Mr. Collins stated that new fixed terminal requests will need to secure their own copy of the software and it was about \$300-350/device. Lt. Ken Wiseman asked why the gun inquiry screen was not working on the mobiles after September 1, 2002. Major Fletcher Clay responded that the State Highway Patrol (SHP) was waiting on a quote from Datamaxx but they weren't notified until late August when DCI determined that a software change would be needed. Lt. Wiseman asked why he had to tab for the year with regards to vehicle tags and Mr. Barnett replied that until the Division of Motor Vehicles (DMV) changed their year, there was no way around it. Mr. Barnett said he sent out a notification on the sign-in screen and after that, help desk calls seemed to have slowed down.

SAFIS

Mr. Larry Wilkie reviewed the history of the Statewide Automated Fingerprint Identification System (SAFIS) acquisition via several grants. Mr. Wilkie stated that the State Bureau of Investigation (SBI) had contacted Special Deputy John Watters, the SBI legal counsel, the Governor's Crime Commission grants manager, and the Bureau of Justice Assistance grants manager and all three parties agreed to the asset transfer of the LiveScan device to the local agency. Mr. Wilkie said that as of July 1, 2002, the local agencies were responsible for paying the maintenance on the LiveScan devices. Mr. Wilkie has already submitted the asset transfer request to DOJ Financial Services and it is presently being reviewed. Mr. Roy Holler asked about the life cycle of a LiveScan device and Mr. Wilkie replied that it was ideally 5-7 years and to replace the entire SAFIS infrastructure and acquire new LiveScan devices, it would be in the ballpark of \$20,000,000-25,000,000. Mr. Wilkie said he hoped that if DOJ purchased LiveScan devices again, they would be able to accomplish the asset transfer faster. Major Clay asked if the local agencies have funding to pay the maintenance and Ms. Robin Pendergraft replied that her agency is trying to identify funding sources for those agencies that are struggling in paying the maintenance costs.

Mr. Cliff Layman asked if this transfer strategy didn't push CJIN in the opposite direction of trying to achieve common standards, maintain leadership throughout the State, and secure greater volume price discounts. Mr. Layman stated that he was concerned that the CJIN effort might lose momentum over funding issues. Mr. Brinson stated that one component of the CJIN planning study is recurring costs and it should identify for us what is needed to keep CJIN operational. Mr. Brinson also highlighted a second CJIN planning study project, fingerprinting serious misdemeanants, which will review the SAFIS infrastructure. The Board members agreed that it was important to have positive identification throughout the criminal justice system. Mr. Holler asked about the maintenance costs and Mr. Wilkie reviewed the negotiated prices that were available on contract. Mr. Little commented that the time and motion section of the fingerprinting

serious misdemeanants project would help us better determine the cost of manual card versus electronic submission. Chief Glen Allen stated that he splits the maintenance cost of the LiveScan device with their local sheriff because he felt there should be uniformity throughout the SAFIS data. Lt. Wiseman said their agency is trying to do a twenty-minute identification and their goal is to increase the amount of electronic fingerprint transmissions and decrease the number of inked fingerprint cards. Mr. Holler asked if there was any homeland security money and both Mr. Brinson and Secretary Bryan Beatty commented that most of that money was going towards other needs like biohazard suits. Ms. Morin stated that on future CJIN grants, CJIN needed to be clearer on equipment ownership because DOJ is auditable on equipment acquisitions for three years after the grant ends. Mr. Brinson thanked DOJ for securing good prices on the LiveScan devices and maintenance.

eCitation

Mr. Troy Page updated the Board on the present status of eCitation. The project plan is being reviewed and revised, based upon several modifications proposed for the eCitation application. A survey is being developed to determine equipment inventories for both the officer and the courtroom. Mr. Page noted that the Governor signed House Bill 1583 (Electronic Criminal Process) on August 1, 2002. This bill was written primarily for the NC Automated Warrant Repository (NC AWARE) project, authorizing the creation of an electronic database of criminal warrants. The bill also makes electronic signatures on criminal process valid, clearing one of the last legal hurdles for eCitation. The bill is effective January 1, 2003, and should eliminate any further objections as to whether an eCitation is "signed" by the issuing officer.

Mr. Page also reported that eCitation is live in Wake County as of the end of July. Current users include only SHP Troopers on the CJIN MDN. Local law enforcement agencies in the county will be brought online in a later phase of the planning project, after the CDPD modifications are complete and the agencies' equipment and citation caseloads are surveyed. Judge Rader reported that the Wake County implementation was very smooth. Mr. Page said the eCitation architecture complies with the Statewide Technical Architecture but it will require additional security.

NC-JOIN and J-NET Statewide Connectivity

Ms. Nancy Lowe distributed a handout titled "North Carolina Juvenile Online Information Network (NC-JOIN)" dated September 12, 2002 and then answered questions on the presentation. Ms. Troutman asked why the pilot date was extended and Ms. Lowe replied that Softscape caused the slippage when they missed a deadline date. Ms. Troutman asked if Wake County end-users were involved in the design team and Ms. Lowe replied that four Wake County juvenile court counselors were added. Mr. Brinson asked if it really pays to buy a module if only 10% of the functionality comes out of the box. Ms. Lowe stated that Softscape is so involved that she is not exactly sure where the basic product ends and the customization begins.

Mr. David Pozum then demonstrated the NC-JOIN pilot application but he cautioned the audience that what they were seeing was several weeks old and the final product would be completed by Sept. 20, 2002. Mr. Doug Yearwood asked if there was an ethnicity field and Ms. Lowe said yes. Mr. Holler asked if there was a history of past addresses and photograph of the juvenile and Ms. Lowe responded yes to both questions. Mr. Brinson asked for an example where extreme customization was needed (i.e., the 10% engineering change) and Ms. Lowe cited the copy of the batch function. Mr. Little requested a list of data elements in Phase 1 and mentioned that it was not his first request. Ms. Lowe said there was a 600 page detailed design document or a 40 page high-level design document. Mr. Little said he would like an executive summary of just a few pages.

Mr. Basil McVey had several questions on the form number on the bottom of the page and the offense code / statute number. Several Board members expressed concerned that it would quickly become a maintenance nightmare since forms are updated continuously and they would impact the application screens. Ms. Lowe stated that maintenance would continue to grow as each phase gets deployed and she needed more staff to support NC-JOIN. Mr. Pozum said he was not sure where to get the wording for the General Statutes and Mr. McVey said that AOC would be happy to answer any questions that NC-JOIN had. Ms. Troutman asked if the scalability aspect was being considered as part of statewide rollout and Ms. Lowe stated that Softscape was testing for 5,000 users.

Ms. Lowe said she envisions having six-month release cycles and monthly maintenance cycles. Mr. Brinson said that the Information Resource Management Commission (IRMC) project certification would require NC-JOIN to show that they could in fact support the application and Ms. Lowe needed to be prepared to clearly identify the resources. Mr. Holler asked if you have to fill out the form in its entirety and Mr. Pozum replied that only fields in red are required. Judge Rader asked if he would get the dispositional summary when a juvenile goes to court and Ms. Lowe said that would be phase two or later. Lt. Wiseman asked for specific examples on when notes could be hidden and why. Mr. Patterson replied that some mental health evaluations are done with federal dollars and there are severe restrictions on who can see the information. Mr. Patterson cited a second example of a supervisor correcting an employee on how the form was filled out and the supervisor doesn't want to share this action with other juvenile court counselors. Lt. Wiseman stated that it seemed like an arbitrary decision on what notes could be hidden but Mr. Patterson disagreed. Mr. Brinson said the hidden note issue sounded like a stakeholder question and asked when the stakeholders would be meeting. Ms. Lowe replied that she was concentrating her efforts on getting the pilot operational and then she would organize a stakeholders meeting. Mr. McVey asked if the stakeholder meeting would be before phase two was decided and Ms. Lowe replied yes.

Lt. Wiseman asked who would be educating the youth service investigators on the law enforcement side to the features of NC-JOIN or would it be a one-way push of information to the Raleigh central office. Ms. Lowe stated that the stakeholders needed to decide this but there were financial considerations which are not in the current budget. Lt. Wiseman said his youth service investigators work with juveniles every day and he wanted them to have access to NC-JOIN as soon as possible. Mr. Little requested a list of the stakeholders. Ms. Lowe was asked to share the project financials as well as identifying data elements and end-users in each phase at the next Board meeting.

Ms. McVey asked about juvenile abuse and neglect cases and Ms. Lowe responded that they are not part of the pilot or phase 2. Mr. Brinson asked about the system rules to protect the juvenile data and who can see what is set at a global level. Mr. Patterson replied that there are several statutes that govern the data being shared. Ms. Morin asked if she could get a copy of the statutes and Mr. Patterson asked Special Deputy Lars Nance to perform this task. Mr. McVey asked about an audit trail so you could determine who made what changes and why. Mr. Pozum said it was available on certain fields but the users were coming in on the LDAP tree to a set profile. Mr. McVey stated he would like to know how the id's are being assigned.

Mr. Brinson asked if the NC-JOIN team was starting to feel confident about the technology being deployed. Mr. Pozum said they were learning more each day but they were not confident yet but he thought the next technology transfer would increase their level of confidence. Ms. Lowe stated that she had initially planned to have all of the development take place in Raleigh but Softscape wanted it in Boston so they could have access to their engineers. As a result of this decision, Ms. Lowe said that the NC-JOIN team didn't get the learning curve that was anticipated. Mr. Brinson stated that in the January - February 2002 timeframe, Ms. Lowe reported that only 3-4 days of training were needed, you didn't need a true programmer but rather a good business analyst, and there was a lot of 'point and click' activity. Ms. Lowe said this has been a little harder than anticipated and the skill level requires HTML table working knowledge but it was not as advanced as C++ programmers.

For the next Board meeting, Mr. Brinson recapped that Ms. Lowe should bring details on the proposed phase two, the list of phase one data elements, the project financials with a focus on the remaining balance and what it will be used for.

Other New Business

Mr. Brinson asked if there was any other business. Ms. Morin reminded the Board members that the CJIN Voice final report would be presented by Gartner Group at the next Board meeting on Thursday, November 14, 2002.

The meeting was adjourned at 12:05 pm.