

**NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)  
GOVERNING BOARD MEETING  
NOVEMBER 14, 2002 9:00 AM  
NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS  
ALBERT COATES LOCAL GOVERNMENT CENTER  
MAIN AUDITORIUM  
Raleigh, North Carolina**

CJIN Governing Board Members

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

*Note: \* Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Tony Queen	Navin Puri	Bryce Morrison	Lars Nance
Joey Gardner	Peter White	Mike Hodgson	Larry Smith
John Bennis	Steve Lingerfelt	Gordon Stallings	Carl VanCott
Jeff Britto	Bill Richardson	Wanda Thomas	Cliff Layman
Lewis Curd	Max Hopper	Kelly Laughton	Denise Thomas
Woody Yates	Doug Ware	Peter Allan	Rick Smith
Martin Chriscoe	Stan Jenkins	Nazmin Alani	Larry Wilkie
Alan Cochran	David Barnette	Susan Katzenelson	Debbie Dawes
Sharon Ferguson	Donn Hargrove	Betty Nelson	Donna Claybrook
David Prince	Nancy Lowe	Rebecca Troutman	

Having a quorum of members present, Chairman Robert Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:10 AM. Mr. Brinson stated that Mr. Bill Clontz had served as a member on the original CJIN study, an advisory member to the CJIN Governing Board since 1999, and was retiring. Mr. Neal Smith, Davie County Information System Director, will replace Mr. Clontz as an advisory member to the Board. Mr. Brinson pointed out that the original motion was for Bill Clontz by name and he was needed a motion for the North Carolina Local Government Information System Association (NCLGISA) organization to serve as an advisory member of the Board.

**Motion: To continue the NCLGISA advisory appointment to the CJIN Governing Board. Motion was approved and seconded.**

Approval of Minutes

Minutes from September 12, 2002 meeting were approved.

### **Resolution of Appreciation**

Mr. Bob Brinson presented a resolution of appreciation to Sheriff Frank McGuirt for his years of service to the CJIN Governing Board. Secretary Bryan Beatty presented a resolution of appreciation to Sheriff Frank McGuirt on behalf of the Governor's Crime Commission. Sheriff McGuirt expressed his thanks for the honor and privilege of serving on both committees.

### **CJIN Voice Trunked Network**

Mr. Bob Brinson stated that work is currently underway to update selected portions of the original CJIN study and CJIN Voice Trunked Network (VTN) is one project that is being refreshed. In July 2002, Gartner Group was awarded a contract to refresh CJIN-VTN by validating the work done to date and providing recommendations on the next steps. Mr. Brinson said that CJIN has enjoyed working with Gartner Group on this contract and they did a very professional job, had a good working relationship with the project team, and he hoped to work with them again in the future.

Mr. Nazmin Alani, Gartner Group, presented the final report for CJIN-VTN to the Board. After the presentation, the Board members had an opportunity to ask questions.

Mr. Richard Little asked if there was a set amount of funding that the project needed each year for five consecutive years and did CJIN have the resources to do this project? Mr. Alani replied that it depends on many variables but the detailed project plan should provide the answer to this question. Mr. Mike Hodgson stated that the microwave system provides an important part of interconnection to make this interoperability happen and it must be built in the first two years, regardless of the 800 MHz progress. Mr. Hodgson said that the State Highway Patrol (SHP) would have to hire or reallocate existing personnel primarily in the first two years of the project.

Mr. Roy Holler asked why Gartner Group used a ten-year life cycle and Mr. Alani replied that it might be eight or twelve years and the detailed project plan would define this. Mr. Holler asked several questions about the monthly user fee and the number of users. Mr. Hodgson stated that many State agencies have existing budgets for communication and this could become a null figure as the agencies have a diminished need for their own systems and start paying the user fees to this network. Mr. Hodgson said the State is well behind the average commercial industry on the life cycle replacement of equipment and although the survey didn't ask how old the equipment was, the age of equipment directly contributes to the present satisfaction level. Mr. Hodgson said the longer we take to implement, the harder it will be to accomplish, and the less likely that local governments will participate. Mr. Holler asked about using 911 funds as the wireless needs are growing faster than the wired needs.

Mr. Little asked several questions about the detailed project plan – what would it cost to develop and how long would it take? Mr. Alani said that Gartner Group could not provide an estimate until there was further discussion on the approach and defining what components of work that Gartner Group would do. Mr. Alani said that developing the detailed project plan would help CJIN think through the details and better understand the costs. The detailed project plan also becomes a communication tool for public relations and it can be used to secure future funding from stakeholders. Mr. Brinson stated that page three of the final report itemized a list as the starting point and the detailed project plan should drill down in much greater detail. Mr. Alani said the project's organization was very important and CJIN needed to define its operating philosophy and ensure our design can be built by Motorola. Mr. Alani recommended that SHP supplement the existing project staff with an additional two to three full time internal personnel, a financial person, a technical writer, and an administrative person. With this staffing, Mr. Alani said the plan could be finished in 90-120 days if the resources were dedicated. Mr. Alani cautioned the group that putting together a project plan is not a part-time plan but rather a dedicated effort that people will be measured on this deliverable. Mr. Holler asked if CJIN would solicit funds during the next General Assembly session. Mr. Brinson replied that although these were tight budget times, we needed to complete the detailed project plan and develop a cost benefit analysis as we proceeded forward for funding sources.

Ms. Troutman asked if there were any federal monies available from the Department of Homeland Security. Secretary Beatty stated that there is an unmet need for a public safety statewide voice trunking network, yet people believe we can already communicate today with each other but in most instances, we can't. Secretary Beatty said the SHP has proven they can operate a statewide data network with state and local agencies and he felt comfortable with a proposed statewide voice network as well. Secretary Beatty committed to find the resources and funding to develop the detailed project plan because it is a priority initiative that the State needs. Ms. Denise Thomas stated that if we needed to get something before legislature, then to target the first year session. Mr. Hodgson suggested using reverted funds from the Governor's Crime Commission or federal grant monies.

Mr. Richard Nifong asked if CJIN believed it could develop the detailed project plan and what are the political risks with an in-house developed plan versus an outside consultant plan. Mr. Brinson said we will see what we can do in the next 90-120 days and then the Board could make an assessment. Ms. Thomas suggested that CJIN advertise its progress made to date and include input from both the State and local entities. Ms. Troutman asked if CJIN had ever done a diagram of who can communicate and how. Mr. Hodgson said that might be too alarming of a story but Ms. Troutman said it would demonstrate the lack of interconnectivity. Mr. Brinson suggested that CJIN consider telling its story via an event and highlight the communication tools used. Sheriff Frank McGuirt said that education was the key and many people don't understand what they see on television isn't realistic.

Mr. Dwayne Patterson suggested the creation of a task force that would work with counties and to consider looking at bond issues for capital improvements over the next two years with the anticipation that counties could redirect some of their existing budget to this project. Lt. Kenneth Wiseman said that communication is the key but we need a road map to know where we are going. Secretary Norris Tolson said that even in difficult budget times, you need a strong champion and if we don't have one, then we need to get one.

**MOTION: To accept the Gartner Group Final Report and what it says, to move forward with a planning effort on 800 MHZ voice trunked network, to leverage existing technology, and to form a small working group to move project forward. Motion was approved and seconded.**

Mr. Stan Jenkins said that while information technology budgets are going down, a larger allocation is now going to security initiatives. Mr. Brinson stated that CJIN-VTN needed a champion, there was a key message, and everyone needed to keep repeating the same message. Mr. Brinson said that he would contact several Board members to form a small working group, develop the detailed project plan, and develop a marketing approach to legislature. Secretary Tolson recommended having a small meeting with key legislators as preparatory work on the detailed project plan.

### **CJIN Executive Director Report**

Ms. Carol Morin stated that she submitted two expansion budget requests on behalf CJIN. Ms. Morin said she has worked with the Department of Justice Financial Services section to establish the Board's operating monies in a non-reverting fund code.

### **CJIN Planning Study Update**

Ms. Morin reviewed a handout titled "CJIN Planning Project Update" dated November 14, 2002. Ms. Troutman asked which four initiatives would be included in the recurring costs project and Ms. Morin said it was currently under discussion but she welcomed everyone's input.

### **Juvenile-to-Adult Comprehensive Criminal History**

Mr. Brinson stated that CJIN has partnered with the North Carolina Sentencing and Policy Advisory Commission (SPAC) on the Juvenile-to-Adult Comprehensive Criminal History project. Mr. Brinson then introduced Ms. Susan Katzenelson, SPAC Executive Director. Ms. Katzenelson then introduced Ms. Debbie Dawes and Ms. Sharon Ferguson. Ms. Katzenelson thanked the Department of Juvenile Justice and Delinquency Prevention, the Administrative Office of the Courts, and the District Court Judges for their support on this project. Ms. Katzenelson reviewed her handout titled "Juvenile-to-Adult Comprehensive Criminal Histories Project". Ms. Katzenelson described the approach being used to build the juvenile justice dataset and then reviewed the survey instrument instructions and the survey itself (reference handouts titled "Juvenile-to-Adult Comprehensive Criminal History Survey Instrument"). Ms. Katzenelson said that after the database is populated and the data has been validated, all identifiers will be deleted and case numbers will be assigned. Ms. Morin stated that after this project milestone, both CJIN and SPAC would use the database to achieve different goals. CJIN will research and evaluate a juvenile's criminal history record and an adult's criminal history record in Offender Population Unified System (OPUS) and propose a data model. CJIN will also try to identify any technological impediments with the criminal history record between the juvenile and adult information systems. Ms. Katzenelson stated that the SPAC will perform recidivism analysis from the juvenile to the adult and try to identify early intervention mechanisms.

Mr. Brinson asked if other states are trying to do similar projects or is North Carolina in the forefront. Ms. Katzenelson replied that North Carolina was one of the leaders and this project will provide factual information to the legislators, to possibly identify more effective ways for preventions and early intervention.

### **SAFIS Asset Transfer Update**

Mr. Larry Wilkie updated the Board on the progress of transferring the Live Scan devices to the fifty-nine local agencies (i.e., Sheriffs' offices). Mr. Wilkie said he has received approval from State Surplus and he is working closely with the Department of Justice Financial Services Section in preparing a letter to document the asset transfer. Mr. Wilkie stated that the locals paying for the maintenance on the Live Scan devices was going well and although six agencies have not signed a contract, one has entered into the process to sign a contract and two-three more have decided to do a time and materials contract. Ms. Troutman asked if the counties are willing to accept ownership of devices and Mr. Wilkie said yes. Mr. Brinson asked Mr. Wilkie to come back to the Board from time to time and keep us updated on maintenance issues.

### **Department of Justice (DOJ) Migration Update**

Mr. Alan Cochran and Mr. David Barnette updated the Board on the DOJ migration update with regards to the end user interface deployment that is impacting mobile data computers. Mr. Barnette stated that although they have started defining additional mobiles data computers to the system, they are starting to experience major slow downs as they are very close to reaching the 10,000 Originating Routing Id (ORI) limitations. There are 179 ORI's unassigned and Mr. Barnette said he is trying to save them for emergencies and new agencies requests. Mr. Barnette said that after January 15, 2003, the new system should be active and additions would then resume. The new Division of Criminal Information (DCI) system changes will not affect mobile data screen formats. DOJ/IT is currently performing some cosmetic changes to move a few fields around on the new software (this change will affect only a few State Bureau of Investigation people). Mr. Barnette said there is additional information in a newsletter and via the DOJ FTP site or you call him directly if assistance is needed.

### **NC-JOIN and J-NET Statewide Connectivity**

Ms. Nancy Lowe distributed a handout titled "CJIN Meeting NC-JOIN Update November 14, 2002". Ms. Lowe stated that 100% of the Phase 1 business requirements are included in the pilot. Ms. Lowe

described the monthly maintenance release schedule and stated that the first one was done today. Ms. Lowe stated that she plans to have one Softscape developer on site for Phase 2. Mr. Donn Hargrove asked Ms. Donna Claybrook and Ms. Betty Nelson, both Wake County pilot end users, to describe their experience with NC-JOIN. Ms. Claybrook stated that she plans to enter more court cases into NC-JOIN so she can have more information at her fingertips. Ms. Nelson cited several examples of why she liked NC-JOIN (tracking down master card case files, having information up-to-date, the ability to review case files every 30, 60, or 90 days) and said she can tell immediately if standards are being met. Both Ms. Claybrook and Ms. Nelson stated that NC-JOIN helped improve their time management skills and produced greater office efficiency. Judge Robert Rader said he has talked to three supervisors and he is anxious to see how it is going to work out. Mr. Brinson said it is very helpful to have a pilot before statewide rollout. Ms. Lowe said that they have included every aspect of the juvenile court counselor's job in the intake processing phase.

Ms. Lowe stated that Phase 2 would address risk assessment, provide diversion information, the social history/family data sheet, and court information. Ms. Lowe said they will be able to eliminate the monthly report. Mr. Hargrove said that having good demographic tracking information is very important. Mr. David Prince stated that the maintenance releases would provide more functionality and decrease the supervision needed to manage a caseload. Judge Rader asked if it takes a lot of time to do the data entry into NC-JOIN and Ms. Lowe said it was about the same as the manual process. Ms. Claybrook said she is starting to get comfortable enough with NC-JOIN that she can enter data through part of the interview process but she wants NC-JOIN to generate dispositional summary before they go to court. Ms. Lowe stated that Phase 2 will assist the AOC by putting the petition on file, including the AOC offense code, and providing batch data interface to JWISE.

Mr. Dwayne Patterson stated the budget is a great concern and DJJDP has set aside \$90,000 tentatively for file server upgrade but he doesn't know the long-term implications of funding. Mr. Patterson said that at some point in time, the State will have to decide what will be done in the future and the decision may have to be made to continue to fund counties, release kids, or pursue other alternatives.

Mr. Brinson thanked NC-JOIN for their update and said he looked forward to hearing more at the next Board meeting.

#### **Other New Business**

Mr. Brinson asked if there was any other new business. Ms. Morin stated that she might postpone the January 2003 meeting to February if it was agreeable to the Board. Sheriff McGuirt thanked everyone again for his resolutions of appreciations and said he hoped that CJIN continued its wonderful work, as it was important to the State of North Carolina to have an integrated criminal justice information network.

The meeting was adjourned at 2:35 pm.