

**North Carolina Criminal Justice Information Network  
Governing Board Meeting  
Thursday, February 3, 2022 2:00 PM  
Virtual WebEx Meeting**

**CJIN Governing Board Members Present:**

|                  |                   |                    |
|------------------|-------------------|--------------------|
| Allen Baddour    | Charles Blackwood | William Bryan      |
| Crystal Cody     | Tare "T" Davis    | Laura Fahnestock   |
| Lorrin Freeman   | Torre Jessup      | Ryan Kokajko       |
| Steve Lingerfelt | Glenn Mack        | Vanessa Martinucci |
| Michael McArthur | Ivy McMillian     | Tyrone Sutton      |

**CJIN Staff:**

LaVonda Fowler

**Guests:**

Leah Preciado

**Board Activities and Announcements**

CJIN Chairman, Steve Lingerfelt called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 2:00 PM.

Chairman Lingerfelt took Roll Call in lieu of sign-in sheets.

**Meeting Format**

Chairman Lingerfelt stated that the meeting format would consist of having a variety of motions regarding administrative matters for the CJIN Board. The meeting will go into closed session once the Roll Call and Announcements are made, as the topics of discussion are on personnel issues.

**Folder Materials**

Chairman Lingerfelt stated that the following items were contained in their folders:

- A Meeting Agenda
- CJIN Executive Director Job Description
- MOU Bullet Points for CJIN and DPS
- Domestic Violence Electronic Monitoring Program Support letter
- Caitlyn's Courage Closeout
- Securus Sole Source Letter and Statement of Work
- Letter from CJIN Chair and Executive Director for Purchase Order
- Testimonials

**Ethics Awareness**

Chairman Lingerfelt informed the Board that per NC State Ethics Commission guidelines; all Board members are required to attend an ethics training course at least every two years. He stated that the course offerings and locations are available on the Ethics Commission website.

Chairman Lingerfelt gave an ethics reminder that is required to be presented at the beginning of any Board meeting. He read into record the following, "In accordance with G.S. 138A-15, it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

Chairman Lingerfelt also reminded the Board Members that their Statement of Economic Interest documents are due prior to April 15<sup>th</sup> and that they can be completed manually or electronically, please see LaVonda regarding any questions.

### **Update by CJIN Executive Director to include the new Domestic Violence Project Purchase Order**

Chairman Lingerfelt introduced LaVonda Fowler who gave the Board a short description of the Purchase Order regarding the Domestic Violence Electronic Monitoring Program CJIN will be overseeing. As the project has been transitioned to CJIN and a purchase order for the sole source vendor needs to be voted on by the Board prior to implementation.

LaVonda participated in a discussion with Chairman Lingerfelt, who then called for a motion to accept the PO for the Domestic Violence Electronic Monitoring Program as per the documentation provided to the Board. There was a second and the motion passed unanimously.

### **Review of CJIN Executive Director Job Description**

Chairman Lingerfelt briefly reviewed the revisions to the Criminal Justice Information Network Executive Director job description.

Chairman Lingerfelt called for a motion to accept the CJIN Executive Director Job Description. There was a second and the motion passed unanimously.

### **Review of the MOU items for the Department of Public Safety**

Chairman Lingerfelt reviewed the outline of items that the CJIN Board needs help assistance with from the Department of Public Safety.

Chairman Lingerfelt called for a motion to accept the outline of the items of the memorandum of understanding between the CJIN Board and DPS. There was a second and the motion passed unanimously.

### **Salary and Position Recommendations**

Chairman Lingerfelt requested that Dr. LaVonda Fowler, excuse herself from this agenda topic since this item would be a discussion regarding her specifically. Dr. Fowler left the meeting with the understanding that Chairman Lingerfelt would text her to return once this item was resolved.

Chairman Lingerfelt participated in a discussion with Tyrone Sutton, Laura Fahnstock, Allen Baddour, Ryan Kokajko, Glenn Mack, Crystal Cody and Vanessa Martinucci.

A motion was made to appoint Dr. LaVonda Fowler as Executive Director for the Criminal Justice Information Network Governing Board with a salary of \$100,000 per year to include retroactive pay. The motion was seconded and passed unanimously.

**New Business**

Chairman Lingerfelt asked if there was any new business.

Chairman Lingerfelt adjourned the Meeting at 2:30 PM and thanked everyone for attending.

## **THE CRIMINAL JUSTICE INFORMATION NETWORK GOVERNING BOARD EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **DESCRIPTION OF WORK:**

The Criminal Justice Information Network (CJIN) Board was established by the Legislature in 1994 (N.C. General Statute 143-661, et. seq.). In doing so, the Assembly recognized that well-coordinated networks and data sharing were increasingly important to the criminal justice community. The mission of CJIN is to develop a statewide criminal justice information network in North Carolina that will enable a properly authorized user to readily and effectively use information, regardless of its location in national, state, or local databases. There are twenty-one legislatively defined positions and one advisory position on the CJIN Governing Board. The Board comprises both state and local, public and private representatives. The 21-member Board includes judges, magistrates, clerks of court, police chiefs, sheriffs, law enforcement communicators, first responders and IT experts. Since its inception, the Board has identified needs and opportunities to build network connections and improve shared data. Examples of CJIN projects include the Highway Patrol's mobile data network, and the expansion of the LInX system, which now covers almost all of North Carolina. Additionally, the Board has advised the Assembly on topics such as body-worn cameras for law enforcement.

CJIN has a staff of two. This position is the Executive Director, who directs CJIN efforts and supervises the second staff member. The Director develops improvement opportunities identified by the Board and, by virtue of his own knowledge base, brings ideas to the Board for consideration. The job involves coordination with key players in the criminal justice community who have a requirement or need, who have critical data or other capabilities, or who have knowledge that can contribute to a solution. The Director acts as project manager for CJIN projects initiated by the Board or required by the Legislature. The Director plans the Board meetings in consultation with the Board Chair and facilitates those meetings. The Director prepares the CJIN annual report to the Legislature, due each April.

Position will have direct CJIN Board management and facilitation responsibilities, including planning relevant agendas for the Board meetings. Assemble speakers and topics in a cohesive, theme-based manner. Direct the efforts of the second staff member. Act as the Raleigh presence for CJIN. Respond to Legislative and Executive branch requests, coordinating as needed with the Board members and others in the criminal justice community. Manage back-office details (reimbursements, invoice processing, etc.) resulting from meetings and projects.

Provide subject matter expertise, direction, and a vision for CJIN. For the criminal justice community, identify needs and opportunities, and in coordinating solutions across the various criminal justice stakeholders, this position needs to demonstrate knowledge of the functional areas of criminal justice as well as basic understanding of technical approaches and data management. Additionally, many CJIN efforts require expertise in project management disciplines, including cost and schedule management. Coordinate, establish, and maintain relationships within diverse criminal justice community. These relationships are critical to crafting meeting agendas which are compelling to Board members. More importantly, good relationships which are maintained with frequency help identify problems and opportunities that drive CJIN activities.

The CJIN Executive Director is responsible for the leadership of the CJIN enterprise. The position serves as the senior advisor to the CJIN Governing Board on all matters affecting the criminal justice information systems that are a part of CJIN. The position will have the responsibility and authority required to ensure the intent and actions of the CJIN Governing Board are accomplished. The position will provide the daily oversight required to meet the goals and objectives established by the CJIN Governing Board.

To accomplish this mission, the individual is required to possess technical knowledge of information systems and familiarity with networks while also possessing executive leadership and administrative skills. The individual will have primary responsibility for all planning, development, decision-making and implementation of systems to the extent the CJIN Governing Board has responsibility. Likewise, the person will assume primary responsibility for budgeting issues and other administrative obligations to fulfill the CJIN mission. To accomplish this, the individual will function at a level commensurate with department heads and the Chief Justice. Contact will regularly include interaction with agency executives, members of the NC General Assembly, and the US Congressional Delegation. The position will also hire/ terminate and supervise additional staff as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

- Working knowledge of the criminal justice community at the local, state and federal level
- Ability to build and maintain relationships within the criminal justice community
- Ability to coordinate across the various criminal justice stakeholders
- Knowledge of the current and potential future uses of technology to advance the work of criminal justice practitioners
- Ability to plan and manage programs and projects
- Background in working with legislators and executive branch financial, technology and other control groups
- Ability to research and recommend solutions to business requirements
- Ability to develop and defend a business case
- Knowledge of the budget processes as well as cost/benefit and return on investment analysis
- Ability to plan for utilization of staff, space, equipment, budget and other resources
- Ability to work with a diverse Board as the senior staff member

US citizenship required. Employment is contingent on passing a fingerprint and background check.

The position requires an in-depth knowledge of the principles that support the administration of integrated information systems. Knowledge of and skills in management practices with an ability to plan projects. Very good oral and written communication skills are needed. An understanding of and practical experience in information processing practices, including systems design and development, is preferred.

This position must have strong organizational skills and discretion to interact with the many complex and extensive components of the Board. Excellent communication skills, both written and verbal, and the highest level of attention to detail are required. This position must have the ability to coordinate information gathered from multiple criminal justice agencies.

Experience is needed in computer software programs such as WORD, Excel, Power Point, Access, Internet Explorer, Adobe Acrobat, DreamWeaver and MS Project.

The selected candidate is subject to successfully passing a DCI criminal history background check, fingerprinting, and/or drug testing.

#### MOU Bullet Points for DPS

- To assist CJIN with HR functions regarding payroll, benefits, classification of positions, temporary solutions and processing of on and off boarding.
- Assist CJIN with Desktop and Application Services, as well as procurement and maintenance of equipment.
- To assist with accounting functions such as payable, receivable, encumbrances, processing in eProcurement and grant processing/payments.
- As additional concerns might arise, if there is need for assistance from DPS, the CJIN Board would request that formally.