

**North Carolina Criminal Justice Information Network (CJIN)
Governing Board Meeting
Thursday, January 26, 2006 9:00 AM
NC Department of Correction
Controller's Conference Room
Raleigh, North Carolina**

CJIN Governing Board Members

Glen Allen	Richard Nifong
Tommy Allen	Thomas Payne
Robert Brinson	Jerry Ratley*
Mike Crowell *	Leslie Stanfield
Larry Dix	Bill Stice *
James Godfrey	Woody Sandy
Rex Gore *	George Tatum
Jane Gray	Larry Ware
Chip Hight	Bill Willis
Doug Logan	

*Note: * Denotes member absent*

CJIN Executive Director and Administrative Assistant

Both positions are vacant.

Others Present

Lars Nance	Carol Morin	Denise Thomas
Kimberly Gibney		

CJIN Chairman Robert Brinson called the North Carolina (NC) Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:05 AM.

Approval of Minutes

Minutes from the October 13, 2005 meeting were approved.

Resolution of Appreciation

Mr. Brinson presented a Resolution of Appreciation to Ms. Carol Morin for her outstanding service as the Executive Director of the CJIN Governing Board during the past seven years. Mr. Brinson noted that Ms. Morin has served with distinction as the first Executive Director of the Governing Board and her hard work has contributed directly to the success of the Board and its various accomplishments during this period. After receiving the resolution of appreciation, Ms. Morin expressed her gratitude to the Board and noted that new position in the Department of Correction (DOC) Project Office will allow her to continue to work with CJIN related efforts. Ms. Morin expressed her sincere wishes to the on-going success of the Governing Board and offered to be of assistance whenever possible.

CJIN Executive Director Vacancy

Mr. Brinson stated that the CJIN staff is now at "zero" persons since both the Executive Director and the Administrative Assistant positions are vacant. He continued by saying that the Executive Director position was extremely important and in his opinion, should be posted immediately. Mr. Brinson asked for guidance from the Board on weighing the various competencies of the Executive Director position. He further noted that when the position was originally created, it was created as a technologist position, since many of the

initial CJIN projects were Information Technology (IT) related projects, such as networking, security, data standards and exchange, etc. In the ensuing years, as IT projects have grown even more complex, Ms. Morin and Mr. Brinson had found that the position required additional advanced skills such as project management, knowledge of information security, financial skills to manage interagency projects, budget and financial management, and active participation in legislative proceedings. Mr. Brinson noted that he was seeking the advice and counsel of the Board as to whether the posting should be for someone with strong IT skills and experience. Dr. Bill Willis suggested keeping the position in the IT class since it would provide a better ability to recruit for a position and at a higher pay grade.

Chief Glen Allen asked if we still have the funding for the administrative assistant position. Mr. Brinson replied yes. Mr. Brinson further clarified that he felt the Executive Director position should be filled first and the Administrative Assistant position second. Chief Allen noted that supervisory skills needed to be added to the Executive Director job description. Mr. Richard Little added that the position should stay in the IT realm because of the past history of data sharing and the Security Oversight Committee. Dr. Willis stated he did not understand why the position should remain IT management but rather the position should have strong project management experience. Judge Jane Gray also noted that the person should preferably have Project Manager Professional (PMP) certification. Dr. Willis commented that while PMP is a desirable qualification, it should not be an absolute and the skills of budget management and operational management seemed more important than development experience.

Mr. Jim Godfrey asked Mr. Brinson if it was appropriate to seek Ms. Morin's opinions and thoughts about what she thought was the best skills set for the next Executive Director. In responding, Ms. Morin stated that IT expertise and various certifications would be helpful. The position requires in-depth understanding of information technology as well as the ability to multi-task. Moreover, the ideal candidate will need to be able to interface with the legislature and legislative staff. Major Woody Sandy added that, in his opinion, the Board needs someone to fill the position above the 'developer level'. Mr. Brinson noted that we should stay in the technology executive's realm including the project management, operational, and financial experience. Mr. Brinson also stated that we need the position to do more legislative liaison work.

Judge Gray stated that an administrative assistant could do more in terms of planning and logistics and should possess good written and verbal communication skills, especially when interfacing with organizations such as General Assembly, SEARCH, etc. Ms. Denise Thomas stated that this was the original legislative intent behind the creation of an Administrative Assistant position so the Executive Director position could focus more on the liaison issues. Ms. Morin noted that the Administrative Assistant position should include more accounting skills because of the cross-agency project management budget and grant tracking. Mr. Little asked Ms. Thomas if the position was at an appropriate salary grade to attract someone with the financial skills. Ms. Thomas replied she was not familiar with the exact grade, but did not feel it was at the sufficient grade level. Mr. Brinson stated that, in his opinion, ideally, we should allow a new Executive Director to select the Administrative Assistant and therefore, the Board should focus on filling the Executive Director position first. Mr. Brinson also noted that the Board has interest in seeing the Administrative Assistant position moved to a higher salary grade.

Mr. Brinson asked the Board for volunteers to help with the hiring process after he offered a brief overview of the process. Mr. Brinson said he would request that the Executive Director position be posted as an IT Executive. He also cautioned the Board that they should expect many applications that have to be pre-qualified by the Department of Crime Control and Public Safety (DCC&PS). Once the qualification has been completed, the Board will then need two teams of 2-4 people to screen the qualified applicants and then do the interviews. Ms. Morin offered her help and suggested a long morning meeting in Raleigh for the screening process. Mr. Brinson stated he would request that the position be posted in two weeks with the screening to be held in March, interview to be held in mid-March, and then to hire sometime in early April. Major Sandy volunteered to participate for the screening process. Mr. Brinson closed this topic by asking for all other volunteers to notify him by email.

CJIN General Assembly April 2006 Report Content

Mr. Brinson reminded the Board that its annual report to the legislature is due April 1, 2006, and that we should try to meet this deadline. Mr. Brinson noted that Ms. Morin had distributed the project reporting templates to the respective project managers in the various agencies in December and had requested a return date of February 1, 2006. Mr. Brinson asked the Board members who had projects requiring reports to remind the project owners in their respective agencies to help move the process along. Mr. Brinson stated that he has asked the DCC&PS for temporary help since we do not have any staff at the present time to assemble the report. Mr. Brinson asked the Board to consider its priorities for this year's report as VIPER, SAFIS, and NCAWARE.

Ms. Thomas asked the Board members what the role of CJIN will be in the future, should it continue to exist, and what the current need is given the new functions of the state CIO. Ms. Thomas recommended the Board focus on this in the report since CJIN is close to accomplishing all of the original goals set forth. A recommendation was made to note it in the report; however, there was a general consensus that more discussion will have to take place at subsequent Board meetings. Major Sandy suggested expanding to the public safety arena since CJIN is primarily focused on criminal justice. Chief Allen stated this is an important issue that we should look into. Mr. Brinson noted that we should focus on this item once the Executive Director position has been filled. Mr. Little asked Ms. Thomas is there was an expectation if the Joint Governmental Operations Oversight Committee on Justice and Public Safety would pose this question to CJIN. Ms. Thomas replied that we should be prepared to discuss it but it was not a topic on their agenda.

Dr. Willis noted that because Ms. Morin is moving on, this is an opportunity to do something different. Dr. Willis asked if we could move forward and hire the new Executive Director in good faith. Mr. Brinson stated that trends show other states are forming CJIN type organizations and we have benefited from people such as Mr. George Bakolia coming up from the ranks of CJIN. Ms. Thomas stated that CJIN has done a stellar job without funding; however, we should really be focusing on the role of CJIN in the future. Mr. Little added that if we move forward and hire for the position of Executive Director and the role of CJIN changes, we could help move that person to another agency. Mr. Brinson added that we need a marker in this year's report that the Executive Director position was going to be filled in the near future. Mr. Brinson closed the topic by stating the draft report will be ready for the Board to review by the March meeting and it would be finalized for the April 1, 2006 deadline.

Other Business

Mr. Brinson asked if anyone wished to attend the Annual SEARCH Conference in Washington in March 2006. He noted that we need to have at least 3-5 people attend since SEARCH has helped us out on many occasions. Mr. Brinson asked for anyone interested in attending to notify him by email and also we will work the DCC&PS to see what can be paid for.

Mr. Brinson stated that he spoke at the Joint Governmental Operations Oversight Committee on Justice and Public Safety meeting in November regarding SAFIS and that no surprising questions were asked. The Request for Proposal (RFP) for the first portion of the project is on the street and the State Bureau of Investigation (SBI) has asked for a two-week extension.

There was no other business.

The meeting was adjourned at 10:15 AM.