

**North Carolina Criminal Justice Information Network  
Governing Board Meeting  
Thursday, March 26, 2015 9:00 AM  
901 Corporate Center Drive  
Oak/Maple/DA Conference Rooms  
Raleigh, North Carolina**

**CJIN Governing Board Members Present:**

Greg Baker	Bob Brinson	John Correllus
Shannon Hanes	Chip Hight	Robert Graves
Dewey Jones	Daniel Kiger	Bob Lee
Steve Lingerfelt	Jeff Marecic	Mike McArthur
Kelly Thomas	Al Williams	Dexter Williams

**CJIN Staff:**

Gene Vardaman	LaVonda Fowler	Lars Nance
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**Guests:**

Danny Bell	Jeremy Roberts	Susan Frye
Mary Azawara	Bert Barber	Todd Tilly
Cameron Gardner	Kelly Hacker	Sharon Hamlett
Scott Goodman	William Stanley	Lillie Ebron
Ryan Hepler	Mark Hatchel	Michael Clark
Elliott Smith	Zeb Stroup	Don Cole
Jeff Wenhart	Michael McDonald	Randall Rhyne
Tony Godwin	Liz Allen	Rowena Heath
Byron Tyson	Durga Kotuandaraman	Janet Greene
Chris Montgomery	Dave Beck	Mark Beason

**Board Activities and Announcements**

CJIN Chairman Bob Brinson called the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 9:00 AM.

Chairman Brinson welcomed the Board members and guests to the meeting and informed them that sign-in sheets were being circulated. Chairman Brinson thanked Willa Moyer and AOC CIO Jeff Marecic for sharing the facilities of the NC Judicial Center for the meeting. He also informed the Board that the CJIN Facebook and Website have been updated and to take a look at the new changes.

**Folder Materials**

Chairman Brinson made the Board members aware that their folders contained an Agenda for the CJIN meeting, Travel Request Form, draft copy of the January 29, 2015 minutes and draft copy of the 2015 CJIN Annual Report.

**Ethics Awareness**

Chairman Brinson 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. The course offerings and locations are also available on the Ethics Commission website.

Chairman Brinson also reminded Board members that they must complete a Statement of Economic Interest form for the NC State Ethics Commission. The NC State Ethics Commission website has all instructions for completion of the form, if you have any question please see Gene.

Chairman Brinson gave an ethics reminder that is required to be presented at the beginning of any Board meeting. Chairman Brinson 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".

### **Travel**

Chairman Brinson stated that for travel reimbursement, please find a copy of the form in your folder, any questions please see LaVonda or Gene.

### **Approval of Minutes**

**Minutes from the January 29, 2015 CJIN Meeting were approved.**

### **Project Updates, Discussion and Action Items**

Chairman Brinson informed the Board that the format of the meeting would consist of several major program updates along with two major presentations, each followed by discussions. Then the review of the CJIN Annual Report.

### **Program Update – Two-Factor Authentication**

Chairman Brinson introduced John Correllus, who gave the Board an update on ITS Two-Factor Authentication. John stated the contract for MFA was removed and now ITS is looking into soft token, hard token and other methods. Having requirements workshops for this initiative. After all requirements are solidified the vendors will be contacted again for the purpose of contracting out a solution. John stated that law enforcement was covered in the requirements discussions, but the locals were not part of the discussions. Chairman Brinson stated that the CJIN Board would be willing to help set up some locals that would be willing to share in the discussions.

John participated in a discussion with Chairman Brinson.

### **Program Update – CJLEADS**

Chairman Brinson introduced Danny Bell, who gave the Board an update on CJLEADS. Danny stated that there are now 28,500 users and 20.8 billion searches to date. The offender database is growing with 53.6 million records. Working on Release 13, which is scheduled for late Spring deployment. There are 38 changes, corrections and enhancements scheduled for Release 13.

Danny participated in a discussion with Chairman Brinson, Al Williams, Dexter Williams, Ryan Hepler, Lillie Ebron and LaVonda Fowler.

### **Forsyth County “Benefits of Utilizing Technology”**

Chairman Brinson introduced Susan Frye, Clerk of Superior Court for Forsyth County. Susan shared with the Board the circumstances that made Forsyth County to create a solution to their existing problem. Susan introduced Bert Barber and Mary Szawara from her office. Bert and Mary explained how they developed a program and website to help reduce traffic and phone calls to the office because of staffing reduction and budget cuts. The presentation that Bert and Mary gave the Board included: Maximizing time and materials, OFAs, Jury Service, Foreclosures, Requesting file copies, Process improvement for Criminal Department, Reclassifying Class 3 Misdemeanors as infractions, requirements to enhance and increase efficiency, explanation of the functionality of the changes made,

Susan, Bert and Mary participated in a discussion with Chairman Brinson, Al Williams, Dexter Williams, Jeff Marecic, Kelly Thomas and Mike McArthur.

### **Break**

### **CJIN Annual Report**

Chairman Brinson stated what was covered in the annual report that was done by Director Gene Vardaman and LaVonda Fowler. Chairman Brinson went over the highlights of the report and stated that it was due to the Legislature by April 1<sup>st</sup>.

Chairman Brinson participated in a discussion with Gene Vardaman, Robert Graves, Tom Jarrell, Dexter Williams and LaVonda Fowler.

The CJIN Annual report was approved unanimously.

### **Draft Plans for Automating the NC Court System, Clerk Automation, eCitation, Magistrate Video, Civil and Criminal, Discovery Automation, ect.**

Chairman Brinson introduced Jeff Marecic who gave the Board and update on the plans that the AOC has for their projects and programs.

The Presentation included: Vision for eCourts, Users AOC serves, how the court systems are connected, transactions flowing through the Court Information System, Criminal Court Systems interfaces, non-criminal court system interfaces, recent accomplishments and accolades, soon to be completed projects, criminal records search, current pipeline initiatives, and the AOC Roadmap.

Jeff participated in a discussion with Chairman Brinson, Dexter Williams, LaVonda Fowler and Dewey Jones.

### **New Business/ Adjournment**

Chairman Brinson reminded the Board of the Workshop following lunch. Chairman Brinson adjourned the meeting at 12:10 PM.