

NORTH CAROLINA CRIMINAL JUSTICE INFORMATION NETWORK (CJIN)
GOVERNING BOARD MEETING
MAY 9, 2002 9:00 AM
SHP Training Campus Building 4 Classroom 5
Raleigh, North Carolina

CJIN Governing Board Members

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

*Note: * Denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Lars Nance	Rebecca Troutman	Bill Cutbush
Rachel Spangler	Bill Kurdys	Kim Bowman
Gary Kearney	Lucy Cornelius	David Pozun
Peter White	Joey Gardner	Jim Edwards
Stan Jenkins	Fred James	Doug Yearwood
Navin Puri	Rick Smith	Doug Ware
Howard Higgins	Gordon Ziegler	Cheryl Leach
Mike Bryant	Chris Gallagher	Wayne Hurder
Doug Haynes	Bill Clontz	Larry Smith

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 CJIN had received the formal letter from the Office of the Governor appointing Mr. Dwayne Patterson from the Department of Juvenile Justice and Delinquency Prevention (DJJDP). Mr. Patterson's term expires on June 30, 2006. There was an introduction of meeting attendees, both the Board members and the audience.

Approval of Minutes

Minutes from March 14, 2002 meeting were approved.

CJIN Election of Officers

Mr. Brinson stated that it was that time of year again to do election of officers and the timing would be right to do it at the next meeting. Mr. Brinson recommended to the Board that a nominating committee be established as a way to provide an opportunity for all Board members to let their intentions be known. Mr. Brinson then highlighted the duties of Chair and Vice-Chair and stated that although many of the meetings are held in Raleigh, Lt. Ken Wiseman has been very active and of great value in representing CJIN's interests. Lt. Wiseman said he has learned a lot being Vice-Chair, it has been a good experience, and he will continue as Vice-Chair if nominated. Mr. Brinson requested that volunteers for the nominating committee should e-mail Ms. Carol Morin of their interest and at the next Board meeting, election of officers will take place.

CJIN Executive Director Report

Ms. Morin thanked those Board members who mailed her their oath of office already and asked the remaining members complete this task by the end of the month. Ms. Morin said she has submitted a request to carry forward the CJIN monies to the next State Fiscal Year (SFY). Ms. Morin referenced David McCoy's memo dated May 3, 2002 and said she needed to find out the impact on the CJIN planning study. Mr. Brinson said that the Board operates on a one-time state appropriation of monies and prior year requests to carry forward the existing balance have been approved but he is concerned about the status of this year's request. If our carry forward request is denied, Mr. Brinson said it might leave the Board with no operating monies in July and we would not have the match monies for our CJIN planning study grants.

CJIN Planning Study Update

Ms. Morin reviewed the one-page handout on the CJIN planning study. Ms. Rebecca Troutman asked Ms. Morin to select Extended Markup Language (XML) pilots that would have greater local impact. Ms. Pendergraft said that fingerprinting serious misdemeanants was a significant broadening of what was being done today and she referenced the judges' district plans. Chief Glen Allen described his current fingerprinting operations and Ms. Pendergraft thought there might be a discrepancy between what's required versus what is actually being done. Chief Allen said he would go back and review the judge's district plan. Mr. Little said he would make sure that the appropriate Administrative Office of the Courts (AOC) staff participated in the development of the fingerprinting scope statement.

An Update on Homeland Security

Secretary Bryan Beatty welcomed everyone to the State Highway Patrol training academy and said he was happy to host the meeting. Secretary Beatty distributed a handout titled 'National Strategy for Homeland Security - - - Update to State Homeland Security Directors' by Richard Falkenrath and dated April 23, 2002. He reviewed changes that have taken place as a result of September 11, 2001 events, described the various levels of terrorist awareness training, and said that North Carolina was waiting for publication of the federal plan to see if it can be used as a guide for the State's own plan. Secretary Beatty said that he is working with members of Congress to secure funding for the CJIN Voice Trunking Network but he needs the support of local law enforcement to accomplish this. Mr. John Carriker described the situation of tracing cellular phone calls to 911 and said it was a difficult and expensive activity for law enforcement. Ms. Pendergraft said she is working with the Federal Bureau of Investigation (FBI) and there is an oral agreement between the FBI and

State Bureau of Investigation (SBI). Secretary Beatty commented that changes to existing federal legislation might be required. Ms. Morin stated that Mr. Richard Taylor, 911 Board, was scheduled as an agenda item at today's meeting but he canceled due to illness.

NC-JOIN and J-NET Statewide Connectivity

Mr. Brinson reviewed the Board's package of NC-JOIN project materials, reminded the Board of its oversight responsibility of developing a juvenile justice information system, and the current procurement status of a workflow tool. Mr. Brinson stated that Ms. Nancy Lowe would be doing a presentation on the status of NC-JOIN and she could not disclose information related to the procurement so it may impact the comfort level with what can be discussed today.

Ms. Lowe distributed a handout titled "NC-JOIN Plans (Completed as of May 8, 2002)". Ms. Lowe stated that Ms. Rachel Spangler has resigned but she intends to keep the Rationale Rose contractor longer now to compensate for Ms. Spangler's departure. Ms. Lowe then updated the Board on the present status of NC-JOIN. The latest budget shows the business team and an additional programmer being included in the financial figures. Ms. Lowe said she will continue to revise the budget based on the actual workflow tool purchased and future personnel needs.

Ms. Rebecca Troutman asked if there was more involvement from the end-users. Ms. Lowe said the design team has a wider range of people across the state participating, the design team will help select the workflow tool, and the design team will have the opportunity for two more reviews before the pilot ends. Ms. Spangler stated that the end-users are making more decisions this time and they are reviewing the screens. Mr. Brinson stated it has been an on-going concern of the Board that the broad stakeholder involvement was too internal to the Department of Juvenile Justice and Delinquency Prevention (DJJDP) and asked how the end-users will be represented and involved as the project moves forward. Ms. Spangler stated that the design team meets once a month, there are 25 members on the design team, and they know their responsibilities. Mr. Little asked for a copy of the design team membership and Ms. Lowe referred to the design team document. Mr. Little asked if there were any Information Resource Management Commission (IRMC) participants and Ms. Lowe responded not yet but she was looking for volunteers to participate in the evaluations.

Mr. John Carriker said the pilot looked like it was going to generate word processing documents prepared by the workflow tool and not reports. Ms. Lowe said that was true but she would like to do an ad-hoc report and was open to suggestions. Mr. Carriker restated the pilot looked like it was generating stand-alone documents that could be generated from any basic computer and did not require a workflow tool. Ms. Lowe responded that the pilot scope had been scaled back due to grant end date. Mr. Little asked if the information being collected was replacing a manual report today and Ms. Lowe said yes. Mr. Brinson asked how much work these letters automate today and do they stop short of going into court. Ms. Lowe said the pilot will not have as much functionality as J-NET V1A. Mr. Brinson asked if NC-JOIN has any better sense of the functionality that is really needed and Ms. Lowe said she needs to have the workflow tool before she can fully answer that question. Ms. Lowe said the workflow tool is expected to reduce the programming effort by 30% and although she only has 3.5 Full Time Equivalent (FTEs) in the budget, it appears to be sufficient.

Mr. Little asked if NC-JOIN has any idea of ongoing maintenance costs in future years. Ms. Lowe responded that she estimated maintenance to be 40% of the purchase price and it would most likely increase as time goes on. Mr. Bill Clontz stated that the focus was on the pilot and its subsequent statewide rollout but he wasn't

sure what the entire project timeframe was. Ms. Lowe said she estimated June 2006 but she will have a better idea once the workflow tool is purchased. Mr. Little stated that the IRM Office has great expertise and he would recommend that DJJDP request their direct participation in evaluating responses, developing evaluation criteria, and guiding them through the purchasing and procurement process.

MOTION: To create a NC-JOIN workgroup, which is a subset of the CJIN Governing Board membership, that the workgroup have the final authority to approve the workflow tool on behalf of the entire Board, and that the workgroup meet on or before May 31 so the project can stay on schedule. MOTION SECONDED AND CARRIED.

Mr. Brinson stated that there were unknowns that can't be disclosed during the procurement process, that the project team could proceed according to their plan, and that CJIN would like to have the unknowns be known, including the vendor selected and the proposed cost of the workflow tool before giving the approval for the procurement. Mr. Brinson asked Ms. Lowe to notify the workgroup one week in advance of the meeting date, to allow several days to review any materials in advance of the meeting, and that the workgroup only be shown the final product selection. Mr. Brinson appointed the following Board members to the workgroup: Judge Rader, John Carriker, Richard Little, Chief Allen, and Roy Holler.

Ms. Troutman asked if future connectivity and networking costs were included in the budget presented today and Ms. Lowe responded that DJJDP had \$800,000 recurring funds in the budget but it needed to identify another \$40,000. Lt. Wiseman asked if there were any plans to get the juvenile information to youth officers because it seemed like information was being sent to Raleigh but none was coming back to the youth officers. Ms. Lowe said there were plans for one local agency in year two and she would like to do reports on juveniles. Mr. Brinson said he had concerns about the statute calling out a number of stakeholders to share data but he saw NC-JOIN developing without a broader data sharing aspect. Judge Rader commented that there was a proposed statute amendment to G.S. 7B specifying what agencies are required to share juvenile information. Mr. Brinson asked Ms. Lowe to report on this at the next Board meeting. Mr. Brinson requested a diagram that would show NC-JOIN in its entirety so the Board could have a better feel for what it would look like and what portion is being worked on right now. Mr. Little asked to have the next report include a breakdown of the data being collected and include future data elements to be collected. Mr. Little said he asked this same question at the Edneyville June 22, 2000 Board meeting and he didn't have an answer yet. Chief Glen Allen asked if the 600 computers would cover all 100 counties and Ms. Lowe said yes.

CJIN-MDN and Local Government Request

Mr. Stan Jenkins presented on behalf of Mr. Michael Fenton, the State's Chief Technology Officer (CTO). Mr. Brinson reviewed the background of the April 16, 2001 IRMC letter and referenced the proposed response in a handout titled "Technical Architecture and Project Certification Committee Criminal Justice Information Network Mobile Data Network Second Report – DRAFT V3" dated May 1, 2002. Mr. Jenkins stated this draft report was moving them closer to a final recommendation to the TAPCC and IRMC. There are two components, the CJIN-MDN and then a cellular service and equipment term contract. Mr. Jenkins then reviewed the recommendations cited on pages 7-8 of the document and asked for feedback within the next ten days. Ms. Troutman said she would address her issues with Mr. Jenkins outside of this meeting. Major Fletcher Clay asked some question about Cellular Digital Packet Data (CDPD) and it generated discussion among Board members about how it worked. Mr. Mike Hodgson asked for clarification on table 1 citing \$750 for the first year of cellular. Mr. Jenkins said he calculated \$50/month for the phone bill and \$150

for the purchase of the phone. The Board felt that this was not documented sufficiently and requested that Mr. Jenkins add a footnote for the cost breakdown. The Board also requested that table 1 be updated to reflect five years instead of one. Ms. Morin asked about the recommendation of an annual “State of the CJIN MDN Report” to the IRMC and both Mr. Brinson and Mr. Jenkins stated that CJIN would use its annual report to the General Assembly. Mr. Brinson instructed Ms. Morin to work with Mr. Jenkins on the Board’s revisions and to schedule this item at the July Board meeting.

Network Security Oversight Committee (SOC) and Project Report

Mr. Little stated that the \$3,500,000 CJIN Network Security grant ends on June 30, 2002 and the SOC was working hard to ensure the grant deliverables were met. The SOC membership has recently changed. Mr. George Bakolia has left the Department of Justice and moved onto being the State Chief Information Officer. Mr. Clontz was following his county travel restrictions and as a result, he could not continue to drive to Raleigh for the SOC meeting so Mr. Little was working with Ms. Troutman to find his replacement. Mr. Little said there were some issues with the current Information Technology Services (ITS) firewall Service Level Agreement (SLA) and ITS was working to improve their response time. Mr. Dwayne Patterson asked if everything was installed and Mr. Little responded that there was a SOC meeting yesterday that addressed outstanding issues and a memo was sent to Mr. Bakolia documenting CJIN’s concerns with response time. Mr. Brinson commented that Mr. Little has done a good job as SOC Chair; CJIN is doing groundbreaking work in Authentication & Authorization, and there has been quite a bit of research done besides basic equipment installations. The CJIN-ITS SLAs requested fingerprinting and criminal background criminal history checks for ITS personnel assigned to CJIN. Mr. Brinson concluded by saying this was CJIN’s first experience with outsourcing work and we learned a lot.

eCitation

Mr. Troy Page distributed the IRM project certification for eCitation dated March 5, 2002. Mr. Page gave a brief history of the eCitation project and then described the current National Governors’ Association grant for \$200,000. The project manager and part-time programmer have been hired through the State’s competitive bid process and the first item to be developed is the project plan. Mr. Page said that eCitation has several issues to work through: the variant wireless technologies besides CJIN-MDN, the validity of electronic signatures, which will require legislative action, and application security. Ms. Troutman asked who was on the eCitation Oversight Committee and Mr. Page cited the membership. Lt. Wiseman said there was great interest from Charlotte / Mecklenburg area and they have come already to Fayetteville for a demonstration.

DMV Project Overviews

Mr. Brinson said that the following three presentations were an opportunity for Board members to learn more about the Division of Motor Vehicles (DMV) and Commissioner Carol Howard was a newly appointed Board member as a result of recent legislation. Commissioner Howard then introduced her speakers.

FuelTaCS

Captain Gordon Zeigler and Ms. Cheryl Leach distributed a handout titled “DMV Enforcement FuelTaCS” dated May 9, 2002. After the presentation, there was a wireless demonstration. Captain Zeigler said that FuelTaCS was available at all weigh stations today, uses the CJIN-MDN infrastructure to access its application, and will start installing the application in cars in the next few weeks. Lt. Wiseman recommended

that local officers call the DMV if a truck is found that owes fuel tax. Captain Zeigler agreed but said it would need to be reviewed by the Fuel Tax Steering Committee, and that the original Fuel Tax Evasion Plans considered expanded involvement with other law enforcement in Phase 3. However, Phase 3 will not occur since the Commercial Vehicle Information Systems Network (CVISN) Program technology objectives will far exceed the planned Phase 3 objectives for FuelTaCS.

eCrash

Mr. Mike Bryant and Mr. Chris Gallagher distributed a handout titled “DMV eCrash Service” dated May 9, 2002. Once the proof of concept is completed and tested, DMV intends to distribute eCrash software for free. Mr. Bryant said there is a drawing package currently going out for bid. Mr. Brinson asked why Extended Markup Language (XML) was being used and Mr. Gallagher said the schema could be kept standardized when database changes arise.

Driver License Photo

Mr. Wayne Hurder and Mr. Doug Haynes distributed a handout titled “Driver License Photos Availability of Driver License Digital Images For Law Enforcement Purposes” dated May 9, 2002. Mr. NiFong asked when the digital images would become accessible to local law enforcement officers and the answer was 6-9 months but they were looking for a beta site. Mr. NiFong said he would be interested in being considered as a beta site and to contact him after the meeting. Mr. Brinson said that the Department of Correction takes photos of its inmates and wondered if there was a premium for cost for the picture that goes on a driver’s license. The Board discussed the importance of taking images in a fairly consistent fashion with regards to lighting and distance from the camera to the individual. Mr. Larry Ware asked if the Warrant Repository could use these photos and Mr. Little said he would look into it. Lt. Wiseman asked when local law enforcement will be able to access the DMV drivers’ license database and Mr. Hurder replied that it will be available via the DMV web site and this direct access will allow you to quickly generate a color print which can be used for line up. Major Clay said they are looking at how to move the photo to the car. Mr. Hurder said there would be an industry standard encryption on the next phase of licenses.

Other New Business

There was no other new business. Mr. Little gave an overview of the NC Business Court in Greensboro for the July Board meeting. Mr. Patterson said that if the Board meeting was held in Greensboro, his staff could not travel so there would be no NC-JOIN presentation. Mr. Brinson said that there are two months before the next Board meeting and the travel situation would be reviewed at a date closer to the July meeting.

The meeting was adjourned at 2:00 pm.