

**State of North Carolina Criminal Justice Information Network (CJIN)
Governing Board Meeting
September 9, 1999
Union County Sheriff's Office and Jail
Monroe, North Carolina**

CJIN Board Members

Ronald Hawley	Richard Nifong	Richard Moore *
Robert Brinson	Lewis Blanton	G. K. Butterfield *
Renee Kumor	Frank McGuirt	Teresa Chambers *
Richard Little	Thomas Payne	J. B. Evans *
John Carriker	Jean Massengill	Stuart LeGrand *
Fred Hines	Kenneth Wiseman	Robert Rader *
Ortharine Sansbury *	Richard Webb (proxy - Denny McGuire)	

*note: * denotes member absent*

CJIN Executive Director

Carol Morin

Others Present

Joe Stewart	Rebecca Troutman	Tina Stone
Bill Clontz	Leslie Stanfield	Larry Wilkie
Megan Singleton	Mike Hodgson	Bill Cutbush
Rachel Spangler	Tom Foss	Howard Higgins
Doug Phillips	Ilse Fogel	Bob Veranes
Bryce Morrison	Cliff Layman	Doris Gardner
Fred James	Paul Bohne	

Having a quorum of members present, Acting Chairman Ronald Hawley called the regularly scheduled meeting of the North Carolina Criminal Justice Information Network (CJIN) Governing Board meeting to order at 10:00 a.m. Mr. Hawley stated that Secretary Richard Moore was unable to attend but sent his best regards. Sheriff Frank McGuirt welcomed Board members to Union County and then provided information to familiarize everyone with the building layout.

There was an introduction of meeting attendees, starting with the CJIN Governing Board members and then others who were present in the room. Mr. Hawley announced three new appointments to the CJIN Governing Board effective July 1, 1999 and thanked those members who were being replaced for their service to the CJIN effort. J. B. Evans, Mayor of Fair Bluff, has replaced Mr. Ted Carr, Mayor of Morven. Ortharine Sansbury, Hope Mills, has replaced Mr. Fred Hines, retired New York City Police Department. Mr. Lewis Blanton, retired Line Sergeant with the North Carolina State Highway Patrol (NCSHP), has replaced Mr. Sid Jennings, retired Colonel with NCSHP.

Minutes from the June 8, 1999 meeting were approved.

CJIN Summit Update

Ms. Carol Morin stated that she had discussed arrangements with the Sheraton in downtown Raleigh but had not yet placed a deposit to secure the proposed March 2000 dates for the CJIN Summit. Ms. Morin said the financial commitment would be approximately \$40,000 for meeting rooms and that rate required a minimum of 400 hotel room reservations per night for the three-day event. Ms. Morin expressed concern about the availability of resources needed to arrange a conference of this size, the short time frame to perform the logistics associated with a conference, and the financial impact to the CJIN Governing Board operating funds.

In response to a request by Secretary Moore's request, Ms. Morin said she had looked into having the CJIN Summit follow the Terrorism Conference which is being sponsored by Governor Hunt in late October 1999. Secretary Moore thought there was probably a 50-60% overlap of attendees who would be interested in CJIN and the logistics of setting up a conference would not be an issue since it was already being done for the terrorism conference. Ms. Morin stated that the terrorism conference is by invitation only and municipalities with a population of 35,000 or greater were targeted to attend. If CJIN presented after the terrorism conference concluded, it would have been on a Friday afternoon from 2 - 5 p.m. The invitations for the terrorism conference were scheduled to go out a few days after Ms. Morin had found out this information and there was not sufficient time to review the attendee listing to determine who would be interested in attending the CJIN presentation.

Mr. Hawley reminded the Board that the purpose of the CJIN Summit was to provide a designated time and place where the future of CJIN could be discussed among all key players at the local, state, and federal levels. The CJIN Summit would also increase the exposure of CJIN by providing an opportunity for interested parties to learn the basics of CJIN and be a forum for greater public awareness of efforts currently underway to improve the efficiency and effectiveness of North Carolina's criminal justice system. At this point in time, Mr. Hawley opened the floor to Board members for comments. A discussion followed regarding the different conferences presently scheduled and how CJIN could further its marketing efforts by presenting at them. Ms. Morin suggested that CJIN submit a Governor's Crime Commission grant application to obtain financial assistance in sponsoring a CJIN Summit. It was agreed that Ms. Morin would bring a draft of the grant application to the December Board meeting.

Election of CJIN Governing Board Officers

Mr. Hawley stated that Secretary Moore had been a champion for CJIN at the General Assembly, was Chair of the Board during its initial operations, and CJIN is now widely recognized as the future of criminal justice in North Carolina. Mr. Joe Stewart stated that Secretary Moore would decline a nomination of Chair and asked that the Board consider nominating another member to fill the Chair's seat.

MOTION: (Sheriff Frank McGuirt) To nominate Mr. Ronald Hawley as Chair of the CJIN Governing Board. MOTION SECONDED AND CARRIED.

MOTION: (Lieutenant Kenneth Wiseman) To nominate Mr. Robert Brinson as Vice-Chair of the CJIN Governing Board. MOTION SECONDED AND CARRIED.

Statewide Automated Fingerprint Identification System (SAFIS)

Mr. Larry Wilkie, SBI DCI, reported that three additional counties (Chatham, Rowan, and Gates) had requested a live scan device and that leaves money for possibly two additional devices. This leaves 26 counties without a live scan device but these counties are less populated areas and are under budgetary constraints which impacts their ability to pay recurring expenses associated with a live scan device. Sheriffs in these 26 counties have shown minimal interest in obtaining a live scan device. The FY 1999 Congressional earmark, which is expected to be awarded during the October 1999 time frame, will pay maintenance on the live scan devices purchased with CJIN state and federal funds through June 30, 2002.

Mr. Wilkie then discussed with the Board a series of letters concerning the Beaufort County Sheriff's Office and their live scan vendor, Digital Biometrics Inc. (DBI). Sheriff Jordan requested that the CJIN Board replace his DBI device, which was purchased in 1995, because the hardware and software cannot be upgraded and DBI will not extend the maintenance on the current device that is expiring on December 31, 1999. Additionally the existing DBI live scan device cannot receive an electronic response back from SAFIS in the current mode of operation. Also addressed was the issue of \$30,000 worth of interfaces to local records management systems. There was a discussion about a committee working to more globally identify all interfaces in the criminal justice arena but it was decided for the time being to more closely look at a record management systems standard.

MOTION: (Mr. Thomas Payne) To purchase a live scan device to replace the existing DBI device in Beaufort County. MOTION SECONDED AND CARRIED.

There was agreement that CJIN would not fund the \$30,000 interface. This might be considered setting a precedent

and the Governor's Crime Commission grant process could be pursued as an avenue to obtain this funding.

Electronic Citation (eCitation)

First Sergeant (F/Sgt.) Howard Higgins, NCSHP, gave an overview of the eCitation pilot project in Cumberland County. The project received Information Management Resource Commission (IRMC) project certification on Tuesday, September 7th. F/Sgt. Higgins answered questions about what paperwork the defendant would receive, signatures on the traffic citation, and what was the backup plan if connectivity went down and an electronic citation could not be issued. The Board discussed movement of data between local systems and ACIS but this is not included in the pilot proof of concept. This issue and others similar to it need to be addressed in the follow-up report to the IRMC after the pilot is completed. The Board agreed that this is the first step toward a paperless court system. Ms. Denny McGuire pointed out that this project was complimented when it was presented to the IRMC for project certification because it included an initial proof of concept approach before a statewide implementation was planned.

Voice Trunking Network (VTN)

Mr. Mike Hodgson, NCSHP, stated that he was proceeding on behalf of Major Ake, recently retired from NCSHP, with the Request for Proposal (RFP) for phase one of the VTN project. A Mobile Voice/Data Advisory Board was created to solicit input from local law enforcement. The draft version of the RFP will be reviewed by the advisory board next month. Mr. Hodgson mentioned that the first three phases of the project have been redesigned to permit a six year implementation instead of the previously cited seven years. As a result of input from the local CJIN subcommittee, Mr. Russ Goff, Wake County MIS Director, has been added to the advisory board to provide a local information technology perspective.

Several audience members questioned the RFP wording with regards to vendor selection. Mr. Hodgson said the wording was generic - not vendor specific - and said that it was a global problem but technology must adapt to handle multiple vendor solutions. A question was raised about the interoperability of equipment and Mr. Hodgson stated that a reasonable attempt should be made to interact with another vendor's 800 Mhz equipment. Mr. Richard Nifong expressed concerns about losing local control in the smart zone after local dollars had been invested in the purchase of equipment. This concern demonstrates the need for CJIN to administer such a program in conjunction with partners and the importance of a Service Level Agreement and Memorandum of Understanding. Several Board members pointed out that there is a lot of local activity already with 800 Mhz radios and local governments and state agencies need to work together to achieve connectivity.

Juvenile Network (J-NET)

Ms. Rachel Spangler, OJJ, presented the J-NET organizational structure effective after the retirement of Mr. Harold Rogerson. Ms. Spangler and Mr. Bill Cutbush will both report to the MIS Director, a new position within OJJ. Next, Ms. Spangler presented information on project funding. Mr. Cutbush then presented an overview of the project scope, planning assumptions, and potential benefits. Handouts included 'J-NET Project Version 1 - Phase 1 System Concept Document', dated August 1999, and the Juvenile Process flowchart. The Board discussed the stakeholder list not including enough local representation (i.e., local schools, local social services, local mental health, local health, local law enforcement, juvenile crime prevention counselors, etc.) and adding them as stakeholders. Mr. Cutbush said that they had been attempting to talk with all parties who dealt with troubled youth in the state but would review the issue raised and address it accordingly. Ms. Spangler explained that J-NET Version 1 would automate information for court counselors, detention centers, training schools, and clerks of juvenile court. J-NET Version 2 and 3 would add in the juvenile crime prevention counselors and other interfaces.

Mr. Bob Brinson asked what are the potential project risks and Mr. Cutbush cited funding, technology issues, and confidentiality as it relates to accessing juvenile data and the amount of data a person needs to have available to them. Ms. Rebecca Troutman raised the concern that the new organizational structure appeared to have information technology driving the project and not the business side since both Ms. Spangler and Mr. Cutbush were reporting to the MIS Director. A discussion followed and Mr. Hawley reminded Board members that the Juvenile Justice Reform Act, Senate Bill 1260, Section 121, requires that the CJIN Board develop a juvenile justice information plan for creation of the juvenile justice information system and the Board requested the J-NET project team to complete this plan. For that reason, Mr. Hawley said this project requires close monitoring by the Board. Ms. Denny

McGuire recommended that the project team obtain a copy of the State of North Carolina Information Resources Management Commission (IRMC) 'Lessons Learned from IT Projects', dated September 7, 1999, which is available via the IRMC Web page.

Statewide Magistrate System - Warrant Control Module

Mr. Cliff Layman, CIO for AOC, stated that the warrant control module is operating in 19 counties but equipment delays have delayed implementation for the past few months. In the meantime, Mr. Layman said they are working on site surveys, ordering phone lines, and reviewing court network system for improved response/access times and remote access by law enforcement. AOC, working with Ms. Rebecca Troutman, is attempting to provide wider distribution of notifying local county governments. There was general agreement that the system will be good when there is statewide on-line access and everyone can view a statewide AOC database. A question was asked regarding the construction of a central statewide warrant repository and Mr. Layman responded that it is included in phase two. There was a general concern about connectivity and using the existing environment rather than placing another PC on someone's desk so they could access this system. Discussion also took place about managing expectations of subsequent phases and activities. Mr. Richard Little said the Gardner Group was developing AOC's Information Technology Plan pursuant to the 1999 legislative mandate and this mandate included a specific direction for the magistrate system. Mr. Little offered to have the Gardner Group present a summary of the AOC Information Technology Plan at the December Board meeting and everyone agreed it was a good idea.

Network Security - Phase One

Ms. Ilse Fogl, ITS/IRM, presented the project timeline and strategies being developed as a framework to design and implement CJIN solutions. It was pointed out that the timeline was made to fit the grant requirements. Ms. Fogl requested approval of the firewall strategy, the encryption strategy, the establishment of a Security Oversight Committee, and the future approval of the authorization and authentication strategy. Mr. Hawley appointed Mr. Richard Little as the chair of the Security Oversight Committee (SOC) and charged Mr. Little with the responsibility for determining the membership and by-laws of the SOC. Mr. Hawley also said that the audit approach recommended aligned closely with what other businesses are doing today.

MOTION: (Ms. Renee Kumor) To approve the firewall strategy and encryption strategy as presented. MOTION SECONDED AND CARRIED.

Mr. Hawley appointed an Executive Committee of the Board's Chair (Mr. Hawley), Vice-Chair (Mr. Brinson), Mr. Rick Webb, and Mr. Bill Clontz to review and approve the authorization and authentication strategy. A question was raised as what to do with the draft strategy documents because they were sensitive in nature and it was recommended that they destroy them in the same manner as other classified or confidential materials.

Note: Due to the fact that the meeting was running behind schedule, Mr. Hawley made very brief comments on the next two projects to ensure there was adequate time to discuss the local committee reports.

Data Sharing Standards

Mr. Hawley commented that the project was customizing the Blue Angel Technology Metadata Repository tool to CJIN template specifications and data was being loaded into the tool. The Governor's Crime Commission Grant has verbally been extended to March 31, 2000 and the grant revision paperwork is presently being finalized for submission.

Computerized Criminal History

Mr. Hawley commented that a Governor's Crime Commission grant is funding the first phase of the redesign effort to transition the Computerized Criminal History (CCH) environment to an open and more distributed environment that will be compliant with North Carolina's mandated technical architecture. The current CCH environment was developed approximately twenty years ago and it exists on a proprietary mainframe using a non-relational database and it is written in COBOL. Key agency players are presently being contacted to participate in a business core group.

Local CJIN Subcommittee Report

Mr. Bill Clontz, New Hanover County MIS Director, reviewed the minutes from the CJIN NCLGISA Subcommittee Report dated August 17, 1999. He then discussed a non-existent awareness of CJIN in local government. Mr. Clontz said bridges were needed between CJIN and the locals to ensure a continuous two-way flow of information. Discussion took place about presenting CJIN at the next NCLGISA conference and Ms. Morin has already been placed on the agenda. Mr. Clontz also pointed out that there is a listserv available for distribution of CJIN materials. Responses to documented issues/questions on the voice network, modem attachment and system security, magistrate system, and network attachment for AOC/local systems will be coordinated by Ms. Morin.

Mobile Data/Voice Steering Committee

Lieutenant Ken Wiseman summarized the presentations that took place at the first meeting on July 27th and said the next meeting would focus on the RFP that Mr. Mike Hodgson described in his project update. Mr. Brinson said he was unclear on the 'control' issues that were voiced earlier in the Voice Trunking Network report and asked for further clarification. The discussion that followed gave examples such as physical equipment, frequency assignments, who's on the system and what authority do they have, etc. Mr. Brinson requested a brief one-page write-up of the issues.

Information Protection and Privacy Work Group (IPPWG) Update

Ms. Denny McGuire, ITS/IRM, provided a written report which gave background information, membership, objectives, and accomplishments of IPPWG. The IPPWG had its origins in two previous projects of the IRMC - the E-commerce work group and staff research into creating a single Client Identifier Number for all state services. Both efforts identified security and privacy as key concerns facing the State of North Carolina, especially as the state began to move into self-service e-government. While other groups talked about security and privacy as important concerns, no group was focused on the special policy development process needed to address these competing yet complementary issues. Due to his interest in the area of system security, State Auditor Ralph Campbell was asked by Lieutenant Governor Wicker to chair the new work group.

Technology Legislative Update

Ms. Denny McGuire, ITS/IRM, provided a written report on 1999 General Assembly technology related legislation (information current as of July 28, 1999). Ms. McGuire asked that everyone note the address of the General Assembly Web page (www.ncga.state.nc.us) for future reference in locating information related to General Assembly activities. Senate Bill 288, An Act to Extend North Carolina's "Long Arm Jurisdiction" Statute to Include Senders of Unsolicited Electronic Bulk Commercial Mail and to Make the Sending of Unsolicited Electronic Bulk Commercial Mail Unlawful in this State, was distributed. There was a brief discussion on the number of players involved at both the state and local levels and who to report violations to.

CJIN Legislative Agenda for FY 2000-2001

Mr. Hawley started the discussion by stating that this agenda item was intended to identify funding requests for the upcoming budget cycle. There was a group consensus to include the request for a Full Time Equivalent (FTE) to provide administrative support for Ms. Morin and the need to have the \$100,000 operations funds for the Board to become recurring dollars. Discussion took place on Sheriff Pendergraph's effort in securing bonds for CJIN and the need to validate the 1995 CJIN study in terms of total dollar cost and number of users. There were several ideas discussed (monies from a front license plate, increase in court costs, recovery on stolen property, recovery on worthless checks, telephone surcharge similar to 911, an approach similar to school technology, etc.) on how to obtain funds for CJIN but everyone agreed that CJIN needs a large one-time infusion of funds and then recurring operational dollars as a steady revenue stream. Several Board members talked about their role with CJIN and possible approaches to try to expand the knowledge of CJIN in their area of expertise through conference presentations. One idea mentioned was a CJIN video so that everyone consistently heard the same message about CJIN. There was agreement that those who solicit on behalf of CJIN should have support of the Board.

Ethics Education and Awareness

Mr. Hawley requested Board members to read Executive Order 127 and said that Mr. Perry Newsome would be doing a presentation at the March 2000 meeting.

The CJIN Governing Board briefly went into an executive closed session.

The meeting was adjourned at 3:55 p.m.