



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

**CRIMINAL JUSTICE INFORMATION SYSTEMS
ADVISORY COMMITTEE
MINUTES OF ELECTRONIC MEETING**

Origination Site: Lucas State Office Building
321 E. 12th Street, Room 208
Des Moines, Iowa

December 10, 2015

Members: Josh Halterman, Acting Chair; John Asmussen for Sheriff Paul Fitzgerald; Jerry Bartruff; Julie Carlin; Scott Hand; Capt. Mike McKelvey; Julie Miller; Darrel Mullins; Tim Ross; Representative Stan Gustafson

Staff: Steve Michael; Tammi Blackstone; David Schmitz

Others: Jim Pingel, URL Integration; Laura Book, Legislative Services Agency; Zetta Pilch, County Attorneys Case Management Project

Roll Call

In the absence of Mark Headlee, Chair, Josh Halterman called the meeting to order at 11:06 a.m. Roll call was taken.

Opening Remarks

Halterman welcomed those in attendance.

Approval of Minutes

Jerry Bartruff moved to approve the minutes from the September 10, 2015 meeting, seconded by Rep. Stan Gustafson. There was no discussion. The motion was unanimously approved.

Coordinator Report:

Tammi Blackstone reviewed the Coordinator's Report.

1. Status of Current Budget

Through November 30, 2015, there have been expenditures of \$391,253.02 in FY2016. This leaves \$1,698,668.81 remaining in the budget. Blackstone reported that the

anticipated expenditures for FY2016 are still approximately \$1,550,000, so we will be on track to have carryover into next year. CJIS has relied on those carryover funds for several years in order to make up for the shortfall in the budget.

2. Exchange Migrations to new ESB

David Schmitz reported that migration from 10G to 11G is complete, and that the old 10G server was turned off on October 15, 2015. This should save CJIS considerable funds, because housing the servers at OCIO was very expensive. Two exchanges (Victim Transfer and Offender Release) were not migrated to 11G, but are instead being rewritten and improved upon. Those should go live on the new 11G server in December or January.

3. Disaster Recovery.

Blackstone reported that the disaster recovery hardware is still at DPS and has not yet been moved to the designated DR site. This does not prevent Zirous from moving forward with DR testing. Blackstone and Schmitz are meeting with Zirous next week to establish a timeline for testing. Blackstone noted that it is very important that we get on a regular (quarterly) schedule of DR testing to ensure CJIS is protected in case something fails.

4. Progress of EDMS Exchanges

Blackstone reported that Court Notice has been rolled out to five (5) additional county attorney offices for a total of 38 now operational. Hearing Order and Charge Code Updates were also rolled out to the Wapello County Attorney.

5. Staff Update

Will Rubel (a contract employee shared with the Judicial Branch) resigned effective November 6, 2015. Blackstone reported that Will's most crucial role was acting as a backup for David Schmitz in the case of an emergency. Moving forward, it might save money to pay URL or Zirous hourly to serve in this backup role, rather than bring on another contract employee. We are exploring options with URL as to what that would entail.

6. Westcom transition from TraCS to TriTech

Blackstone reported that Westcom is a consolidated public safety dispatch center that receives 911 calls and dispatches fire, police, and EMS to the cities of West Des Moines, Clive, Urbandale, Norwalk, and Waukee. These cities are creating a central system for all of their case management, crash reporting, citations, and complaints/affidavits. This cannot all be done within TraCS. Instead, they are working with a company called TriTech to create the system. This would change the way that these cities report citations

(ECCO) and complaints through CJIS. Currently, these come through TraCS. Blackstone explained that Westcom, through TriTech, will be expected to create the same print product and match the same high standards for security that TraCS utilizes.

Scott Hand asked what the cost of adding new vendors like TriTech might be, and how labor-intensive it would be for CJIS to bring a new vendor on board. He also asked whether opening the door for Westcom to use TriTech might mean there will be even more vendors in the future.

Blackstone noted that it would open the door for additional new vendors in the future.

Steve Michael proposed that there could be a cost or charge for new vendors.

Josh Halterman noted that some vendors will be very good, and would probably require little assistance. Others may not be as good, and could require extensive hand-holding, which could be a strain on CJIS resources (i.e. Dave Schmitz's time)

Captain Mike McKelvey noted that every vendor is different, and agreed that it might be helpful for CJIS to have a fee structure in place, and some leverage to negotiate the cost, particularly if the level of CJIS services varied by vendor.

This issue was tabled until the next meeting to allow CJIS staff time to discuss the possibility of charging for time and services. The CJIS Coordinator will report back at the next meeting.

7. Expenditure of funds to assist county attorneys with updates to Charge Code Table

Blackstone reported that at the CJIS meeting on 6/11/15, the Committee approved a funding request of \$55,000 from the Iowa County Attorneys Case Management Project (ICACMP). Of that amount, \$25,000 was allocated for analysis of costs and timeline for a web-based application to support multiple counties within the same database, and \$30,000 for development and implementation of automated updates to the Charge Code Table from the CJIS online table to the counties.

The ICACMP had received a bid for \$32,195 to do the development work, and requested an additional \$2,195 from CJIS to allow them to proceed.

Zetta Pilch from the Iowa County Attorneys Case Management Project was given the floor to support her request. Right now, she makes any changes to the table. This project would make changes automatically through a web service.

Jerry Bartruff moved to approve an additional \$2,195 in CJIS funds for the Iowa County Attorneys Case Management Project to develop and implement automated charging table updates. Representative Stan Gustafson seconded the motion.

The motion passed.

8. Annual Infrastructure Report & Annual NAJIS Conference

Blackstone presented a draft of the annual CJIS Infrastructure Report, and the committee approved of its general contents and format.

Blackstone reported that she had attended the national NAJIS conference in October. She had an opportunity during that conference to speak and update other states on the progress that Iowa is making with CJIS. She also reported on an impressive demonstration of a Florida project that will make the process of applying for, tracking, and issuing arrest warrants fully electronic.

9. Update on Proposed new MOU between Governor and Chief Justice

Mark Headlee has reached out to David Boyd to check on any progress on the MOU. The new proposed MOU would allow CJIS to expand its scope beyond criminal exchanges to include civil exchanges as well. The new proposal remains unsigned by the Governor and Chief Justice.

Discussion Items:

1. Electronic Search Warrants

Halterman noted that there is a legislative proposal from DPS regarding electronic search warrant requests. This would require technological changes in order to make it a possibility. Ex. On-call judges would need to have the technology at home to be able to sign warrant requests when they occur in the middle of the night.

2. Statewide Weapons Permit Verification

Captain McKelvey requested that CJIS consider a project for statewide weapons permit verification. Halterman noted that it would be difficult to develop a project like that without a statewide repository for weapons permit information. Jim Pingel thought it was worth discussing whether a statewide repository would be feasible.

CJIS Exchange Update

Jim Pingel, URL

Jim Pingel reported that he was starting with Court Notice in Marion County today.

Work with Judicial and DPS on Disposition Matching is continuing. They should be moving into testing the exchange soon.

Testing is currently being done on the Victim Transfer and Offender Release exchanges, which had to be rewritten after the migration to 11G.

Other Issues:

There were no other issues for the Committee.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Tammi Blackstone
CJIS Coordinator
Iowa Department of Human Rights
Div. of Criminal & Juvenile Justice Planning