

**Kansas Criminal Justice Information System (KCJIS) Committee**  
**February 11, 2013 1:30pm-3:30pm**  
**Via Teleconference**  
**Topeka, Kansas**

**Committee Members in Attendance:**

Gordon Lansford, KCJIS Director; Steve Montgomery (KBI), Kansas Bureau of Investigation (KBI); Randy Moon, Kansas Highway Patrol (KHP); Brad Gilges, 911 Providers; Pam Moses, Kansas Association of District Courts; Amber Norris, Kansas County & District Attorney Association; Mary Chambers, Juvenile Justice Authority (JJA); Harold Sass, (KDOC) Kansas Department of Corrections; Lance Royer, Sheriff's Association and Kelly O'Brien, Office of Judicial Administration

**Others in Attendance:**

Justin Bramlett, KHP; Amy Johnson, KHP; Don Cathey, KHP; Denise Wheeler, KBI; Herman Jones, Topeka PD, Joe Mandala, KBI; Leslie Moore, KBI; Al Sneller, Overland Park PD and Don Langford, Wichita PD

**Welcome and Announcements:**

Gordon Lansford, KCJIS Director; called the meeting to order at 1:30pm. Chair of the KCJIS Committee is still vacant. Gordon will keep us posted on the replacement for the KCJIS Committee Chair.

**Additions/Corrections to Minutes**

January minutes were reviewed and approved with one minor correction. Randy Moon made a motion to approve the Minutes and Lance Royer 2<sup>nd</sup> the motion.

**Project/Activity Discussions**

**1) KCJIS Conference 2013**

- a) 2014 Conference is currently scheduled for Hutchinson but with the change in the format we may be able to find another hotel that could accommodate us since we will need fewer breakout rooms. Will ask Ed to search for a different venue and will leave this topic open so Gordon and Ed can pursue and report back.
- b) Letters were sent out to 55 vendors. Some email addresses came back as invalid emails or contacts.
- c) Looking at the schedule the presentations highlighted in gray have not committed yet and are tentative.
  - i) Chief Ron Miller verbally agreed to speak at the Monday lunch on the double homicide of the two Topeka Officers. We are still trying to confirm Monday afternoon and Amy has tried to fill in some of the blanks. Anyone with other suggestions can email Amy Johnson.
  - ii) Tuesday schedule we believe we have a strong lineup for the afternoon.
    - (1) We have given the Gang topic three hours of time due to the high volume of attendance and previously he had to condense his topic.
    - (2) We also gave Chip Westfall two hours to present his topic on Stress Management.
  - iii) Steve Montgomery would like to add a few more KBI topics to discuss that would not need a full hour. Would just like to discuss with Leslie and we will make a recommendation to Amy. Gordon suggested that all Agencies provide an update during the plenary session.
- d) Conference costs – How much do we charge? See spreadsheet emailed from Amy Johnson
  - i) Need to determine if we will do lunch on Monday only or have lunch both days. Since we are now charging for the conference must show a better cost per attendee because everyone attending the conference does not pay a registration fee but they do eat lunch. We can no longer use grant funding to fill the gap for conference costs.
    - (1) The \$20 fee charged last year will fall significantly short and raising the fee to \$30 will still be a little short without vendor support.

- (2) To fund the conference using last year's vendor support the fee would be \$40.79 per person using last year's paying attendance of 135.
- (3) It was suggested to raise the fee to \$45 since APCO charges \$65 to \$75 for their conference.
- (4) Get back together in one week via a conference call to determine the fee rate. Will meet Friday, February 22<sup>nd</sup> at 1pm. Gordon will send out a meeting request and get the cost for lunch and breaks prior to the meeting.

- e) Account to use to deposit the conference money
  - i) Option to handle the funds as we have in the past utilizing the M Squard account or open a separate account through our treasurer Lance Royer. Lance would prefer to utilize the separate account with a secondary signer that is not a State employee.
  - ii) Randy made a motion we utilize account Lance has created and get the secondary signatory later, Lance second the motion. All present voted yes except Steve Montgomery who voted no, motion passed. Steve will obtain legal counsel opinion and will bring back more information if it is found.
  - iii) Lance is currently on the account and Brad Gilges will be the secondary signature on the account if no one else wants to volunteer. Previous bank statements, since the account was opened, have been forwarded to Gordon.

## **2) Other Business**

- a) Kelly O'Brien asked to discuss those agencies falling outside of the KCJIS security infrastructure and being able to view/connect to KCJIS data sources. It was determined this should be a discussion for OJA, KHP and KBI. There is not a need to involve the full Committee and Steve will set up a meeting between Randy, Kelly and Steve.

## **Adjourn and Next Meeting**

- a) **Motion to adjourn by Brad Gilges and it was 2<sup>nd</sup> by Lance Royer. The next KCJIS Committee meeting will be held on March 11, 2013; 1:30pm-3:30pm; Judicial Center, Room 269.**