

**Kansas Criminal Justice Information System (KCJIS) Committee**  
**May 13, 2013 1:30pm-3:30pm**  
**Conference Call**  
**Topeka, Kansas**  
**MINUTES**

**Committee Members in Attendance:**

Mark McGivern Acting Chair, Acting Secretary of Admin; Gordon Lansford, KCJIS Director; Steve Montgomery (KBI), Kansas Bureau of Investigation (KBI); Randy Moon, Kansas Highway Patrol (KHP); Mary Chambers, Juvenile Justice Authority (JJA); Harold Sass, (KDOC) Kansas Department of Corrections; Ed Klumpp, Police Chief's Association; Amber Norris, Kansas County & District Attorney Association via teleconference; Kelly O'Brien, Office of Judicial Administration; Lance Royer, Sheriff's Association and Pam Moses, Kansas Association of District Courts

**Others in Attendance:**

Jay Coverdale, OITS; Denise Wheeler, KBI; Don Langford, Wichita PD; Darrell Atteberry, Wichita PD; Leslie Moore, KBI; Javier Barajas, KBI, Chris Bortz, KDOT, Zandra Myrick, KDOT and Walt Way, NG 911 Coordinating Council.

**Welcome and Announcements:**

Mark McGivern, Acting KCJIS Chair; called the meeting to order at 1:30pm.

**Additions/Corrections to Minutes**

April minutes were reviewed and approved with no corrections. Lance Royer made a motion to approve the Minutes and Ed Klumpp 2<sup>nd</sup> the motion.

**Project/Activity Discussions**

**1) Review and Approval of NG 911 MOU**

- a) Next Generation draft MOA was presented by Jay Coverdale and Steve Montgomery.
- b) Jay provided a diagram of how the failover between KCJIS and PSAP agencies would occur
- c) PSAP agencies without a KCJIS circuit in their area would be responsible for providing their own second circuit for redundancy.
- d) Ed Klumpp suggested bullet point #4 needed to be made clearer to ensure this was referring to a KCJIS circuit.
- e) Ed Klumpp suggested bullet point #5 also needed to be made clearer to refer to NG911 circuit.
- f) Ed made a motion to accept the MOA with corrections, Lance Royer 2<sup>nd</sup> the motion and motion was passed.

**2) Review and Approval of 2013 KCJIS Policy & Procedure Manual**

- a) Suggested changes have been incorporated into the current Policy and Procedure Manual as agreed upon at last month's meeting.
- b) Randy Moon found a grammatical error in Part 3, Page 11 for the 2<sup>nd</sup> sentence. If everyone agrees he will have Don make the corrections and we can proceed with approving the manual.
- c) Randy Moon made the motion to approve the manual with corrections, Mary Chambers 2<sup>nd</sup> the motion and the motion passed.

**3) KCJIS Committee Treasurer Report**

- a) Balance in the account as of 5/8/2013 was \$1170
- b) Awaiting a deposit of \$1980 from Kansas.gov

#### **4) KCJIS Conference Planning 2013**

- a) Currently there are 56 attendees registered for the conference. Discussion about what number would be a good gauge to determine the breakeven point of putting on the conference. Ed suggested we would need at least 12 more paid registrations to break even.
- b) We have 7 vendors committed to the conference, TFM, Voice Products, Huber Associates/Spatial Data Research (combined booth), Verizon, CPI and Analysts International. Will have \$1600 from vendor participation so far. Both CPI and Analyst are providing receptions on Sunday and Monday.
- c) The following Committee members have confirmed attendance Pam Moses, Ed Klumpp, Lance Royer, Steve Montgomery, Mary Chambers and Harold Sass. If you are a Committee member and planning on attending the conference you do not need to register but will need to let Amy know so she can account for you.
- d) KHP will provide a lapel microphone and a 6 foot screen to save on multimedia costs.

#### **5) Review of KCJIS JAG grant “draft”**

- a) Review and discussion of JAG application draft that was completed by Gordon Lansford.
- b) Gordon asked for input from the Committee of items that were missing or not properly stated in the draft.
- c) Mary Chambers began a discussion regarding line item charges for the cost of office space, supplies and equipment. Asked for clarification of why the increase from \$2500 for supplies last year and bumping it up to \$5000 this year. Decision was made for supplies to remain at \$2500.
- d) Ed Klumpp and Lance Royer stated Gordon should show as part of his duties in the JAG grant how he promotes KCJIS by meeting with other State System Directors, phone calls, etc. Gordon stated he left that out because the JAG grant does not pay for travel to promote KCJIS but it is one of the duties of the KCJIS Director. Members felt it should somehow still be included to show the work being done.
- e) Pam Moses made a motion to accept the JAG application provided by Gordon and Ed Klumpp 2<sup>nd</sup> the motion. Vote failed 3 voting yes (Pam Moses, Ed Klumpp and Lance Royer) to 5 voting no (Mary Chambers, Harold Sass, Steve Montgomery, Randy Moon and Kelly O’Brien).
- f) Discussion ensued and Committee members voting no wanted time to review the draft application and provide sufficient feedback to Gordon prior to the JAG grant being submitted.
- g) It was decided feedback needed to be provided to Gordon by the end of the day on May 17<sup>th</sup> so he will have time to incorporate the feedback into his JAG application by the end of the day on May 22<sup>nd</sup> and send it to the Committee for final review by May 24<sup>th</sup>. This will leave time to make any final changes prior to the close of the JAG applications in June.
- h) Ed made a motion, Randy 2<sup>nd</sup> the motion and the motion was passed to allow the Committee to review the draft JAG grant and get responses back to Gordon prior to submission of the JAG application for the Director position.

#### **6) Discussion of KCJIS Committee Goals**

- a) Discussion regarding the correct approach to be taken to guide the Committee into the future.
  - i) Strategic planning – Need to determine what the strategic plan would look like by determine what the mission and vision of the group is.
  - ii) Clarification of statutory responsibilities – Discussion around the current statutes and their validity in 2013. Statutes may need to be changed to align better with the mission of the Committee. Need to begin discussion on statute changes prior to determining what the vision and mission of the KCJIS Committee will be. Some of the Statutes are out of date to what we currently do and others are too broad in their language.
  - iii) Visioning what the Committee would be accomplishing

#### **7) State Agency Project Updates, as needed**

- a) None presented

#### **8) Local Agency/Association Updates, as needed**

a) None presented

**Adjourn and Next Meeting**

a) **Motion to adjourn by Lance Royer and it was 2<sup>nd</sup> by Kelly O'Brien. The next KCJIS Committee meeting will be held on July 8, 2013; 1:30pm-3:30pm; Judicial Center, Room 269.**