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Kansas Criminal Justice Information System (KCJIS) Committee
August 12, 2013 1:30pm-3:30pm
Judicial Center, Room 269
MINUTES

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Committee Members in Attendance:

Gordon Lansford, KCJIS Director; Steve Montgomery (KBI), Kansas Bureau of Investigation (KBI); Mary Chambers, Juvenile Justice Authority (JJA);Harold Sass, (KDOC) Kansas Department of Corrections; Ed Klumpp, Police Chief's Association; Kelly O'Brien, Office of Judicial Administration; Lance Royer, Sheriff's Association and Brad Gilges, 911 Providers

Others in Attendance:

Denise Wheeler, KBI; Zandra Myrick, KDOT; Chuck Knapp, Department of Administration; Jim Clark, Department of Administration; Javier Barajas, KBI, Adrienne Foster, KGGP, Tracy Khounsavan, h, KGGP and Brad Burke, KGGP.

Welcome and Announcements:

Steve Montgomery, KCJIS Vice Chair; called the meeting to order at 1:30pm. Secretary Jim Clark and Chuck Knapp with the Kansas Department of Administration were introduced. Secretary Clark will commence the chair position at the next meeting

Additions/Corrections to Minutes

July minutes were reviewed and approved with minor corrections. Lance Royer made a motion to approve the Minutes and Ed Klumpp 2nd the motion. Motion carried. Motion made by Ed Klumpp to amend minutes to remove the dollar amounts pertaining to hotel costs, room rates and bank balance. Motion seconded by Lance Royer. Motion carried.

Project/Activity Discussions

1) **KCJIS Treasurers Report**
   a) Checking account statement handed out to Committee
   b) Waiting for one more check to clear for a Conference refund
   c) Ed Klumpp met Lance at the bank to sign as the secondary signature on the account

2) **KCJIS Conference Venue for 2014 and 2015**
   a) Last meeting Ed was to check on hotels and Brad Burke was doing some legwork on the State procurement process. It was found that if we spend more than $5000 on the conference we have to utilize the procurement process.
   b) Ed has a document that he has been using that details the conference needs and he believes he can attach that to the State procurement document instead of trying to fit what we do into their procurement document.
   c) Ed will begin contacting following hotels: Ramada in Hutchinson, Wichita Airport Hilton, the Hyatt, Broadview and maybe the hotel in Salina. Ed will need to talk to the hotel in Salina prior to sending them a document to discuss room sizes.
   d) Discussion regarding utilizing KLETC for housing during the conference. It was decided it was preferable to have these events in a hotel so everything was all in one spot instead of commuting to and from the conference center to the housing area.

3) **Preparation for KCJIS Planning Session**
   a) Were unable to set a date to complete the review of statutes prior to August 12th KCJIS meeting. The tentative date set is August 15 from 1pm to 5pm. Since this date will not accommodate Randy Moon being present, Committee members felt it was important to reschedule.

b) Adrienne will send out another doodle request to all committee members and find another date.

4) KCJIS Director's Report
a) Gordon handed out his KCJIS Director's report to the committee for review and discussion.
b) Grant funding for the KCJIS Director position has been approved effective July 1, 2013 through June 30, 2014
c) Concerns regarding the Director position will be addressed during the facilitating session with Adrienne.
d) Gordon announced he was willing to chair the KCJIS Training Conference for 2014

5) CONNECT/Security Architecture
a) Steve Montgomery presented a slide presentation regarding Security Architecture project the KBI is working on.
b) Meetings were held July 18th and 19th with the vendor and stakeholders in Wichita, Overland Park and Topeka to discuss design of the new security architecture.
c) Steve gave an overview of the CONNECT project involving Kansas, Alabama, Nebraska, and Wyoming working together to create a portal to share driver's license photos between states.
d) KBI is trying to model the new security architecture after the LEO Enterprise portal which allows single sign-on to get to other services within their portal.
e) KBI wants to implement a Federated ID management system that will allow single sign-on to the web portal and from there authenticated users would be able to log into LEO Enterprise, Ndex, KACIS, KIS etc.

6) KCJIS Policy and Procedure
a) Steve announced the newly revised KCJIS Policy and Procedure manual has been posted to the KCJIS website.
b) Don Cathey made some cosmetic changes to grammar and tried to clarify a few areas that were still unclear.
c) Ed commented there were some revisions that were made that probably should have come back to the Committee for review and approval prior to the manual being posted. Discussion ensued to clarify major revisions vs. minor grammatical changes. It was determined the changes made in part two of the KCJIS policy and procedure manual were considered major revisions because the wording changed policy language.
d)
e) Ed Klumpp made a motion that the policy changes in part two of the KCJIS policy and procedure manual be brought to the KCJIS committee for review, that changes to other parts of the manual that do not affect policy but are simply cosmetic or grammatical can be changed without committee approval, but all changes should include an errata sheet in the front of the revised manual, and the version number of the manual should be changed. Lance Royer seconded the motion. Motion carried.

7) KCJCC Report
a) Former Secretary McGivern and Steve Montgomery met with the Attorney General, who chairs the KCJCC briefing him regarding the KCJIS Committee vision, the KCJIS Director position and asked for his thoughts. The AG requested that the KCJIS committee arrange to inform the KCJCC of any significant anticipated changes to statute or to the Director position.

8) Other Business
9) Ed asked if the KCJIS minutes could be posted on a public website. Discussion ensued regarding contents of the KCJIS minutes. Brad Gilges stated he posts the KCJIS minutes in draft format on the APCO website once he receives them. Committee determined minutes are not final and should only be posted once the Committee has reviewed and approved them
10) Brad Burke said State Committees that hold meetings and minutes are taken are only required to provide motion and action within the minutes, but it is nice to have more detail in the minutes.
11) Lance inquired if parole and supervision data can be included on the KCS return. It was determined this data is already available through the KCS as long as the dispatcher puts in all of the pertinent information for the KCS to run a QWS message key (i.e. name, date of birth, purpose code, reason, etc.).

12) State Agency Project Updates, as needed
   a) KBI – Leslie has gotten permission from Director Thompson to purchase technology to allow two-finger ID devices to submit prints to the FBI's Repository of Individuals of Special Concern (RISC). Included are 30 new two-finger print devices for use in the field that will replace the 30 RAP-Id devices currently in use. The older RAP_id devices will no longer function with the new RISC technology.

13) Local Agency/Association Updates, as needed
a) TRCC is submitting an RFP for hire/contract of a Project Management Company to oversee their projects, submit the KITO paperwork, etc. KTRIPS contracted with an agency to manage their project. Looking to find an agency to contract with to do this management type work for TRCC. **Adjourn and Next Meeting**

   a) **Motion to adjourn by Kelly O'Brien and it was 2nd by Mary Chambers . The next KCJIS Committee meeting will be held on September 9, 2013; 1:30pm-3:30pm; Judicial Center, Room 269.**