

Kansas Criminal Justice Information System (KCJIS) Committee
November 18, 2013 1:30pm-3:30pm
Judicial Center, Room 269

Committee Members in Attendance:

Jim Clark, Department of Administration; 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; Kelly O'Brien, Office of Judicial Administration and Brad Gilges, 911 Providers

Others in Attendance:

Denise Wheeler, KBI; Chris Bortz, KDOT; Zandra Myrick, KDOT; Leslie Moore, KBI; Javier Barajas, KBI; Adrienne Foster, Adrienne Foster, KGGP

Welcome and Announcements:

Jim Clark, KCJIS Chair; called the meeting to order at 1:30pm.

Additions/Corrections to Minutes

September minutes were reviewed and approved with minor corrections. Randy Moon made a motion to approve the Minutes with changes and Brad Gilges 2nd the motion. Motion carried.

Project/Activity Discussions

1) KCJIS Treasurers Report

- a) August checking account statement handed out to Committee and there were no changes to the account.
- b) Ed Klumpp made a motion to accept the statement and Brad Gilges 2nd the motion. Motion carried.

2) KCJIS Policy & Procedure Update

- a) Draft document was sent to the Committee for review today. There are two separate summary of changes page listing the changes. One summary covers KCJIS changes and the other summary covers FBI changes. There were some cosmetic changes that will be corrected.
- b) Subcommittee has finished reviewing this document and is ready for the Committee to review.
- c) Request any changes be sent via email to Steve Montgomery by December 2, 2013

3) TRCC Update

- a) Completed the RFP process for maintenance support on the Crash Report side of TRS. The bid was awarded to RKV.
- b) We have another RFP out for a Project Manager and received six bids on that request. I have the six bids on my desk for review.
- c) Vote to change RAPID funding from State funding to Federal funding to allow more flexibility to do some internal KDOT projects and other smaller projects.

4) KCJIS e-Statute Subcommittee Report

- a) We had a conference call with Iowa to discuss their statute file database. Their program is not built on a good platform to migrate into KCJIS and it does more than what we are looking for right now. Would like to see if we could hire someone to write a simple database for the statute file.
- b) Ed Klumpp is going to put together a design document to show what fields are needed and see if it can be submitted for RFP to find out how much it may cost to build it.

5) E-Citations Project Update

- a) Has been placed on hold for six months, until January, 2014. Ed Klumpp is recruiting local law enforcement for participation and we are meeting with Chief Douglas at Overland Park PD. We are hoping to get a group that is close in proximity to be able to share information. If this goes well we may be able to do this in the Wichita/Sedgwick County areas too.

6) E-Filing Update Project

- a) We are finding money as we can to continue installing Full Court in our Districts. We received a JAG grant for this fiscal year which allows us to implement five more District Courts, Wyandotte, Butler, Reno, Saline, Geary, and Finney along with a batch filing process.
- b) The conversion for Shawnee County was originally scheduled for December, 2013 but it has been moved to May, 2014 and we will focus on the other five courts now. Shawnee County has their own electronic filing system that we will be replacing with Full Court and E-Flex. A full conversion is needed and it has been a little rough getting it completed.
- c) Wyandotte will implement first, and Finney will implement last. At this point I am not sure of the schedule for the other three courts
OJA hopes to continue finding funding to support implementing other courts but budgets are tight around the State.
- d) OJA is opening up criminal case types on the system within the next two weeks in Leavenworth County.
- e) OJA will be adding the payment portion to the Appellate Court within the next few weeks.

7) KCJIS Public Website Discussion/INK

- a) KCJIS currently does not have a public website and the Committee has had many discussion about it but no action has ever been taken.
- b) Jim Clark is on the board for INK and wanted to have discussion about suggestions in working with INK. Agencies currently dealing with INK have been displeased with services and INK has made some changes to better serve agencies. Information is hard to locate on the INK website and they need to market better.
- c) INK was considering going out on RFP to replace the current vendor but have since decided not to due to time constraints with KICK needing more time to implement than what is being offered.
- d) The INK board has decided to lift the moratorium for grants and entertaining grant requests.
- e) There are 3500 users subscribing to INK and a survey was sent out. The responses showed an increase satisfaction in the services. The average score for services was in the mid 80's. As part of the survey users were asked what service they would like to see added and 30-40% replied they would like access to criminal records. 70% of the respondents wanting criminal records agreed they were willing to pay for the service.
 - i) KBI already has a connection that supports criminal record checks through INK and this funding is used to support the ISD Unit.
 - ii) The board is inquiring why a subscriber could not get a discount on record checks and a non-subscriber would pay the full amount.
 - iii) Subscribers were displeased with not being called back when messages are left for the INK Help Desk. There is also an issue with the Help Desk only operating during the normal business hours of 8am-5pm. They should at least offer Help Desk assistance until 12am.
 - iv) Recommendations from agencies will flow better to the INK Board
 - v) Suggest an inventory of the INK website be performed to determine what information is currently available.
 - vi) Trying to figure out a way to increase revenue for KCJIS through INK and how to market so people will utilize the available KCJIS services more.

8) 2014 KCJIS Conference Overview

- a) The Conference is scheduled for June and a draft for a proposed list of Conference team members is attached to the agenda. Also need to decide what venue to use.
- b) Randy Moon will not be able to Chair the Conference and most of his staff is unavailable to participate in organizing the conference in 2014 due to FBI audit commitments.
- c) Gordon will be the Chairperson and compile a spreadsheet of topics for the Committee to review and a decision will be made regarding who will help make contact with speakers.
 - i) There should be a recommended agenda with several substitute topics listed at the bottom.
- d) There are three hotels for consideration of booking for 2014 Conference they are Hutchinson Ramada, Wichita Airport Doubletree and Manhattan Hilton. The proposed summary is attached to the agenda. Ed Klumpp made a motion to hold the conference at Hutchinson and Steve Montgomery 2nd the motion. Motion carried.
 - i) Ed is willing to start looking for new venues for 2015 and 2016. Adrienne will have Tracy get the list of 20 hotels that the Governor's office is reviewing.
 - ii) We could suggest an alternate hotel close to the Ramada for attendees to select staying at if they choose.
- e) **KHP**
 - i) Randy Moon handed out a document that can be used to help solicit feedback from KCJIS users for KCJIS Policy updates and changes.
 - ii) CJIS ISO will review the incoming suggestions, determine how it affects policy, do the research of the suggestions and bring the information to the KCJIS Policy & Procedure Subcommittee.
 - (1) The Committee needs to review this and it will be on the agenda for December.

9) Planning for KCJIS Work Session on Friday, November 22, 2013

- a) Agenda and minutes have been distributed and everyone was supposed to look at the red line items prior to the Friday meeting.
- b) Homework assignment reminders to staff to make sure everyone remembers to take a look at these items prior to the meeting.

10) Adjourn and Next Meeting

- a) **Motion to adjourn by Ed Klumpp, it was 2nd by Brad Gilges and the motion passed. The next KCJIS Committee meeting will be held on December 9, 2013; 1:30pm-3:30pm; Judicial Center, Room 269.**