Kansas Criminal Justice Information System (KCJIS) Committee
May 12, 2014 1:30pm-3:30pm
Judicial Center, Room 269
APPROVED MINUTES

Committee Members in Attendance:

Jim Clark, Department of Administration; Gordon Lansford, KCJIS Director; Leslie Moore (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; Lance Royer, Kansas Sheriffs Association; Kelly O'Brien, Office of Judicial Administration; Brad Gilges, 911 Providers Pam Moses, Kansas Association of District Courts (via teleconference) and Amber Norris, Kansas County & District Attorney Association (via teleconference).

Others in Attendance:

Zandra Myrick, KDOT; Brad Burke, KGGP; Don Cathey, KHP, Don Langford, Wichita PD and Adrienne Foster via teleconference

Welcome and Announcements:

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

Additions/Corrections to Minutes

April minutes were reviewed with minor corrections. Brad Gilges made a motion to approve the Minutes and Ed Klumpp 2nd the motion. Motion carried.

Project/Activity Discussions

1) **Available Grants Discussion**
   a) KCJCC is considering moving the JAG/BERN grant period from July 1 to June 30 and change it to October 1 to September 30. This will allow more time to receive input for the strategic plan and review statutes. This will be a challenge for local agencies to be able to budget for projects.
   b) By statute there should be local agency representation to the KCJCC but it is not being utilized.
   c) KCJIS Committee will be responsible to advocate to KCJCC to fund local agency projects with the following priorities: Electronic Disposition Reporting, Livescan purchases; Prosecutor automation software (Full Case) and Two finger identification,
   d) KBI has completed phase I of the Security Architecture project that consisted of creating a strategic plan for updating the KCJIS Security Architecture. Upcoming JAG grant the KCI will be requesting funding for phase II of the project. The next phase will cover identity and access management along with physical access control (VPN client) and move to a SSL VPN.
   e) KHP is applying for a JAG grant but Justin is not sure for what. Justin will check with Randy, Scott and Mark to find out what KHP is applying for so it can be included in the letter to KCJCC from the KCJIS Director.
   f) Sentencing Commission and KDOC need an add-on interface to Full Court to get journal entries electronically. They would like to see this as a priority to be supported by the KCJIS Committee for JAG grant consideration.

2) **KCJIS Treasurers Report**
   a) Lance Royer provided a copy of the latest bank statement for Committee review.
   b) The bank auditor does not like the fact that the KCJIS bank account is using the SSN for Lance and they suggest that KCJIS apply for a Federal ID for the KCJIS bank account instead of using his social security number. The committee approved making this change.

3) **Legislative Update**
   a) Senate bill 10 did not pass which would have required local agencies provide reports for free.
   b) Senate house bill 2502 did not pass which consists of CCH record information and victim notification for subjects released from jail.

4) **KCJIS Bylaw Discussion**
   a) Brad Burke presented a draft framework document that was open for review and comments.
      i) Adrienne will locate the mission statement and provide it for incorporation into the bylaws.
      ii) Article 4 section A the language will need to be changed to show the standing Committees and we should add Technical Committee to the list.
      iii) Ed Klumpp is asking for clarification on Article 6 regarding calling a meeting. Clarification referencing giving a two day notice of a meeting and not that the meeting must be held within two days.
      iv) Need to add language stating bylaw changes can be requested during a meeting but the Committee cannot vote on it until the next regular scheduled meeting. The Executive Committee will consist of the Chair, Co-Chair, one other member selected by the full Committee and the Past Elected Chair.

5) **TRCC Update**
   a) Chris Bortz reported that the biggest focus right now is on finding funding for next year.
   b) E-citations and E-cite projects are moving along.
   c) RAPID project is progressing well also.

6) **KCJIS Project Dashboard**
   a) An IT grant from the Department of Labor is available to begin the jail roster system and automated victim notification projects. There is a meeting on May 15th at 10am in the AG's office to discuss.
      i) Ongoing costs and where it will be housed need to be determined who can support them. Items on the list were reviewed for accuracy and updates.
      ii) Ed Klumpp informed us it would be best if we could avoid using BJA money because the Victims groups take offense to Law Enforcement using this money.
   b) E-statutes is moving slowly. Ed is waiting on some data from KHP that they will provide by May 13th. Need to review some previous data for accuracy. Funding will tentatively be provided by TRCC through E-cite if it is affordable
   c) RAPID, which is the electronic disposition reporting is due to be implemented on July 1 and it will have 3-4 major agencies connected; OJA, Johnson County and Wichita municipal courts.

7) **KCJIS Conference Update**
   a) Schedule was reviewed and we should have money left in the bank when the conference is complete.
   b) Discussion about how surveys should be handled either on paper during the conference or online. Ed suggested we use "Survey Monkey" and he would host it. No final decision was made.
   c) There are two breakout rooms and someone should be responsible for introducing the speakers.
   d) Registration is good; Denise, Leslie and someone from the Hutchinson Visitors Bureau will cover registration. There are currently 107 registrations.
   e) Reviewed the agenda and one speaker had to cancel, Gordon is trying to find a replacement.
   f) Ed will need final numbers one week prior to the Conference

8) **Adjourn and Next Meeting**
   a) **Motion to adjourn by Justin Bramlett, it was 2nd by Lance Royer and the motion passed. The next KCJIS Committee meeting will be held on June 9, 2014; 1:30pm-3:30pm; Judicial Center, Room 269.**