

**Minutes of the ADVISORY COMMITTEE on NEVADA CRIMINAL JUSTICE  
INFORMATION SYSTEM (NCJIS) MEETING**

**July 10, 2013**

The NCJIS Advisory Committee was called to order at 1:03PM on Wednesday, July 10, 2013. Division Administrator Julie Butler presided in the training room of the General Services Division Building, Carson City, Nevada and via videoconference in room 501 of the Campos Building, Las Vegas, Nevada.

**ADVISORY BOARD MEMBERS PRESENT:**

Julie Butler, Division Administrator, Department of Public Safety, General Services Division  
James G. Cox, Director, Department of Corrections  
Jared Frost, Deputy Attorney General, Office of the Attorney General  
James Taylor, Deputy Chief, Gaming Control Board  
John Helzer, Assistant District Attorney, Washoe County District Attorney's Office  
Scott Sosebee, Deputy Director for Information Technology, Administrative Offices of the Courts  
Robert Quick, Undersheriff, Lander County Sheriff's Office

**ADVISORY BOARD MEMBERS ABSENT:**

Member of the Senate  
Member of the Assembly

**STAFF MEMBERS PRESENT:**

Mindy McKay, Department of Public Safety, General Services Division  
Kendra Callan, Department of Public Safety, General Services Division

**OTHERS PRESENT:**

Catherine Krause, Chief IT Manager, Enterprise IT Services  
Diane McCord, Department of Public Safety, General Services Division  
Gregory Fiscaro, Department of Public Safety, General Services Division  
Robert Unger, Sheriff Lander County Sheriff's Office  
Jim Earl, Enterprise IT Services  
Erica Souza, Department of Public Safety, General Services Division  
Liza Paulino, Department of Public Safety, General Services Division  
Teresa Boquiren, Department of Public Safety, General Services Division  
Melissa Dougherty, Department of Public Safety, Parole & Probation  
Karen Haycox, Department of Public Safety, General Services Division  
Star Anderson, Department of Public Safety, General Services Division  
Alan Peto, Las Vegas Metropolitan Police Department  
Carmen Tarrats, Las Vegas Metropolitan Police Department  
Mercedes Maharis  
Robert Maharis

## **Agenda Item A – Call to Order-Verification of the Quorum (for possible action)**

*Administrator Julie Butler:*

We will go ahead and get started. Kendra if you can take note of additional members present as they come in. I will call the meeting to order. Kendra, would you please call the roll.

*A roll call of the Advisory Board verified the presence of a quorum.*

*Julie Butler:*

We have a quorum so we will proceed.

## **Agenda Item B – Discussion and approval of minutes from the last Board Meeting (for possible action)**

*Julie Butler:*

The first item of business is to review the minutes from our last meeting which was on September 19<sup>th</sup> of last year. Are there any comments or corrections to the minutes? I do have one. It is the 7<sup>th</sup> page in, and it's the motion 2/3<sup>rd</sup> down the page. This discussion, as I read through the minutes, should read, "Motion to approve the need for NCJIS modernization was made by Mr. Helzer and seconded by Mr. Sosebee." Is that the way? As I read the minutes and the context of the discussion we were discussing the need for NCJIS modernization and we asked the committee if they supported the division in its need to modernize its systems.

*John Helzer, Washoe County District Attorney:*

I recall it the way it is written. We were getting into did we want to support something because we were looking at a legislature coming. I tried to craft that motion so that we could give support that could be referred to but it wasn't as committed as I think was originally hoped for. Is there a tape of that? Can you simply go back and play it?

*Julie Butler:*

Yeah, there is a tape. I don't know if staff has it here. I do know, in context of the discussion, we were talking about the MTG Study and them recommending a roadmap for replacement of our key systems. We were asking the committee to buy off on whether or not they agreed that modernization was necessary.

*John Helzer:*

I don't think there was disagreement to that. I thought, again it's been a long time, I remember there being concerns about the approval of the \$18 million price tag when other people thought they'd be in a competing situation with legislature. So what I would do is have the tape speak for itself and have it retrieved, played, and whatever is taken verbatim out of that as opposed to being paraphrased and what it is it is.

**Agenda Item B – Discussion and approval of minutes from the last Board Meeting (for possible action) cont.**

*Julie Butler:*

I'm good with that. So all those in favor of reviewing the minutes, going back to the tape, and making any subsequent corrections?

*Motion to approve the minutes was made by Mr. Helzer and seconded by Mr. Quick.*

*Julie Butler:*

On page 8 on the discussion of iris under 8.2, it's the 2<sup>nd</sup> paragraph in, I would like a word added. One of the next identification capabilities the FBI is piloting is iris recognition - if we could have that added? Are there any other corrections or discussions to the meeting minutes?

*Motion to approve the addition was made by Mr. Helzer and seconded by Mr. Frost.*

*Julie Butler:*

Before moving on, are there any members of the public here wishing to comment on this agenda item or anything previous?

*Mercedes Maharis:*

My name is Mercedes Maharis and I'm here to voice concern about whether or not there is going to be an ability of records reviews more efficiently than in the past to avoid lengthy sentences that are possibly unnecessary because of errors in records going back to records that are lost in the court room situation. I'd like to know about checks and balances and I encourage you to build in checks and balances in the new system for which I'm very appreciative there's going to be a new system.

*Julie Butler:*

Thank you very much, Ms Maharis. We appreciate your comments and will take them under advisement.

## **Agenda Item C – Election of new committee chair (for possible action)**

*Julie Butler:*

At this point, it said we are to elect a new committee chair. For those of you that don't know, Chief Conmay is moved over to be the Chief of the Nevada Division of Investigation. He left his position in June. Effective July 1<sup>st</sup>, the Records and Technology Division was reorganized and the Technology Bureau split off from the Division and since centralized into the state Enterprise Information Technology Services, or EITS, and the General Services Division was created within the Department of Public Safety. The purpose of the General Services Division is to consolidate all of the non-sworn functions of the Department of Public Safety into one unit and so one division; it takes the criminal history repository and all of its functions. Effective July 1, General Services took over the functions of the Nevada Highway Patrol dispatch centers. So those are now managed out of General Services Division as well as their warrants unit. Going forward, there may additional opportunities to bring additional non-sworn functions in from some other areas of the department and we'll be looking at that potentially for the next legislative session. Effective July 1<sup>st</sup>, Director Wright appointed me as the Administrator of the General Services Division. That has left us in the position where we don't have a chairman so we need to do that. We never did apparently have a vice chairman. We were waiting on hearing from the legislative leadership as to who those folks might appoint so we held off on electing a vice chairman for this committee. So at this point I will entertain a motion for a chairman of the committee.

*John Helzer:*

Could I ask, and this may sound odd, who wants it? Historically it's been the person of the position you hold (referencing Julie Butler) and prior to that. Would you, if asked, serve?

*Julie Butler:*

Yes, I would serve. And historically it's been the Division Administrator of this division.

*John Helzer:*

I think that works well. You have all the notification, you're here, and there's a lot of things related to this. I personally would nominate Julie Butler, but certainly not trying to cut off any conversation.

*Julie Butler:*

Okay, is there a second?

*Undersheriff Robert Quick, Lander County Sheriff's Office*

I'll second that.

*Julie Butler:*

Ok, motion to second. Any discussion on that motion? Ok. Hearing that, all those in favor? Any opposed?

*All favored the motion.*

**Agenda Item C – Election of new committee chair (for possible action) cont.**

*Julie Butler:*

Alright, I will be happy to assume the chairmanship of this committee. And now we need to move on to electing a vice chairperson. Would anyone like to nominate themselves?

*Mindy McKay, Department of Public Safety, General Services Division:*

Julie, that's not on the agenda, just the chair.

*Julie Butler:*

Thank you for my open meeting police back here saying that. The vice chairman is not agendaized so we're going to have to roll that to the next meeting agenda. Now that we do formally have a chair, we can at least have that question mark answered.

**Agenda Item D – IT Consolidation – Catherine Krause, Chief IT Manager, Enterprise IT Services Division (for discussion) (Exhibit A)**

*Julie Butler:*

Moving along, I've asked Catherine Krause who's the...what's your new title now (asking Catherine Krause)?

*Catherine Krause, Chief IT Manager, EITS*

Public Safety Technology Unit as of yesterday.

*Julie Butler:*

Right and Catherine was the former Chief IT Manager in the Records and Technology Division, Technology Bureau. I've asked Catherine to give a short presentation on what the split means now that the IT functions have been consolidated into Enterprise IT and what that means for the law enforcement community. So she's got a short presentation for all of you.

*Undersheriff Robert Quick:*

Excuse me, would you guys do a chart?

*Julie Butler:*

An org chart?

*Undersheriff Robert Quick:*

Some kind of org chart?

*Catherine Krause:*

We can probably do that.

*Julie Butler:*

Yes, we should do that.

**Agenda Item D – IT Consolidation – Catherine Krause, Chief IT Manager, Enterprise IT Services Division (for discussion) cont.**

*Catherine Krause:*

I promise you no death by power point. This is a very brief presentation. As Julie said, I'm Catherine Krause. I am a Chief IT Manager, one of several within Enterprise IT Services just as of July 1<sup>st</sup>. That's what I've been asked to talk about today. So just to give you a little background on how this occurred and why it occurred - there is a statutory committee that is the Nevada IT Advisory, or ITAB, and that power was restarted with CIO Dave Gustafson after my understanding is that a period of time they didn't really meet. This slide and your handout summarizes the purview of that committee and so some of the discussion about consolidation came from that committee as well as other sources. So there were several recommendations from that committee to the CIO and one of the recommendations was IT consolidation consistent with what is going on in several different states in the country. And so there were several benefits of consolidation presented to the legislature and included in the Governor's budget. ITAB and Governor recommendations for IT consolidation of DPS into Enterprise IT were approved by the 2013 legislature. There's kind of two aspects to what my bureau now as part of Enterprise IT does; one is support traditional IT services for the Department of Public Safety and the approximately 1,500 users within the Department of Public Safety. The second portion of our duties is our external customers; and that's really what this committee is about – providing IT support for NCJIS and the criminal justice community. And so really what does this change mean for this committee? Primarily it is an organizational separation between the business responsibility for NCJIS which falls within Ms. Butler's purview as the administrator of the General Services Division within DPS, and the IT support responsibility now being with Enterprise IT. What we need as far as the IT support for NCJIS is from this committee and DPS, what are the business priorities for NCJIS? That is not our purview. That is something that we would not have an opinion on, or should we have an opinion. What we need to provide you with is information if there are any concerns regarding support of NCJIS and you heard, as far as the discussion of the MTG study and that kind of thing we've been talking about for years that NCJIS is adequate, etc. That type of thing we certainly need to advise you on if there are concerns about being able to continue to support NCJIS from an IT perspective. Similarly, if you come to us with any requests to changes to what you would like NCJIS to be, or different options as we proceed with NCJIS modernization. We would let you know what are the costs or impacts as far as the IT implementation of those changes or whatever the priorities might be from this committee. We anticipate a collaborative partnership. I don't see this as any adversarial thing or negative thing. We believe we would be able to provide better support in this organizational structure. So that is what happened. This is very early in the process but that is what we anticipate. That is really all I have. It was an advisement that this had occurred in case you were not aware and we intend to continue to work collaboratively with everyone. Do you have any questions? Hearing none. Thank you very much and we will continue to come to these meeting as invited and look forward to working with all of you.

*Julie Butler:*

Thank you very much, Catherine. Is there any comment from the public on this agenda item? Hearing none.

**Agenda Item E – NCJIS Hot Files – Julie Butler, Division Administrator, General Services Division (for discussion)**

*Julie Butler:*

Moving on, Agenda item E, this was my goof. We actually discussed this, the NCJIS Hot Files, at our September 2012 meeting. The context of that discussion was - at the time I made a presentation to this body about one of the recommendations from the MTG Study was that where there are national FBI Hot Files, which is basically just a fast mechanism to alert an officer on the street that somebody that they stopped may be carrying a weapon, maybe armed and dangerous, may have a dangerous medical condition, may be on supervised released, they have a warrant, etc. Where those things exist in national files, should we duplicate them also in state files. It's particularly relevant as we discuss modernizing our systems because obviously there is a cost to that. The context of the discussion last time was, in the context of NCJIS modernization, should we have our new business analysts take a look at the national hot files and see what information they offer versus the state hot files and what information it offers and make a business decision if we're going with the federal or with the state or build our own. So the direction we got from the committee was that it ought to be looked at, certainly explored, but there were no decisions made at that time for each particular hot file – like we ought to get rid of the Parole & Probation's DON's files and just go with the FBI's supervised release file. We didn't get that specific in the decision. We just said we wanted to start exploring that. So anyway, apologize for being on the agenda twice. Our analysts are in the midst of taking a look at the hot files and doing exactly that. Where they do have recommendations where we should actually get rid of the state hot file we would definitely bring that to this body. I anticipate we would bring it to Sheriff's and Chief's. We would want to make sure that partners on NCJIS northern and southern technical subcommittees are aware to make sure they understand the ramifications if we were to, say, dump the DON's hot file and go with the national, or dump the protection order hot file and go with the national one. Being that, is there any discussion or do we want to further hash this out?

*Jared Frost, Deputy Attorney General:*

Is there an expected time frame?

*Julie Butler:*

The consultant is currently not on retainer, they've completed that work. I do have three new positions that were hired earlier this year that are going to be focusing on looking at things like the hot files and what's needed for modernization. As they complete that analysis what I'd like to do is, for future NCJIS Advisory Committee meetings, bring that to you so that this committee can advise on whether or not they think it's a good idea to continue with state hot files or get rid of state hot files.

*Undersheriff Robert Quick:*

As they do the analysis I assume they are going to contact in some way the people that are affected through that hot file?

**Agenda Item E – NCJIS Hot Files – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*Julie Butler:*

Yes. Particularly like with the domestic violence hot file there a lot of activist groups and shelters, those kinds of things. That information goes in the uniform crime reporting report, they need to be cognizant of that to make sure that we can still continue to provide the information to our stakeholders. Any decision we made won't be made in a vacuum, we want it to be very transparent.

Any public comment on this item? Hearing none.

**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion)**

*Julie Butler:*

In terms of NCJIS Modernization I just wanted to give you an update as to where we are with that process and I've also asked Ms. Krause to provide information from the IT perspective as to where we are and we'll have a discussion about that. As I indicated, we applied for a federal grant last year to hire three positions to focus on the NCJIS modernization effort for us. The scope of this is frankly so massive that we decided this can't be an 'other duties as assigned' task for somebody. We were successful in getting that grant. We hired the supervisor position - Greg Fisicaro, sitting in the audience and he started in May for us. And then I have my two Business Process Analyst 2 positions, Erica Souza and Teresa Boquiren – they started January and February respectively, to focus on replacement needs at the Criminal History repository and the Parole & Probation Division. We also received approval in the 2013 legislative session. Originally these positions were only funded for a year through the grant but the NCJIS modernization process is going to take several years. MTG estimated 6 years but that was probably a little optimistic on their part given state budget cycle and the legislative process. These positions are going to be needed for several years down the road. So in the 2013 legislative session we asked for permission from legislature to make those a permanent part of the Records Bureau's budget and the legislature did approve that request. Those positions are now permanent positions within the Records Bureau to be focusing on the modernization effort and other IT needs of the General Services Division, which are several. The supervisory position is working to define the role of the Business Process Analyst because that's a function we've never had before with DPS and also their interaction with the EITS staff. The supervisor will also be working on developing a communications plan and project understructure for NCJIS modernization. This committee will definitely be tapped to provide some input into that process and to advise the role of the repository and technology issues. We also in the 2013 legislative session received a general fund appropriation of roughly \$2 million, \$2.3 million, to (based on the MTG Study we discussed in September) begin the infrastructure, the behind the scenes replacement of some of the equipment and communication mechanism for how these systems are going to communicate internally with external partners. I've asked Catherine to provide more details because she's a techie and I'm not. At this point I'll turn you over to Catherine and she can update you on that.



**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*Catherine Krause:*

Can everyone see and hear me from here or do you want me to stand up?

Another thing that we asked for as far as the IT portion of this, we actually had approval from the interim finance committee prior to last legislative session for what we call a Proof of Concept project for what's called an integration service. It's not really important what that is since I know most people on this committee are not technical but what that is is basically the mechanism where I believe at the last meeting this committee had a presentation explaining that the focus for this replacement was going to be using off-the-shelf products. It's really the mechanism where all these different systems are going to communicate with each other and you don't have to continuously replace everything all at once which is kind of the situation we're in now where everything's very tightly interwoven with each other. Going forward, once we have that integration service in place we can, for example, replace only the criminal history portion and leave everything else alone, or only message switch and leave everything else alone, or only the case management system for Parole & Probation and leave everything else alone. So the Proof of Concept project, there's some licensing that is something that Enterprise IT Services had and we looked at that, it's a product called Software AG Web Methods, to see if that might work for us for our integration service and to finish the project off. Yes it will work; however, the licensing is much smaller scale than we would need for something as robust as NCJIS. We've identified where the gaps are and within the funding we have we're going to look to see how we can possibly repurpose that a little bit to do what is most of what MTG called migration preparation which is the 2<sup>nd</sup> integration during this next biennium. That's the \$2.3 million. Basically, we are ready to start that to determine if we can sole source or if we need to put a bid out for the migration service and really start building the building blocks for all the systems that are going to be replaced. We're waiting for the funding to hit Julie's budget so we can start spending it. We'll be working with our new partners with Enterprise IT to make sure we're all in sync with how we're going to proceed with the project. We're really about ready to start as soon as that funding becomes available and positioning ourselves to be ready to replace these systems. We're working very closely with the business analyst team Julie talked about and you'll be hearing a lot more once we get through the launching plan. Is there anything else you wanted me to cover from the IT perspective, as we're just getting started?

*Julie Butler:*

No. I don't have anything else.

**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*John Helzer:*

I have a question. I don't know if it would be something on an org chart but when you talk about the modernization effort, it encompasses a lot, without going through the particulars it would help to say the things we're working on are modernizing 16 year old technology or business systems. I'm not sure what the big picture is. You were funded, but does that make sense? It would help me to say does that include a program that's going to assist on dispositions. I'm sure internally we've got CCW permits, we've got a lot of things going on, but it seems to me there's got to be project after project after project. I don't know if that's something anybody else is interested in but, if it's not available don't give other people work, but if there's something available that kind of gives a picture of what the effort is I would like to see it. If it doesn't exist I wouldn't request it be created.

*Catherine Krause:*

I don't own this anymore (referencing her spreadsheet). There is a spreadsheet now owned by the business analyst team but that's not a picture. There were some diagram things in the study that gave an overall high level view of what is involved. I'm not sure if that's what you're looking for. This lays out all the different projects that were identified in the study and where we are with the funding and that type of thing. I'm not sure which of those you'd be interested.

*John Helzer:*

It may not be something I should have but when you stand here and say we're doing a lot of things in a very general term, I just want to be honest with you that while I'm shaking my head of the concepts of modernization and the use of those words sound good to me, I don't really have a good feel for what you're talking about. I don't know what the big project is.

*Julie Butler:*

Let me just insert here. We're also trying to flush out exactly what does that mean. You're right, in the criminal history system that encompasses a lot of different things. There's our civil applicant system, there's the arrest segment, the dispositions and sentencing, there's the Brady and how the criminal history system interacts with the Brady, there's the accounting portion, the civil name check. There are all kinds of things so if I understand what you're asking, you'd like to see visually which components we'll be replacing and what's when at a high level?

*John Helzer:*

I just want like a summary or just these are the things that are encompassed in this. If it doesn't exist, again, but if it was something that would say, hey, when we're talking about this effort it would include these types of things.

*Catherine Krause:*

We could do a summary of the study.

**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*Julie Butler:*

It doesn't get into the weeds I think and actually that's a question the business analysts have asked about....which of these should we focus on, what do we focus on first? Right now I do have staff looking at the criminal piece, the criminal history piece, but then there are all these other things that are tied to it. The question then becomes at what point do we look at some of these other things that are reliant on the criminal history system such as the Brady system, the sex offender system, this that or the other. We haven't flushed that out in the detail yet.

*John Helzer:*

I'll tell you where I'm going with this. Some of this is none of my business, and I know that would surprise you for me to say that. It would be easier for me to identify those things in the criminal justice system that I feel I have knowledge about and want to support. Not that I want to oppose the things that are not within my world but I would probably abstain from giving any comment about the things that are not in my world that I don't know about and say when I support modernization I'm speaking primarily about the criminal justice systems that are impacted and I support those fully. The rest of this I don't know anything about and I should stay out. I don't like supporting things or endorsing things that I just really don't know anything about or that are not my world. You may have things internally, personnel requests, things that you need to accomplish your jobs, but really I don't know that I should be involved at all. You know what you need and it doesn't need my endorsement or approval. If that makes sense.

*Julie Butler:*

It does. I think for the next meeting of this body staff could provide something at a high level so you could see pictorially what we're talking about and what is included. If that's acceptable.

*John Helzer:*

It'd make it easier to support it, that's all.

*Catherine Krause:*

And just so you understand what we got funding for primarily in this biennium is not replacing, except for a few very minor things, any business system. It's really the infrastructure behind the scenes before we can even start that. It's really a more general IT funding to set the ground work and the foundation for the future system replacements. What I'm talking about is very general and not very specific, and that is intentional. There are certainly plans on the business side to replace all the business systems. We're don't have funding for most of that yet.

*Julie Butler:*

We don't. Right now we got that appropriation which will take us through fiscal years 14 and 15 and then we won't be able to actually fund any system replacements, well we'll continue to look for grants, but for what we don't get grant money for we'll be approaching the 2015 legislature for an appropriation in 16 and 17 to actually begin the systems replacements for

the criminal history system, for the OTIS system, for Parole & Probation. That's when you're really going to see the most visible part starting a couple years from now.

**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*Jared Frost:*

I have a couple of follow up questions. If I understand you correctly, you tested a piece of software that could interface with the different programs or record components of NCJIS, is that right?

*Catherine Krause:*

Yes. Basically it's a type of software that can tie all different systems together without having to replace the various different pieces. The web methods product is really kind of one of the state of the art, there are several vendors that provide similar types of products, but it is one of the top of the line vendors for once we actually happen to have some of those products available. It's really called an integration service but it's how different systems will tie together.

*Jared Frost:*

When you determine that it would work or you believe it would work, does that mean you believe it would work with current system components or system components acknowledged in the future?

*Catherine Krause:*

We would have to add on. The licensing the state currently has could only run a very small scale type of application, not something that could run something as large and in particular with things like disaster recovery and failover and types of redundant things that we should have and do have today for NCJIS. It's a good product but the type of licensing that is currently owned by the state is not at that level so we'd have to add additional components, add some training, and kind of help learn how to use that. If that answers your questions.

*Jared Frost:*

So compatibility is with future systems that are yet to be developed?

*Catherine Krause:*

Yes. Yet to be purchased for the most part because we are, based on the recommendations of the study that I believed were presented at the last meeting, looking to do off the shelf products for the most part. They tie those different things together so that the different systems can share information. This is how they would share information.

*Jared Frost:*

Understood. Thank you.

*Undersheriff Robert Quick:*

I do have a follow up question to yours. With this integration system, it sounds like its single point of failure if this vendor goes under or something of that nature.

**Agenda Item F – NCJIS Modernization – Julie Butler, Division Administrator, General Services Division (for discussion) cont.**

*Catherine Krause:*

I forget how many years this vendor's been in business but I think it's in the 30 or 40 year. It's not a new type of product. They are one of the top of the line vendors. I don't think that's likely but that is something that certainly should be considered. They are not a new company and so that's true of any technology really. We don't think that's likely to happen.

*Julie Butler:*

It sounds like too then if that were to happen, the way we're going to be architected in the future, we could then select another integration service provider to continue our operations. Any additional questions or comments on this agenda item?

Hearing none.

**Agenda Item G – Comments of Committee Members (for discussion)**

*Julie Butler:*

Just general comments from the committee members about anything you've heard today, future things that you'd like to see on the agenda, questions in general.

*John Helzer:*

I have a question, what a wonderful question. Do we have a budget as a committee? Do we have any funds? Do we have \$50?

*Julie Butler:*

We use to. We use to fund this committee for per diem and that kind of stuff.

*John Helzer:*

The reason I asked is I felt bad when Chief O'Neill left and now Conmay. You know actually I thought the last meeting was one of our best as far as civility as it's a tough job. I don't know if there's any appetite and perhaps he doesn't care but it's always nice to show something of appreciation, maybe a plaque or something indicating service for the time he was here. Those are valuable things for people to continue in service to say, "oh, you have that background," if somebody is in his office and sees the service that he performed here for a while it can often lead to other things that are relevant. Just a thought and if there's any appetite for it and if we don't have money we'll find some or something.

*Julie Butler:*

I think we can find money in the budget for that.

*John Helzer:*

You might sense I'm trying to finagle my way to retirement so I'm trying to mend all my old broken bridges before I go.

*Julie Butler:*

(laughs) When's your retirement date?

## **Agenda Item G – Comments of Committee Members (for discussion) cont.**

*John Helzer:*

I don't want to get anybody too hopeful yet. I do want to move onto this because we need to pass on the institutional knowledge so I'm going to be trying to get somebody else into this position maybe by the next meeting.

*Scott Sosebee, Deputy Director for Information Technology, Administrative Office of the Courts:*

First, I want to apologize to the committee for arriving late. I simply had it on my calendar for a 1:30 start and normally the meeting would just be getting started if I had shown up at 1:30. Apparently I missed the bulk of the agenda items so I want to apologize to you and the committee for arriving late.

*Julie Butler:*

Stuff happens. What we've typically done at meetings too is gone over legislation that impacts the criminal history repository. So since the 2013 legislature's adjourned we think it'd be appropriate for the next meeting to give this committee a briefing on that. I apologize for not having that included on this one, it's an oversight. Are there any other things that the committee would like to discuss? It doesn't necessarily have to do within the criminal justice realm...civil applicant issues, or use of criminal history for the non-criminal justice employment and licensing.

*Undersheriff Robert Quick:*

The bulk of its going to come from legislative update you provide next meeting.

*Julie Butler:*

Yes.

*John Helzer:*

I would, just in case anybody's interested, we had an issue in Washoe County that was a concern, and as you said it's broader so its not tight with what we normally do, but we had some issues with the dissemination of criminal history and a concern with federal laws concerning that dissemination and whether we were within the law or outside the law. We did receive from communications from the United States Attorney's Office that made us feel more comfortable with the dissemination we were doing with respect to criminal prosecutions, information we had gathered – some concerning jurors, some concerning criminal histories on defendants. If anybody's having that issue or if you want what we received I'll provide it to you as the Chief. If you've read those statutes, they're not very kind if you violate them. They subject you to federal prosecution so we wanted to provide as much information as we could but we didn't want to get prosecuted for it. We received some good letters that said you can do this but don't do that. So if anybody wants it I do have that available, just give me a call.

*Julie Butler:*

Alright. Anything else? Hearing none.

## **Agenda Item H – Public Comment (for discussion)**

*Julie Butler:*

*Any public comment, one final time?*

*Hearing none.*

## **Agenda Item I – Schedule next NCJIS Advisory Committee meeting (for possible action)**

*Julie Butler:*

We'll go ahead and move on to scheduling the next committee meeting. What looks good? I'm thinking of the October/November timeframe. We're required by the by-laws to meet twice a year and this is our first meeting. Is that a fiscal year or calendar year basis, Mindy? Do we know?

*Mindy McKay:*

I believe its calendar.

*Julie Butler:*

I think its calendar also.

*Scott Sosebee:*

Those timeframes sound fine to me and I think that would be most beneficial to get a follow up on the legislative update and if there's any official information on the modernization, to get that sooner rather than later.

*Julie Butler:*

Okay. What we'll do, we'll look at the late October, early November time and we'll have staff send out some potential dates for you all to get back to us and go from there.

*Mindy McKay:*

(Reading from the bylaws) *The advisory committee shall meet twice annually, once in the summer and once in the winter, and additionally at the call of the chair.*

*Julie Butler:*

So this is our summer, so actually we could push that off till January if we wanted?

*Mindy McKay:*

It says annually.

*Julie Butler:*

Annually... twice annually. Alright, before January. So November is sort of winterish. So we'll try that and we'll be in touch.

Great. Anything else?

**Agenda Item J – Adjourn (for possible action)**

*Julie Butler:*

Let's take a motion to adjourn.

*John Helzer:*

I would move to adjourn.

*Undersheriff Robert Quick:*

I'll second.

*Julie Butler:*

Alright, all those in favor?

All in favor.

Meeting adjourned at 1:48pm.