

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

Monday February 22, 2016

The NCJIS Advisory Committee was called to order at 1:01 pm on Monday February 22, 2016. The NCJIS Advisory Committee meeting was conducted at the Legislative Counsel Bureau located at 401 South Carson Street Room 2134 Carson City, NV and via videoconference in the Grant Sawyer Building at 555 East Washington Avenue Room 4412, Las Vegas, Nevada.

ADVISORY BOARD MEMBERS PRESENT:

Julie Butler – Department of Public Safety, General Services Division Administrator
Jared Frost - Deputy Attorney General
Pam Del Porto – Department of Corrections
John McCormick – Assistant Court Administrator
Thomas Carroll - Chief Deputy District Attorney of Clark County
Robert Quick - Lander County Sheriff's Office Undersheriff
PK O'Neill - Nevada State Assemblyman
Mark Lipparelli – Nevada State Senator

ADVISORY BOARD MEMBERS NOT PRESENT:

James Taylor – Gaming Control Board Deputy Chief

OTHERS PRESENT:

Mindy McKay – Department of Public Safety, General Services Division
Jacqueline Weaver - Department of Public Safety, General Services Division
Linda Kennedy – Department of Public Safety, General Services Division
Alan Rogers – State Enterprise IT Services Division
Teresa Wiley – City of Sparks Police Department
Carmen Tarrats – Las Vegas Metropolitan Police Department
Ron Unger – Lander County Sheriff's Office
Katie Brady – Attorney General's Office
Julie Ornellas - Department of Public Safety, General Services Division
Greg Fisicaro - Department of Public Safety, General Services Division
Laura English - Department of Public Safety, General Services Division

Agenda Item 1 – Call to Order-Verification of the Quorum (for possible action)

Julie Butler called the meeting to order. Jacqueline Weaver took roll call. James Taylor was not present. All of the other members were present. A quorum was established.

Agenda Item 2 – Public Comment

There were no public comments seen or heard in Carson or Las Vegas so the meeting moved on to agenda item 3.

Agenda item 3 - For discussion and possible action: Review, amend and approve minutes from January 13, 2015 NCJIS Advisory Committee Meeting

A motion was made to approve the meeting minutes from the September 29th 2015 meeting and the motion carried unanimously.

Agenda item 4 - For discussion: NCJIS Modernization Update.

Linda Kennedy presented.

The JLink update has been delayed a bit, but is in progress and is scheduled to be completed by the end of calendar year 2016. The criminal history modernization project is in progress and is scheduled for Phase II completion by June 30, 2017. The Parole and Probation system modernization project is in progress and is scheduled for completion by June 30, 2017. Linda provided an updated plan for all phases of the modernization. Please see the supporting documents for accompanying detail.

Agenda item 5 - For discussion & possible action: Review of proposed revisions to the NCJIS policies to better reflect the technical and compliance requirements related to information security, to include the governance of various system users in Nevada that are located outside the state, and to include governance related to access of criminal information for civil purposes. These proposed revisions are based in part on changes made in Assembly Bill 47 (2015) and the newly-released FBI Civil Applicant Auditing Guide – Mindy McKay and staff

Mindy McKay presented. Ms. McKay let it be known that the purpose of the modifications is to better reflect the technical compliance requirements related to information security, to include the governance of various system users in Nevada that are located outside the state, and to include governance related to access of criminal information for civil purposes.

Ms. McKay asked, because there are such extensive changes to the policy, to leave it up to the committee on how to handle voting for the changes. Julie Butler saw an extensive amount of changes that still needed to be made therefore, a working group was asked to be established in order to look further into the NCJIS Policies. The working group will gather recommendations of changes in order to vote on these policies at the next meeting.

Agenda item 6 - For discussion: Steering Committee Briefing Teresa Wiley, Northern NCJIS Technical Sub-Committee Chair

Teresa Wiley presented. Ms. Wiley stated they are still meeting 4 times a year. There has been a change in members of the steering committee due to retirement; therefore, there are two positions in the North that are being filled.

Carmen Tarrats arrived to the meeting in the south and asked to speak; however, because she was not on the agenda, she was asked by Katie Brady, from the Attorney General's office not to speak.

20-30 members in the north met for NLETS training with Linda Kennedy. Ms. Wiley said it was very beneficial.

The NCJIS Steering committee will meet with Linda Kennedy for a Joint Application Design session; however, a date has not been set.

Agenda item 7 - For discussion & possible action: Review of the proposed revision of the NCJIS Advisory Committee by-laws and NRS 179A.079 to remove outdated language concerning the prior NCJIS history and structure and clarify the Committee's structure and purpose. The Committee may take action to revise and/or adopt the NCJIS Advisory Committee By-laws.

Proposed changes to the by-laws include, but are not limited to clarifying: the purpose of the Committee; the voting and quorum requirements; the election of officers and their roles; the formation of subcommittees; alterations to the By-laws; and the Committee members' ability to request information and recommend policies, procedures, and standards on criminal justice information sharing.

Julie Butler led the discussion. John McCormick asked for a change on bullet point 2, page 1. Thomas Carroll asked for a change in language in the introductory paragraph on page 1. There were no additional changes on page 2. There were no additional changes on page 3. John McCormick asked for a change in language on page 4. There were no additional changes on page 5.

There was a motion to approve the By-laws with the discussed changes and it was passed unanimously.

Ms. Butler asked that a working group to be established in order to further examine NRS 179A.079 and whether or not any changes should be proposed in a bill draft for consideration by the 2017 Legislature. The working group will gather recommendations of changes and vote at the next meeting.

Agenda Item 8 – Public comment

There were no public comments seen or heard in Carson or Las Vegas so the meeting moved on to agenda item 9.

Agenda Item 9 - For discussion: Julie Butler's secretary to contact the committee regarding scheduling next NCJIS Advisory Committee meeting

Julie Butler recommended that the next meeting take place in April of 2016 in order to vote on the recommendations of the working groups that were asked to be established in today's meeting.

Agenda Item 10: For Possible Action: Adjournment

The meeting was adjourned at 1:52 pm.