

## **NCJIS ADVISORY COMMITTEE MEETING MINUTES**

Nevada Department of Public Safety  
Records and Technology Division  
333 West Nye Lane, Suite 100  
Training Room  
Carson City, Nevada 89706  
October 27, 2010  
1:00 p.m.

### **MEMBERS PRESENT**

Patrick Conmay, Nevada Department of Public Safety, Chief Records and Technology Division  
Assemblyman Bernie Anderson  
Ron Titus, State Court Administrator, Supreme Court  
James Earl, Executive Director, Technological Crimes, Attorney General's Office  
John Helzer, Deputy District Attorney, District Attorney's Association  
Pam Del Porto, Inspector General, Nevada Department of Corrections  
Robert Quick, Under Sheriff for Lander County, Sheriff's and Chief's Association

### **MEMBERS EXCUSED**

Senator Allison Copening  
Stacey Woodbury, Administration Chief, Gaming Control Board

#### **A. Call open meeting to order and roll call (action)**

Chief Patrick Conmay called the meeting to order at 1:27pm. Roll call was taken by Ashlee Guderian.

#### **B. April 22, 2010 meeting minutes comment, revision and acceptance (action)**

Mr. Earl moved to accept the minutes. The motion was seconded by Assemblyman Anderson. All in favor, motion carries and minutes are accepted.

#### **C. Steering Committee Briefing (discussion)**

Teresa Wiley, Chair of the Northern Tech Subcommittee, gave a brief overview to the committee of how the Steering Committee has been accommodating to the State with the current budget challenges. The meetings in May, June, August and September of 2010 were teleconferenced. Also, October's meeting was canceled. The 50,000 series NOC's needed to go onto the jail systems. Regarding this issue, the State would give Washoe County additional time to adjust to these changes.

Patti Peters, Chair of the Southern Tech Subcommittee, gave a presentation to the committee regarding the recent JLink upgrade which occurred on October 13, 2010. Ms. Peters has been working to fix the issues and compile concerns that have surfaced since the upgrade. Ms. Peters presented a list of concerns and errors that had occurred since October 13, 2010. **(Exhibit A)**. Ms. Peters asked the members for a renewed commitment for more cooperation in the future to involve all entities affected to ensure upgrades are carried out smoother. Robert Quick asked Ms. Peters what the response has been by the Helpdesk. Ms. Peters indicated that the Helpdesk was creating tickets with all the information and prioritizing them. Chief Conmay stated many problems were not anticipated and did not present themselves during initial testing. Assemblyman Anderson asked what the upgrade changed. Chief Conmay answered that the upgrade was a combination of issues that occurred when the switch from the old server to the new server occurred.

### **C. Steering Committee Briefing (discussion) cont.**

Testing was conducted with particular hardware which does not match all environments and testing didn't reveal certain problems until the system went live. Ms. Peters stated many of the issues were technical due to the antiquated systems being upgraded to more modern versions will always pose challenges. Chief Conmay stated the vendor made changes that did not show up in some aspects of the program being applied.

### **D. Forum for the Board to Discuss Matters for the Agenda (discussion)**

Julie Butler conducted a PowerPoint presentation to discuss agenda items to the panel. **(Exhibit B)**. Mr. Helzer requested the following questions be discussed during this meeting. There were five areas questioned.

- Does the committee want to create a forum to discuss agenda items prior to the meeting?
- Should there be a different process to bring attention to the agenda items prior to the meeting?
- Is this committee operating as it is intended.
- Is there a means for the committee to be notified of where certain committees are according to their periodic meetings prior to updates are brought to this committee of which not all committees provide a status to this committee.
- What are the committees out there, what do they do, when do they meet, who attends, etc. so that he knows who to direct his questions and concerns to.

Chief Conmay feels some of the issues are that we're driven by various factors as to what we should provide and not provide. Since the panel is driven by many different factors, how do we go about getting the strategic planning done? It also depends on Legislation steering us in different directions. Mr. Helzer wants to ensure the committee is performing the functions set forth in NRS. He doesn't feel this committee can advise and recommend policies and best practices if he doesn't know what other entities are doing with respect to the repository. Chief Conmay mentioned that having a separate group coming together to discuss and plan an agenda may be violating open meeting laws. Assemblyman Anderson spoke to creating the agenda as it is simply contacting the chair and ask to add their item to the agenda. Helzer would like to be notified if the Prosecutors role will be discussed and if there is Legislature discussion specific to the Repository. Mr. Titus stated that it is difficult to remain informed or up to date when the committee only meets twice a year.

### **E. Repository's Court Disposition Backlog Update (discussion)**

Julie Butler continued with a PowerPoint presentation regarding all information with the disposition backlog update. **(Exhibit B)**. Ms. Butler stated the Criminal History Repository caught up with the backlog of 300,000 dispositions from three years ago. Currently there are roughly 3,500 dispositions dating back to September 2010. The current disposition backlog of roughly 5,000 is being resolved in cooperation with the submitting agency. The Criminal History Repository employs 2 part time temporary employees to assist with data entry until April 2011. Approximately 1,000 dispositions are received per month. Currently, the challenge is matching dispositions with the arrests. After looking into possible updates the Criminal History Repository could try, it was found that it wouldn't be feasible without a complete rewrite of the Criminal History Repository system as discussed at the January 2009 meeting. The Repository would like to continue forward with E-Dispos to help reduce potential future disposition backlog. The Repository has met with Washoe County Sheriff's Office and Douglas County Sheriffs Office to discuss options. The Administrative Office of the Court is helping to come up with a standard format to help match the dispositions to the arrest.

## **F. Including Prosecutorial Decisions in Criminal History**

Julie Butler continued with a PowerPoint presentation regarding prosecutorial decisions in criminal history. **(Exhibit B)**. Mr. Helzer stated that in the past, the prosecutor would provide a flow sheet. Then a form was developed in place of the flow sheet to provide information the Criminal History Repository needed. Mr. Helzer's concern was no formal notifications from the Criminal History Repository asking them to use the form in place of the flow sheet. Statute gives the Department of Public Safety Director the authority to mandate the format the information is provided by each agency. Mr. Helzer asked for a better form of communication when processes change and allow the effected entities to participate in developing the new process. Mr. Helzer references previous minutes showing the Department of Public Safety's power to dictate process exists, as well as effective communication thereto is provided. Chief Conmay clarified the role of the committee is not to provide advice or recommendations on the Criminal History Repository's day to day business. Ms. Butler stated a grant is being requested to study what all needs of the Criminal History Repository are, to better streamline process changes. Mr. Titus said there are 3 different branches of government that the Criminal History Repository has to coordinate. There may be a good relationship with one form of government, but another may be missing. Ms. Butler continued speaking about the National Criminal History Improvement Program (NCHIP) grant, which was supposed to help with the disposition process. The NARIP grant is to supplement the NCHIP grant for disposition data entry. Now, another NCHIP grant is being sought after to fund a Business Process Analyst to study current manual disposition reporting process & recommend path for E-Dispos. The Criminal History Repository is still waiting for Federal approval after more information requested is provided. Ms. DelPorto questioned if other jurisdictions have every entity on the same page, or are other jurisdictions in the same situation the Repository is in. Mr. Titus said there are nationwide meetings specific to this same issue. The problem here is the arrest and the final disposition are what is needed, however the system was designed to track a crime all the way through. This has made the process more convoluted. Ms. Butler stated the Criminal History Repository has put in a budget request to use reserve money to conduct a study on what kind of system should be put in place of the old Criminal History Repository system.

## **G. NOC Funding and Status Update**

Julie Butler continued with a PowerPoint presentation regarding the Nevada Offense Code (NOC) Status Update. **(Exhibit B)**. Ms. Butler stated that the NOC rewrite is a topic that has been brought countless times. Mr. Helzer clarified his questions for the NOC Funding and an updated were because he wanted to focus on ensuring correct perceptions during Legislature. Mr. Titus said there is an implementation problem caused by lack of funding and the key to maintaining them is going to be the District Attorney's being more intimately involved in the NOC process. Ms. Butler said the NOC table has been updated through the 23 agency purchased Livescan machines. Assemblyman Anderson stated that he supports the NOCs and the concept for their existence. However, the Legislature Council Bureau will always ask how NOCs impact NRS. Ms. Butler stated that no federal or state funds were received by Records and Technology to implement the transitional or intelligent NOC series and these costs were absorbed within current recourses. Ms. Butler stated one option in the future would be for each entity can look for their own funding. Or, as a group, one option would be to approach the 2013 Legislative session. Ms. Butler stated that the Records Bureau's reserves are not an option; however her opinion is to start this thought process now.

#### **H. Legislative Data Requests & Repository's Ability to Provide Information**

Julie Butler continued with a PowerPoint presentation regarding Legislative Data Requests and the Repository's ability to provide information. **(Exhibit B)**. Ms. Butler stated that the Criminal History Repository's ability to collect and report data is limited because of aging data systems and voluntary reporting. These issues will not be able to be addressed without funding. Currently, if a NOC code was attached to certain pieces of information, it could be pulled. However, until then, the Records Bureau can only track bills of interest. Assemblyman Anderson stated he feels strongly on this and offered assistance if the Criminal History Repository were in front of any of his committees and desired his presence, he would be willing to do so. Chief Conmay expressed his appreciation for Assemblyman Anderson's offer to appear on our behalf.

#### **I. Presentation and Appreciation to Assemblyman Bernie Anderson**

Chief Conmay stated that everyone who has worked with Assemblyman Anderson are appreciative of his support throughout the years. The committee wanted to take the opportunity to thank him for all of his efforts. Chief Conmay stated the foundation Assemblyman Anderson has laid is spectacular. Chief Conmay presented a plaque in appreciation for Assemblyman Anderson's steadfast support of the Criminal History Repository and his commitment to the statewide criminal justice community. Assemblyman Anderson accepted the plaque and stated he chose to sit on this committee due to the hard working staff and the huge impression which was made on him during his schooling through going on ride-alongs and the challenges he witnessed. Assemblyman Anderson thanked the committee for the opportunity to serve with them.

#### **J. Comments of committee members (discussion)**

No further discussion.

#### **K. Schedule next NCJIS Advisory Committee meeting (action)**

Pam Del Porto suggested earlier in the year rather than later may be more beneficial. Julie Butler suggested April due to the session allowing the Criminal History Repository allowing more information available. Assemblyman Anderson motioned April 7<sup>th</sup>, 2011 from 1pm – 5pm as the next meeting of the NCJIS Advisory Committee. The motion is seconded by Mr. Titus. Motion carried unanimously.

#### **L. Adjournment**

Adjourned at 3:30 PM