

**MINUTES OF THE
ARKANSAS CRIME INFORMATION CENTER
SUPERVISORY BOARD**

AUGUST 28, 2015

The meeting was held in the ACIC training room at 322 Main Street in Little Rock. Members present:

Mr. David Guntharp, Chairman
Sgt. Lloyd White, Vice-Chairman
Hon. Leslie Rutledge by Mr. David Raupp
Mr. J. D. Gingerich by Mr. John Stewart
Mr. Jack Lassiter
Mr. Harold Pointer
Judge Whit Fowlkes by Judge Lance Wright
Ms. Wendy Kelley by Mr. Dale Reed
Col. Bill Bryant
Sheriff Ron Nichols

Also attending were: Jay Winters, ACIC Director; Bill Clinton, Administrator of the Operations Division; Brad Cazort, Administrator of the Repository Division; Michael Tackett, Administrator of the Information Services Division; Mary Rogers, Administrative Services Manager; Nga Mahfouz; Karen Burgess, ACIC; Rick Stallings, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Cortney Williams, ACIC; Angie Tatom, ACIC and Judy Lepper, ACIC.

Chairman David Guntharp called the meeting to order at 10:04 a.m. and said the first item on the agenda was the approval of the minutes of the June 5, 2015 Board meeting. He asked if everyone had the opportunity to review those and if there was a motion for approval.

MOTION: That the minutes of the June 5, 2015 meeting be approved.

MOTION BY: Harold Pointer

SECONDED BY: Sheriff Ron Nichols

VOTING: Unanimous

Introduction of Ms. Nga Mahfouz with the Attorney General's Office, ACIC attorney, replacing Ed Armstrong.

Chairman David Guntharp introduced Nga Mahfouz and welcomed her as the new attorney for ACIC. He asked if there were any comments she would like to make to the Board.

Ms. Mahfouz said she was happy to be here and was looking forward to serving the ACIC Supervisory Board and said if anyone had any questions she would be happy to answer them.

Addressing the ACIC Supervisory Board – Bush Township Constable Ricky Wheeler of Phillips County and City of Winchester Marshal’s Office Chief Deputy Robert Lightford of Drew County.

Chairman David Guntharp said that there were two presentations to make today. He said Jay Winters would give the Board a little bit of background information and then give them about five minutes each to make a presentation.

Jay Winters said that the first presentation was Bush Township Constable Ricky Wheeler of Phillips County and he requested mobile access in his vehicle. Mr. Winters explained to him that we wanted to hear what he envisioned. Bill Clinton and Jay Winters have talked about if we do this we would anticipate there will be many more of these requests. Mr. Winters said he explained to him this is going to be a slow process and we’re not going to make a decision quickly because we’re going to need to have some policies and procedures in place. He said he wanted all of the ACIC Supervisory Board to hear it and see if there are any questions. We can move forward on that if the thought is that we want to go that direction.

Mr. Winters said the other presentation was the City of Winchester Marshal’s Office. Chief Deputy Roger Lightford requested mobile access in two vehicles. The only difference between this one and most of the ones we do is that the Chief Deputy owns a security company and he apparently does security all over the United States. According to his information, it is faxed on the city’s website under the Marshal’s office which talks about his security company. Obviously our concern is that some of the correspondence between them and us has been on that security system’s email. Mr. Winters said he explained to him that he wanted to make sure that ACIC, as well as all of the Board, is comfortable with what he is doing. He understands that he has to keep those two things separate. Realistically he would have no recourse to come back here and say he didn’t understand that if he makes a presentation to us and then tells us he’s not going to combine them and then somewhere along the line he does. Mr. Winters said he thought he understood that but again, that was the reason we wanted to bring him in. Mr. Winters said he has explained to both of them that we wanted to hear what they had to say but that we did want to keep it short and that we weren’t planning on making any decision today and they were both fine with that. Mr. Winters said that part of the handout was the website from the Marshal’s office and part of it shows all about his special task force protection agency and then again on his profile and on their website they talk extensively about not only him being the chief deputy but owning a security company.

Chairman David Guntharp said he thought they would bring Mr. Wheeler in first and let him make a short presentation and see if there were any questions.

Chairman Guntharp introduced himself to Mr. Wheeler and said they would give him the opportunity to make a short presentation to the Board and they may have some questions afterward. He said the Board would not be making a decision today.

Ricky Wheeler addressed the ACIC Supervisory Board and said it was a pleasure to be here. He said he was the Bush Township Constable and was requesting limited access in a vehicle while on the job as a Marvell police officer.

Chairman Guntharp asked if he owned his vehicle and if he purchased the radios himself or were they furnished by the county.

Mr. Wheeler said it was half and half.

Harold Pointer asked Mr. Wheeler if he had access to the dispatcher in Marvell and Mr. Wheeler responded that it depended on who's running it.

Chairman Guntharp asked if he had other duties or if he was full time as a constable.

Mr. Wheeler said he was also a certified paint technician.

Chairman Guntharp asked him how much of his time was spent on law enforcement.

Mr. Wheeler said it was on a part-time basis.

Chairman Guntharp asked where he would put that terminal.

Mr. Wheeler responded he was trying to get a mobile unit.

Michael Tackett asked Mr. Wheeler if it was the company server or personal.

Mr. Wheeler responded it was his own server.

Michael Tackett asked how he connected to the internet and Mr. Wheeler responded it was through Verizon.

David Raupp asked how he split his time.

Mr. Wheeler said he works approximately 10-18 hours per week for the Marshal's office. He works the 3-11 shift on Sundays and the 6-11 shift on other days.

Chairman David Guntharp asked Mr. Wheeler if he had brought up to the Chief about going real-time and he responded yes.

Sheriff Ron Nichols asked about how the Sheriff felt about this.

Mr. Wheeler said they always got along.

Sgt. Lloyd White referred to the hub for constables and asked how that would work.

Mr. Wheeler said they could call or radio him and he could look up any information for them.

Chairman David Guntharp asked the Board if there were any other questions. He asked Mr. Wheeler if there was anything else he wanted to address to the Board.

Mr. Wheeler thanked the Board for their consideration.

Chairman Guntharp addressed Chief Deputy Robert Lightford and said he was the Chairman of the ACIC Supervisory Board. He said he would be given an opportunity to address the Board about his application for terminal access and said there may be some questions afterward.

Chief Deputy Robert Lightford, with the City of Winchester Marshal's Office, said he was requesting real-time access for Drew County. He said the Marshal's Office is at the northeast tip of Drew County.

Chairman Guntharp asked him where the terminals would be located.

Chief Deputy Lightford said they would be located in two separate vehicles.

Chairman David Guntharp asked if he had a car assigned to him.

Chief Deputy Lightford responded that one was assigned to himself and the Chief.

Chairman Guntharp asked if there were any other questions.

Chief Deputy Lightford said he would appreciate the Board's consideration for this request.

Chairman David Guntharp said he thought it was kind of unusual. He said they could discuss both of these requests and any questions, concerns or comments and we can either make a decision here or we can send it back to the Law Enforcement Committee and let them hassle over it. He said he thought it would be good to have some kind of direction.

Sheriff Ron Nichols said he thought it was opening a can of worms regarding the constable.

Chairman David Guntharp said he thought of it as more of a training problem.

Michael Tackett said he was concerned about him handing out information and if he had the right agreements in place. He also mentioned being concerned about being FBI compliant.

Colonel Bill Bryant said he was not concerned so much with his safety as he was about not having an audit trail on any information used.

Chairman David Guntharp said the Board could go ahead and vote on it today if they wanted to and asked if there was a motion.

MOTION: That the application for Phillips County-Bush Township Constable be turned down with a recommendation that Ricky Wheeler talk to the Police Chief in Marvell.

MOTION BY: John Stewart

SECONDED BY: Jack Lassiter

VOTING: Unanimous

Jay Winters told the Board that the Clark Hall, Mayor of Marvell, is a former State Representative. Mayor Hall said this was the first time he had heard about not being able to get the information from the City of Marvell and said he would talk to him and see if he can address that.

Chairman David Guntharp said he thought that was probably a better way to address that issue.

Next was a discussion of the City of Winchester Marshal's Office application for limited access.

Sheriff Ron Nichols said he saw some real problems with him working out of two different locations.

Chairman David Guntharp said he had some real concerns with it as well. He said he had a problem with him taking the vehicle home and having access to it around the clock. He said he wasn't sure how you separate the security business from the law enforcement position.

David Raupp asked if the Marshal was appointed or elected.

Chairman David Guntharp answered that the Mayor usually hires. He asked if the Board wanted to send it back to the Law Enforcement Committee or make a motion and vote on it now.

Michael Tackett asked if there were any others that have a private security firm.

Bill Clinton said that the City of Norfolk in Baxter County was associated with a private security firm.

Chairman David Guntharp said maybe this was one they should send back to the Law Enforcement Committee for a recommendation and then come back to the Board for a decision.

MOTION: That the application for the City of Winchester Marshal's Office be sent back to the Law Enforcement Committee for review.

VOTING: Unanimous

Operations Committee Report

New Terminal Site Applications

Bill Clinton said that the Operations Committee met prior to the Board meeting to consider two applications. The first application was the Bauxite Police Department. They are located in Saline County and requested limited access. The workstation would be operated by the police department and court clerk to run vehicle checks and validations. The Committee recommended approval of this application.

MOTION: That the application for Bauxite Police Department be approved.

MOTION BY: Sgt. Lloyd White
SECONDED BY: Sheriff Ron Nichols
VOTING: Unanimous

The next application was the Diamond City Police Department. They are located in Boone County and are requesting MDT's in vehicles to assist in patrol functions. The Committee reviewed this application and also recommended approval.

MOTION: That the application for Diamond City Police Department be approved.

MOTION BY: John Stewart
SECONDED BY: Sgt. Lloyd White
VOTING: Unanimous

Division Status Reports

Operations Division

On-Line System

Karen Burgess reported and said that the Operations Division has configured 31 workstations and 131 Mobile Data Terminals. These statistics are between May 28, 2015 and August 24, 2015 and those are listed in the handout. There were nine ACIC workstations removed within this three month period for lack of use. We had two DIS routers removed in the last three months. There were two ORI requests from NCIC. Ms. Burgess said there were other statistics presented in the handout that the Board could review.

Ms. Burgess said that since July 31, 2015 there were 486 missing persons from Arkansas. Since August 24, 2015 there were 54 missing persons on the ACIC website. Ms. Burgess said they are still working on the automation of the missing persons. She said there were 100 unidentified persons on the NCIC website, which was up from the last report.

For the training report, Ms. Burgess said that the violent person video/movie was filmed in June, 2015 by the FBI. She said the finished product would be out next month and she hoped at the next Board meeting she would be able to show the production.

Ms. Burgess reported on the training statistics, and said these statistics are from June 1, 2015 through September 1, 2015. For classroom training, for Level 1 we had 905 students trained and for Level 2 we had 103 students trained. For NexTest, which is online training, we had 152 tests taken for Level 1, 88 Level 2 tests taken and on Level 2 recertification we had 173 tests taken.

Karen Burgess said that the Training Department is adding voice-over technology to their presentations. If an instructor comes in and has laryngitis, they will be able to play that presentation. They will also make training more accessible to an electronic format if they decide to offer more on-line classes.

Vine/JusticeXchange

Rick Stallings reported and started off with what the field agents were doing. The field agents have processed 115 of 137 audits. Tiffanie Ward is our noncriminal justice auditor, and she has 77 noncriminal justice ORI's to audit. She has done quite a few of those and has been finding the most common issues are with the "Applicant Notification and Record Challenge, Policies and Procedures". Mr. Stallings also attached the Noncriminal Justice Agency Newsletter to the presentation.

For Vine/JusticeXchange, we have 66 agencies that have been completed on the intake update so we can record more accurate information. There were 71 booking system interfaces scheduled to upgrade, but the booking system changes. We were also notified that we have received the 2015 VOCA grant which will enable us to add text messaging to the VINE notification.

As of August 7, 2015 we have 135,972 registered on offenders, and 51,883 registered for parolees. For JusticeXchange we had 3,708 users. The total searches from January 2015 to August 9, 2015 were 415,515. For DL photos, there were 58,276 and there were 19 EPIC submissions.

The LeadsOnlabs to NPLeX hopes to be finished by October 5, 2015. NPLeX will allow on-demand, real-time access to pharmacy logs from across the country via a website accessible from any PC or smart phone with internet connectivity. So far there are 32 states including Arkansas participating.

Rick Stallings said there was some training coming up for Vine/JusticeXchange. Michele Kulesa will be conducting this training in Monticello, Little Rock and Pulaski Tech.

For Metal Theft, there were 3,355,979 items that were uploaded since January 1, 2014.

Arkansas Incident Based Reporting System (AIBRS)

Ralph Ward reported on the current NIBRS status and said that currently we have 286 agencies cleared to report NIBRS. The majority of their effort this quarter was centered on testing and retesting NIBRS submissions. We are working with the agencies and software vendors to approve their file format for the new NIBRS specifications.

In addition, we are submitting the approved agencies 2014 and 2015 data to the FBI. We are currently moving the 2014 data to production and will post our preliminary statistics later this month. We are also working with the Infrastructure Division and TAC 10 to move our NIBRS and N-DEx servers to a new platform. This will provide a web-based portal that will enable submitting agencies to securely log in and upload their NIBRS files. They will also be able to check for errors and run reports. We should move to the testing phase later this summer. Other projects of interest that we are finalizing or just starting are the ACIC charge codes and NIBRS coding, NIBRS mapping project, NIBRS drug type coding and comprehensive victim report.

We have also received and processed several requests for statistics. Some of the more notable ones are from the Arkansas Drug Director, University of Central Arkansas and California Public Citizen.

Bill Clinton said that at the FBI CJIS meeting last week, there is an effort for all states to go to NIBRS from the summary system.

Chairman Guntharp asked if there was a time frame to complete this.

Bill Clinton said we are still looking at that. He said possibly within the next 5 years they hoped to send NIBRS to the FBI.

Buck Ward said he thought it would take about five years to be 100 percent switched to NIBRS.

Repository Division

Sex Offender Registry

Paula Stitz reported and said that there was not a lot to report on the Sex Offender Registry. She said they had about 800 to 1,000 sex offenders every year. As of today, there were 14,847 sex offenders on the registry. Ms. Stitz said they just hired Kendolyn Wilson who will be doing the imaging for the Sex Offender Registry. She is imaging all of the paper files and is doing a great job. This is a one year grant position.

Ms. Stitz said they had finished the 8th Edition of the Sex Offender Manual with additions. She said it is on the ACIC website as well as printed copies.

Ms. Stitz said they will be holding regional workshops in October. They will be bringing law enforcement in for training.

Criminal History Division

Cortney Williams reported on the Criminal History totals for June/July and August 1-14, 2015. He was pleased to report that the work was current and there was no backlog. Total entered was 17,212; verified 17,389; imaged 23,100; DOCS received 13,537; AFIS received 21,289; and AFIS worked 20,138. Mr. Williams stated that there was no backlog and they were in the process of filling a vacant position.

Administrative Division

Mary Rogers, Administrative Services Manager, reported and said that the information in the handout was what has been expended so far on the budget. Ms. Rogers said that certain items such as Appriss, Vine, JusticeXchange and CPI have already committed for this fiscal year. The remaining budgets are a little lower but we are early in the fiscal year. We have three federal grants and those are listed in the handout. Ms. Rogers said that the NCHIP and SAVIN grants end on September 30, 2015. The SORNA grant ends June 30, 2016 and is ongoing this fiscal year. Ms. Rogers reported that ACIC's budget was looking good.

Information Services Division

Michael Tackett reported and said that they have completed the new project approval process put into place by the Governor's Office, which means that the Mainframe Conversion Project has been cleared to move forward. The Legislative Review Committee voted on the Mainframe Project contract and approved it on Friday. He said they hoped to begin this sometime in September, and estimated it would take 9-12 months to completely get off of the mainframe to the server environment.

Mr. Tackett said that for the NFF Project, ACIC has completed all tasks and we are waiting on NCIC for testing.

He said they were working with the Arkansas State Police regarding an issue on background checks and code changes. He also said they have drastically reduced the manual.

Michael Tackett said they have also been working with the Sex Offender/Censor upgrades and the Missing Person Project is almost completed and they are waiting on changes from INA.

Regarding daily tasks, ISD has added over 18,000 license plates and made modifications to over 32 programs. Mr. Tackett said they are working on the intranet website internally trying to have a central location. The programmers will be sending an email out to obtain a biography on each of our Board members.

Michael Tackett said for the Infrastructure side they are working on upgrades to the hardware and software. They have worked over 450 Help Desk Tickets.

Mr. Tackett said that Jacob Suter has been promoted to Infrastructure Manager and that he is certified in two different areas.

Chairman David Guntharp asked Michael Tackett if DIS was hosting the servers.

Michael Tackett answered yes.

Mr. Tackett said that Dustin Melbourne has receive MCSA Certification.

Other Business

Jay Winters said there were just a couple of things to talk about. Karen Burgess went to a meeting for him last week. Representative Gossage got the money together for a child abduction

response team. It developed out of the Morgan Nick case, as we've worked with the Attorney General's Office on the Missing Persons Day. Mr. Winters said it was his understanding that if there is another case such as Morgan Nick, this response team will have law enforcement, prosecutors, judges and citizens on it who can come in and help work and focus on that case. They asked us to come to the first meeting and Karen Burgess attended that meeting for us. He said we will certainly send someone if they're needed. He hasn't talked to Rick Stallings, but his initial thought would be we would probably send a field agent if somebody was needed immediately. Mr. Winters thinks we could give them what resources we have and be available. For instance, Karen Burgess sat down with about 24 missing person's cases. She found out on one of them that that person had been missing for over 20 years and there had never been a missing person's report entered into NCIC or ACIC. So the family all this time thought someone was actually looking for them when they actually were not. She also found one where it appears the agency just took the report, entered it and then that's all they did. Ms. Burgess followed up on it and they found the person in prison in another state. So there's some things that we can do to help out. We just want to make sure that the response team knows these are our capabilities but quite honestly, Karen Burgess can do that from her office. We're certainly available but we really can't give them anything more from the background information.

Mr. Winter's said that Karen Burgess mentioned the voice-over on the power point. When we do a training, we ask everyone to fill out a form and a critique and tell us what they thought about the training. Mr. Winters reads every critique we get and if we need to make some changes we certainly are open to that. They ran a few of them even though the instructors were in there. The last two trainings that we've had the comments have been very positive. They liked the classes and thought they were very educational. It's time for us to possibly put that on the website where people can get that kind of training any time they need it. Mr. Winters said he thought it's going to be a great thing.

Jay Winters said that Brad Cazort has been working on the possibility of us moving from the Censor program. When we were in this mainframe transition we were talking about doing a lot of reworking with our Censor program because it is strictly a database. It's not searchable, and it doesn't do a lot of things other than maintain the information. There's a company called Offender Watch that does this around the United States. The U. S. Marshal's Office uses them and several states use them. Some of the states use the whole thing and some only use portions. 15 states use them and Arkansas has some agencies using that. Brad Cazort said 6 sheriff's offices and 5 police agencies are using them. For us it wouldn't change that much, but for law enforcement it would change a great deal. Anything we enter into Offender Watch would be searchable in that database. From the law enforcement standpoint it would be great. The cost is \$185,000 for us and it is free to other agencies. We've got that at the Governor's Office now waiting for approval.

The last thing Jay Winters wanted to touch on was a personal note. He said that his mother had recently passed away and he wanted to say how much he appreciated all of those who contacted him and that he was very thankful for that. Mr. Winters always brags about the folks at ACIC, and said they were in touch with him every day to see what he needed. They did a great job and took care of everything with the agency. He wanted everyone to know publicly what a great group of folks he works with and that he's blessed to have them.

Chairman David Guntharp asked if anyone else had anything else to be discussed.

MOTION: That there was no further business and the ACIC Supervisory Board meeting was officially adjourned at 11:12 p.m.

MOTION BY: Jack Lassiter

SECONDED BY: John Stewart

VOTING: Unanimous

ACIC Director

Date