

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

JUNE 6, 2014

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

Sgt. Lloyd White, Vice-Chairman
Mr. Jack Lassiter
Hon. Dustin McDaniel by Ms. Kathryn Henry
Judge Whit Fowlkes by Judge Lance Wright
Mr. Larry Robinson
Mr. J. D. Gingerich by Mr. John Stewart
Mr. Marc McCune
Mr. Ray Hobbs by Ms. Wendy Kelley
Ms. Debbie Wise
Col. Stan Witt by Lt. Cora Gentry
Chief Gary Kelley

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; Amanda Gibson; Karen Burgess, ACIC; Rick Stallings, ACIC; Ralph Ward, ACIC; Jacob Suter, ACIC; Angie Tatom, ACIC and Judy Lepper, ACIC.

Vice-Chairman Sgt. Lloyd White called the meeting to order and stated that Chairman David Guntharp could not attend the Board meeting because of storm damage in his area. Our thoughts and prayers go out to those affected by the storms.

Vice-Chairman White asked for approval of the Board minutes from the March 7, 2014 ACIC Supervisory Board meeting and stated that each Board member had a copy. He asked if there was a motion to approve.

MOTION: That the minutes of the March 7, 2014 meeting be approved.

MOTION BY: Marc McCune

SECONDED BY: Lt. Cora Gentry

VOTING: Unanimous

Operations Committee Report

New Terminal Site Applications

Bill Clinton reported and said that each Board member should have an iPad in front of them and that the applications were listed. The Operations Committee met prior to the Board meeting to discuss six applications.

The first application was from the Second Judicial District Drug Task Force and the Committee reviewed this application and recommended approval.

The second application was from Conway County Circuit Clerk's Office and the Committee also reviewed this application. Mr. Clinton said there was one issue that was noted on the second page of the application. Question 18 asked if they will conduct fingerprint-based background checks on each employee and they said no. Mr. Clinton attempted to call them just to clarify that they would, in fact, do those background checks and the clerk was out today. He said he would contact them Monday to confirm that it's just a misunderstanding and that they will do the background checks. That is an ACIC requirement.

The next application was from the De Queen Police Department and there was also a question on this one. Question 13 on the second page asked if they will limit the access to the device to the minimum number of authorized personnel and they mistakenly answered that question no. To clarify, that was a mistake and the answer to that question should be yes. In the meeting the Committee recommended approval of this application.

Mr. Clinton said he thought they skipped an application, the second one in the list from ACTI Police Department. That application was pulled down. That's a new police department in Hot Springs at a career training center. After they found out that they could get the police department to run transactions for them and wouldn't actually have to get an ACIC workstation of their own, they called and asked that their application be pulled down.

The next application was the Marmaduke Police Department and the Committee reviewed this application and recommended approval as well.

The next application was the National Park Service at Pea Ridge. They are requesting a MDT, or Mobile Data Terminal, and the Committee recommended approval of that application.

The next application is the Searcy County Prosecutor's Office in Marshall and the Committee recommended approval of that application as well.

Marc McCune asked if there were any issues with any of the applications.

Bill Clinton responded no. He said they have contacted the field agents that represent each of these applications and they all endorse them. The only two questions that the Committee had were the two issues that he pointed out.

MOTION: That the applications for the Conway County Circuit Clerk, De Queen Police Department, Marmaduke Police Department, National Park Service-Pea Ridge National Park, Searcy County Prosecutor's Office and 2nd Judicial District Drug Task Force be approved.

MOTION BY: Marc McCune

SECONDED BY: John Stewart

VOTING: Unanimous

Division Status Reports

Operations Division

On-Line System

Karen Burgess reported and said that ACIC had a very successful conference on May 13 and 14, 2014 and there were some good presentations thanks to Lt. Cora Gentry. We have also been working on and successfully installed an upgrade to our software, which is called Messenger 3. We did that this past Tuesday and everything went smoothly. We actually had to touch every machine and get with their IT staff to upgrade everyone's JAVA. So that was a pretty large task for our field agents.

Ms. Burgess said they have been working on several things with our ISD programmers, our DFA staff and AIRS, which is a vendor. We have been adding the commercial driver's license and medical certificate to driver's histories on the Messenger system. That's a federal mandate and won't be put into place until November. We also have configured 31 workstations and 109 total data terminals between the dates of March 1 and May 28 and those are listed. We've requested four ORI's from NCIC and those are also listed. Three workstations have been returned for lack of use and those are listed as well. We had five DIS routers removed from the beginning of the year until now and we just removed a router yesterday at the DEA in Fayetteville.

Ms. Burgess said they had processed 33 special interest vehicles within the last three months, 802 hot files, 74 audit reports, 332 off-line searches, 536 calls for password reset, 153 DL photos, 1,701 stolen vehicles, 328 off-line vehicle-by-name searches and 222 trouble calls. There are 407 missing persons as of April 30 within the state. Jay Winters, Bill Clinton, Stormy Cook and Karen Burgess attended a missing person's seminar that was hosted by the Attorney General's Office last week and we had several families to attend and we tried to help them as well. We also have 78 unidentified persons entered in our system.

For the training report from March 1 to May 22, we have had 556 students trained for Level 1, 96 students trained for Level 2 and have had several other classes. We had 96 people recertified that attended the ACIC Conference.

On Nextest, which is our online testing system, we had 950 tests taken on Level 1 and 97 Level 2 tests taken. We also had 328 Level 2 recertification tests taken.

Vine/JusticeXchange

Rick Stallings reported and said the field agents have been working with the agencies to correct issues that were found during the NCIC audit. They have been conducting re-audits on their agencies as well. Over the last few months they have been assisting Network Control and Karen Burgess to update the JAVA that is on the workstations out in the field to make sure Messenger 3 was successful. Mr. Stallings also pointed out that Richard Faucett, the northwest area field agent, will be retiring this month after 35 years of service with the State of Arkansas and will be greatly missed.

Mr. Stallings has one new position that has been filled and the person has accepted the position. Her name is Tiffany Ward. She will be doing audits on non-criminal justice agencies that are legislatively mandated to receive criminal histories. She will fill that position.

We have been conducting training classes for Vine and JusticeXchange. There have been several agencies interested in the AlertXpress program that's part of the training as well. Little Rock Police Department, Cossatot Police Department and several others have been interested and we have held training classes for them.

We have a verification that was on hold at the last Board meeting. It was a verification of the numbers that are in the system. We saw that the verified or confirmed notifications were just about as equal as the unconfirmed notifications. So Appriss, Michele Kulesa and Rick Stallings have been working to verify those numbers and present a new project to Appriss and they have actually started that with us on June 4, 2014. There have been 2,149 unconfirmed notifications for the month of May and this week we sent out 673 notifications and we received 39 responses out of that. Mr. Stallings was disappointed that it was that low, but said they were able to get some numbers removed from the system that people did not register on. Since the deployment of the VineMobile App, we've noticed an increased in the TTY registrations. There are 410 out there currently. People are mistaking that for text messaging. Instead of a hearing-impaired notification they want text notifications, which we don't provide. We did make a notification out to all 410 registrants and we had 17 people respond back that they thought it was text messaging or they don't want the notification anymore.

As of May 22, there are 85,082 registrations on inmates and 30,910 registrations on parolees. This year, there have been 60,855 new registrations in the system. VineMobile is the most popular way of searching with almost 600,000 searches.

For JusticeXchange, we have 3,943 users that have performed this year or within the last year, year-to-date. Actually going back to May of last year there were 719,743 searches. You'll notice that in the graph. That's been totaled in the legend at the bottom of the graph.

There are 25 EPIC Reports for this year. LeadsOnLabs total transactions for this year are 58,905. Total sales blocked are 1,548. For Scrap Metal, over 770,000 items have been reported.

Arkansas Incident Based Reporting System (AIBRS)

Ralph Ward reported on the current NIBRS status. There were 286 agencies cleared to report and four agencies changing systems or testing. Mr. Ward said that Hot Springs County came on

line this week. The next graphic on page 6, you will see the whole new process since the first live submission in 2003. We have processed almost 2.4 million offenses and over 1.3 million arrests, including group D arrests. Almost 2 billion dollars in stolen and recovered property has been processed and shockingly 1.6 million victims have been reported in the state program.

With all of this data that is collected, what kind of reports did we receive? It's not just your offenses, arrests and property reports for the year. The requests include violent crimes, location types, injuries, days of the week and times of the day. They want drug types, measurements, location of drugs and associated crimes, ages of those arrested for drugs as well as sex, race and ethnicity. Those who requested data want to know the criminal activity at that arrest. For example, buying, selling or transporting. The victim's pending relationship of the crime could possibly identify a domestic violence situation or black on black crime. We've also researched weapons used in a multitude of different criminal offenses. These are some of the examples of requests that we've received for data. On the next page you'll see your sheriff or chief, Attorney General's Office, Legislative Research, Department of Human Services, Sentencing Commission, Associated Press, universities and colleges, FBI, DEA, ATF, Department of Homeland Security, Arkansas State Fusion Center, Arkansas State Police, Director of Drugs, Victim's Service Organizations, television, radio and new stations, newspapers nationwide, hospitals, U. S. Probation and Pulaski County prosecutors. That's just to name a few.

On the next page, since last year Mr. Ward has been working with the Attorney General's Human Trafficking Task Force Coordination and Collection and Information Steering Committee. It's to help states fight state slavery or just slavery. You'll see on this page a list of the human trafficking charge codes and NIBRS codes that we've implemented this year and we will be collecting those statistics and those will be out this year.

On the next page, we're working with Chez Annamalai and Michael Tackett of ISD and the Information Network of Arkansas on the Arkansas NIBRS web portal. This will enable the NIBRS submitting agency to securely log in and upload their NIBRS submission. It will also at the same time email a confirmation that we are processing that record. They will also be able to check their errors almost instantaneously once that's processed. That's going to help us out tremendously this year because we've been implementing the new 2014 update and all of the new NIBRS data elements. There are new validations and edits that control these entries. This portal will also be a one-stop shop for training videos, presentations and the latest information. We'll also be adding the quarterly statistics for the chiefs or sheriffs of those agencies and also a monthly breakdown of what they have submitted on that portal as well. We'll probably be adding more as we progress through this project and we're pretty excited about it.

Repository Division

Legal

Brad Cazort reported that ACIC was semi-served with a lawsuit last week. A prisoner petition has sued Sherry Flynn with the Department of Correction and Paula Stitz with ACIC, basically alleging that the two of them are slandering him by telling people that he is a dangerous sex offender and his wife is crazy. That's the best he can figure out is the reason for his complaint. We have sent it to the Attorney General's Office for his response. Mr. Cazort said he thinks he's

more concerned about what law enforcement is doing in terms of community notification. The only two names that are mentioned are Sherry Flynn and Paula Stitz. Mr. Cazort said he didn't think it was much of a lawsuit but it was something that has to be responded to.

Sex Offender Registry

Brad Cazort reported for Paula Stitz and referred to the current graph of May 27, 2014. Since the last Board meeting we've added almost 300 sex offenders, which continues in line with our average rate of 9 percent growth per year. The big thing Mr. Cazort wanted to point out is the address unknowns, who are the absconders. That number continues to dwindle every quarter and we're down to only 225 of those. Scrolling down the next couple of screens is the current number for those who have received court orders to be removed from the registry. There have been 9 more taken off since the last meeting. We've added 300 new sex offenders and 9 have been removed. We're at the 15-year mark where people can start applying to the courts to be removed. There hasn't been a big onslaught of that but Mr. Cazort anticipates that there will be an increase in those in the future.

Criminal History Division

Brad Cazort reported and referred to the number of documents that were actually touched and worked in the last quarter. Again, the Criminal History Division continues to work with no backlog and told the Board members we are current on everything we are doing.

The last thing Mr. Cazort wanted to point out was the sign on the front door of ACIC. Under state law, people can actually write to us and come in to review their criminal history records that we maintain on them. The law says that we may provide them a copy, but we are not mandated to do that. We have in the past allowed them to take a copy of their record with them. The law also is very clear that you cannot use that copy that you obtain from ACIC to circumvent state law requirements of doing background checks that require paying a fee, such as for employment or housing purposes. People continue to come in and say that they need it for housing or employment. Some people have a sheet that the VA has given them saying here's a list of things you need to do in order to get a background check either at the Arkansas State Police for a fee or at ACIC for free. They continue to do that, so we finally decided to implement a program this past week that we will no longer provide walk-in requests with a copy of their criminal history records. They may review it and if they need certain information that they need back to file a Petition to Seal, we'll inform them how to fill out that information but we will not allow them to walk out of here with a copy. We will continue to send copies of people's criminal history records that mail in authorizations and ask us to send it back to them or their attorneys. The people who are coming in and asking for them want it that day. We're going to try for a while to no longer hand out copies. We will check and review them and answer any questions, and we will continue to send those to people who request them by mail.

Debbie Wise asked if ACIC charged a fee for that.

Brad Cazort responded no, and that's part of what the state law says. The law says you can't use that to circumvent the places that require that you pay a fee. They should be going to Arkansas State Police and paying a fee to do that. We tell them that if they actually have to have a copy in hand that they need to go to Arkansas State Police.

Debbie Wise said that the circuit clerks get a lot of requests for criminal searches and we send them to the Arkansas State Police so that they can get the fees and we do not. We have a lot of problems with that.

Mr. Cazort said that half of those fees go to ACIC and half of them go to Arkansas State Police, so we also certainly want them to pay the fee.

Administrative Division

Mary Rogers reported and referred to the handout that detailed ACIC's expenses for this year and the remaining budget for this last month of the fiscal year. She said it appeared that we were in good shape and there were several outstanding invoices that should be paid before the end of the month. We went to the Legislative Peer Review Subcommittee yesterday and all of our grant programs were reapproved to use in the next year in case we have funds available that we can spend. She said one of the grants went until July 31 and the other one is in September. There may be differences on at least one of those. Ms. Rogers reported that everything was done for the annual budget for appropriation. She said the biennial is up and we will be working on that in June and July and will be doing the year-end procedure shortly.

Information Services Division

Michael Tackett reported for the ISD Division and started with the Programming Division. As you can see on the iPads and Mondo pad, it shows multiple changes, different returns and searches that we've had. One of our biggest completed tasks was a pipeline error that was occurring between DIS and DFA. It was making it look as though ACIC was down or if someone was trying to do a return. They were not coming back in a timely manner. We were able to work with them during a 3-4 month period that the errors were occurring and we finally have got that to where there may be one or two errors a week now. They're really quick, and it's not an ACIC issue. It's between the security equipment and the web servers with DFA and DIS. They are working with us, along with IBM and various other vendors to get the complete solution fixed, but we have knocked it down to where it's very minimal if happening at all. One of the biggest things we have in progress now is changes to INA that they have going on for us. At the last Board meeting we talked about the mainframe conversion and moving off of that and onto a server. We also talked about the chance to bring and perform that in-house because of some of the information that DIS had given us on figures and accounting. We went back with DIS and reviewed those again. We realized that the way they had presented the information to us, it made it look like we had to buy the equipment along with them hosting it. After we straightened everything out with them and Mr. Jim Dean at DIS, we realized that they are buying all of the equipment. At this time, we are going to go with DIS still hosting the transition for us for the mainframe conversion. We will not be bringing that in-house right now and it will save us some money and reduce the cost. We have had our final meeting with DIS and Unicom. Unicom is the vendor that's going to be doing the conversion and they are setting a date to start possibly next week. Mr. Tackett has not received a confirmed verification on that. We've also had one meeting with DIS where they did give us a guarantee that any shortcomings that Unicom has on not completing the project or issues that they would pick up those shortcomings. We wouldn't be charged extra for something or if the project fails, they will cover it. That was from their CEO over at DIS. Our plan for the future is to move forward with the mainframe

conversion. Lastly we are working with DIS to get an NFF programmer through a grant-funded project to work with that and get the code written.

Moving on to the Infrastructure side of the house, we've installed and configured various security devices and helped to better secure our network. We have replaced almost all but two of the XP systems that are in-house because Microsoft has reached its end-of-life with Windows XP and can now become vulnerable. We have two remaining systems and they should be replaced by the middle of next week. Mr. Tackett has talked with both users and they've agreed that they're at a spot now that we can go ahead and get those changed out. One of the other things that we have going on is the Infrastructure team has been working with the field agents on some cross-training. This is to better understand how they do their job, how they interact with local agencies and how our department can better assist them. They will be doing ride-alongs with the field agents going out to the field, answering questions, and working with the local agencies to see what we can do to provide better customer service to them from an infrastructure standpoint. One of the other things that we have going on is evaluating Verizon cell phones and data plans to see their locations throughout the state and working with them to get better pricing devices. One of the biggest things as well is the network field. We should before the next Board meeting have our new network in place. We plan to have that done at the end of July, beginning of August. We still have a few things that we've got to make concrete before we can give an exact date that we're going to move forward. We should have everything in place and ready to move then.

Future plans that we're working on is the Disaster Recovery Center. We've talked with DIS and they have a new Disaster Recovery Site that they've put in place. It's at Cantrell and Rodney Parham right by I-430 located in the old Verizon/Alltel buildings. They have turned them into a data center that fits our needs. We are looking at getting equipment moved over there so that we can have a back-up site so that if this location goes down we can still run our equipment. We are also putting in an internal help desk to better assist users. Network Control is keeping up with tickets that are coming through making sure that everyone gets the exact attention that they need. We are looking to replace the computers in-house that are 3-5 years old. Some of them are starting to fail and all of them are out of warranty now so we're looking at replacing some of those in-house. Mainly for Network Control because they are processing the newer, more intense data. They stay up 24/7 and they definitely need some new computers. The field agents also need computers they can actually use and assist the agencies. On one last note, Mr. Tackett wanted to recognize one of the members of the Infrastructure team, Dusty Melbourne. He took one of the Microsoft certification exams to receive his MCSA certification and passed. There are two other exams to go through and it's a pretty intense core curriculum that you have to go through, and he wanted to acknowledge Dusty Melbourne for passing his first exam.

Conference Update

Jay Winters reported and said that this year's Conference was held at the Marriott in Little Rock, and thought that this year's conference worked out very well. Mr. Winters thanked the ACIC staff for an excellent job in putting together the conference. Brad Cazort secured a great deal on the conference location. We had almost 250 registered for the conference but ended up with right at 300 attendees which was a great turnout for us. We had to set up some more tables, chairs and food but they jumped in and got stuff done and it was a very good conference. He thought the staff did a great job in setting things up and the presentations that they gave. We

tried putting a survey online and out of nearly 300 people we had 105 people respond to it, which is actually more than the past paper surveys. Mr. Winters said the most positive thing for him was that more than 85 percent of the people thought that the conference was helpful to them and they thought the location worked very well for them. We will be at the Marriott for the next two years and he again wanted to thank the staff for the great job that they did. It was beneficial and Mr. Winters thanked Larry Robinson for his help in getting Governor Mike Beebe to come and speak to the conference attendees. Governor Beebe talked to the attendees and pointed out the fact that although they don't always get accolades, he thanked them on behalf of the State of Arkansas and they truly appreciated that. Mike Neal with Arkansas Game & Fish Commission gave a presentation on the West Memphis shooting that he was involved in. He directed his talk to the 911 centers and the dispatchers. One of the West Memphis dispatchers involved, her fiancée was one of the ones that were killed. In the middle of this call, she's realizing that was her future husband that had just died. Mr. Neal was able to bring out some very good points, such as Karen Burgess and other staff members that presented the Messenger 3. Mr. Winters thought that all in all everyone was very happy with the conference. Sgt. Lloyd White sent a thank you and asked Mr. Winters to make sure to send it out to all the staff thanking them for the job they did. Again, Mr. Winters thought the conference was very successful and we've already met once and are getting things lined out for next year's conference.

Sgt. Lloyd White encouraged everyone to attend the ACIC Conference if they have not attended, and stated that it was very informative and he enjoys it every year.

Other Business

Jay Winters said that Larry Robinson contacted him about what legislation ACIC might be involved in in the upcoming 2015 Legislative session. The only thing that we have going at this time would be working with the Attorney General's Office on the human trafficking laws and some of those charges should be mandatory sex offender registry charges right along with it. There is no statute for it and Brad Cazort, along with the Attorney General's Office, will be working on that. That's really the only thing we anticipate pushing forward at this time. There are always questions about where we are on Adam Walsh compliance for the state. And we are further along than we were last time we talked about this. At the next Board meeting, Brad Cazort will have a short power point presentation to explain where we are at this time. It will certainly take some legislative changes to finish it up.

Brad Cazort reported and said that for compliance purposes, the SMART office that oversees Adam Walsh compliance has divided three parts into fourteen areas. Before the last session, ACIC was pretty much compliant in nine of the fourteen. We are now deemed to not be out of compliance in eleven of fourteen areas. There are three areas left to go that are not easy areas. Although we are not going to necessarily be pushing it, he anticipated Legislators may want to tackle some of those issues on their own.

Mr. Winters said that Brad Cazort was going to go ahead and inform the Board where we are in case there are any questions. Certainly if someone comes forward and wants to push that agenda, we'll certainly work with them or anything else that comes up.

Mr. Winters wanted to touch on something that Rick Stallings had mentioned. Richard Faucett is retiring from ACIC with 35 years of service. Mr. Faucett has served almost all 35 years in northwest Arkansas, so there are going to be some big shoes to fill with his retirement. His position won't be available until July 1, and we'll have to advertise and interview.

Mr. Winters also mentioned that one of ACIC's long-time employees, Terry Smith, has been battling cancer for a long time and said that she was back in the hospital again last night and she asked for our thoughts and prayers.

The last thing Mr. Winters wanted to mention was how proactive the ACIC staff was and how much he appreciated the work they do. Bill Clinton sent Mr. Winters a search they did and they were able to locate a murder suspect for an agency. The agency went out and made the arrest. That's one of those background things that nobody really knows about it, but the agency did and called and thanked ACIC for all that they did. They do a lot of that kind of stuff that doesn't get out but Mr. Winters wanted the Board members to know what a great group ACIC is.

Debbie Wise stated that Brad Cazort held a program for the Circuit Clerk's Association not too long ago about sealing records and did an outstanding job. Ms. Wise said they really appreciated that and that they have a lot of new clerks that really don't know what the process is as far as sealing records and what to do, and he did a great job explaining that. Rick Stallings also recently came around to Randolph County and held training in our area. We had some people from other counties that came over and he did a wonderful job also. We really appreciate that and she said it helps them a great deal to do their jobs better.

Vice-Chairman Sgt. Lloyd White spoke on behalf of the Board of their thoughts and prayers for ACIC employee Terry Smith and asked the Board if there were any further questions.

MOTION: That there was no further business and the ACIC Supervisory Board meeting was officially adjourned at 10:49 a.m.

MOTION BY: Debbie Wise

SECONDED BY: Lt. Cora Gentry

VOTING: Unanimous

ACIC Director

Date