Minutes of the Arkansas Crime Information Center Supervisory Board - Friday, September 8, 2017

David Eberdt Training Center:

Board Members present: Sergeant Lloyd White, Chairman; Sheriff Ron Nichols, Vice Chairman; Mr. Thomas "T.J." Curtis; Ms. Debbie Wise; Mr. Jack Lassiter; Mr. Marc McCune; Col. Bill Bryant; Mr. Doug Smith; Mr. Donald Ragland; Judge Lance Wright; Mr. David Raupp; Assistant Chief Hayward Finks and Ms. Wendy Kelley.

Also attending - Billy Clinton, Acting Director & Administrator of Operations; Brad Cazort, Administrator of Repository; Michael Tackett, Administrator of Information Services; Mary Rogers, Administrative Services Manager; Karen Burgess, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Rick Stallings, ACIC; Benny Battles, ACIC; Sunni Douglas, ACIC; Angie Tatom, ACIC and Bliss Boever, ACIC.

Call to Order:
Sgt. Lloyd White called the meeting to order at 10:00am.

Approval of Previous Minutes: June 2, 2017
Motion to Approve: Sheriff Ron Nichols
Seconded by: Mr. Donald Ragland
Voting: Unanimous

Chairman Lloyd White suggests Executive Session to discuss appointment to Director Vacancy:
Motion to Approve: Sheriff Ron Nichols
Seconded by: Mr. Donald Ragland
Voting: Unanimous

Executive Session:
- The Board will take applications for the Directors position up to September 18, 2017.
- On October 6, 2017 the board will review the applicants.

Motion to approve application and review dates: Mr. Donald Ragland
Seconded by: Mr. T.J. Curtis
Voting: Unanimous

Chairman Lloyd White announces ACIC Director Jay Winters resignation:
Motion to Accept: Mr. Jack Lassiter
Seconded by: Sheriff Ron Nichols
Voting: Unanimous

Sergeant Lloyd White mentions that sometimes they receive applications as late as the day before leaving little time for ACIC agents to investigate. The Operations committee suggested that requests be submitted at least 10 (ten) working days prior to board meetings.

ACIC Division Reports:

Operations:

Billy Clinton:
- No applications for direct access.
- Requests the Board and Operations committee re-evaluate the agency audit practices and sanctions.
- Chairman Lloyd White agrees with Mr. Billy Clinton.

Karen Burgess:
- Operations worked with ISD to convert the old mainframe to new system.
- Configured Workstations; Mobile data terminals.
- Deleted Workstations; Removed DIS routers and requested ORI's from NCIC.
- Processed hot files; owner/lean holder requests; Audits and Re-Audits.
- Logged offline searches; Password resets; Token re-sinks and Password extensions.
- Processed stolen vehicles; Processed/resolved/dispatched trouble calls.
- Missing persons/Unidentified persons.
- Stolen vehicles entered and deleted.

Benny Battles:
- Basic training course restructured and workbook developed with the help of Mr. Rick Stallings.
- Starting the rework and streamline of the advanced course by training committee.
- Testing the changes in the field.
- Refresher course online/workbook.
- Basic/Advanced/VINE/JusticeXchange/Nplex/CENSOR training statistics.
- Working on 2018 training and possible LTI and TAC class.

Rick Stallings:
- Approved for VINE 3 VOCA grant.
- Working with Department of Corrections/ACC/APPRISS/Marque on new VINE interface.
- Working with Department of Corrections to show all parolees and probationers.
- Training every 3rd quarter in VINE/JusticeXchange/Nplex.
- VINE/JusticeXchange/AlertXpress/Nplex/Scrap Metal Statistics.

Sunni Douglas (Agent report):
- Replacing SOR equipment and updating software.
- Investigated Misuse case.
- Assisted network control in troubleshooting offsite.
- Agents are almost done with audits, now focused on re-audits.
- ACIC Agent Tiffanie Ward is working on an audit for the Criminal History Arrest Disposition reporting.

Ralph Ward:
- Current NIBRS program status.
- Working with RMS software vendors and agencies that have technical reporting issues.
- Development and testing of the LOGIC for the validations of the new NIBRS.net web portal.
- Preliminary 2016 crime statistics posted on the acic.org website.
- The NIBRS section of our website now includes manuals; information on human trafficking; training bulletins and videos.
- Received and Processed several request for statistics.

Repository:

Paula Stitz:
- Removed deceased Sex Offenders from Registry.
- Moving forward with Offender Watch to replace CENSOR program.
- Attended FBI National Academy Conference in Washington, DC.

Brad Cazort:
- Offender Watch projected to be up and running in the 1st quarter of 2018.
- Criminal History files worked. No backlog.
- Criminal History employees will participate in a Goodwill reentry program in October.

Administrative:

Mary Rogers:
- Waiting to commit funds for the Offender Watch project, just received documents for the grant that will pay for large portion.

ISD:

Michael Tackett:
- Three positions open.
- INA and the Governor's Office have a Digital Government Transformation Award they give yearly. ACIC submitted two projects: TIPS Project and Never Forgotten Website Search. Both are finalists.
- ACIC has moved off the mainframe.
- Network outage with Nlets (only certain transaction).
- Working on Offender Watch.
- CSN Project; DIS approved project and CSI manages the project.
- ACIC selected by DIS to grab analytic information and a site visit. Discussed how to store and manage our systems.
- Audits.
- Working with Faulkner County Sheriff's Office to put a back-up system at their location.

Ms. Wendy Kelly: Why would you not use DIS Center West?

Michael Tackett: We are in talks with DIS but because we were just moving off the mainframe we haven't had a chance to finalize all that. We are actually going to move all our systems out to DIS West that is kind of the goal. Their data center out there is more equipped to handle what we actually need then what we have here. Once we move our primary out there, we will actually move our backups to this location. So in the meantime, because and that was our thing do we wait to do that? But this buildings old, as IT luck has it something would happen. So we went ahead and made agreements with them. The reason Faulkner County was so easy, the infrastructure manager we hired beginning of this year, was an employee of Faulkner County. He was their IT Administrator. So, he still does part time work for them in the evenings to help them move forward. He was able to secure us access and he's the only one with a key to our stuff. The goal is to move out to DIS West.

Elections for Chairman and Vice Chairman:
Motion to keep current officers another term: Mr. Jack Lassiter
Seconded by: Mr. Donald Ragland
Voting: Unanimous

Other Business:

Billy Clinton:
- Staff met to reevaluate what our costs are and projected we would be saving money by moving off the mainframe. We wanted to see if we could pass those savings to our Criminal Justice Customers.
- Proposed new billing methodology to go in effect January 1, 2018.

New billing effective January 1, 2018:
Motion to Approve: Ms. Wendy Kelly
Seconded by: Sheriff Ron Nichols
Voting: Unanimous

Announcements:

Bill Clinton:
- Thanks entire staff for contributions on Mainframe project.
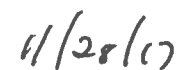- Presented PowerPoint on how the ACIC system is growing.

Adjournment: (11:50 am)

Motion to Approve: Sheriff Ron Nichols
Seconded by: Mr. Jack Lassiter
Voting: Unanimous

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ACIC Director

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Date