

**Joint Policy Team and Technical Team
of the Information Technology and Systems Improvement Committee
Minutes
May 11, 2012**

A public meeting of the joint Policy Team and Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on May 11, 2012 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Policy Team Members Present:

Karl Heckart, Chairperson, Administrative Office of the Courts
Cathy Allen, Coconino County Sheriff's Office, Jonathan Rodriquez representing
Cathy Clarich, Glendale City Court
Cheryl Harris, Navajo County Attorney's Office
Jeff Hood, Department of Corrections, Stephen Welsh representing
Michael Keran, Scottsdale Police Department, Mike Morrison representing
Mark Marino, Gilbert Police Department
Julio Marroquin, Yavapai County Attorney's Office
Bill McDonald, Maricopa County Attorney's Office
Marna McLendon, Retired
Jeff Raynor, Department of Public Safety

Policy Team Members Absent:

Shelly Bunn, Maricopa County Sheriff's Office
Frank Gonzales, Pima County Sheriff's Department
Mark Hendershot, Maricopa County Adult Probation
Rob Peck, Pima County Attorney's Office
John Neely, Tucson Police Department

Technical Team Members Present:

David Azuelo, Tucson Police Department
Graciano Cervantes, Department of Public Safety
Brian Hunt, Yavapai County Sheriff's Office
Mike Morrison, Scottsdale Police Department
Steven Scales, Administrative Office of the Courts
Schuyler Southwell, Maricopa County Attorney's Office, Gary Peet representing
Stephen Welsh, Department of Corrections

Technical Team Members Absent:

Rodney Banks, Pinal County, Senior I.T. Manager
Bruce Byron, Glendale Police Department
Tom Gendron, Maricopa ICJIS
Doreen Hamilton, Phoenix Police Department
Rob Peck, Pima County Attorney's Office
Robert Rampy, Maricopa County Sheriff's Office
Ralene Whitmer, Department of Transportation

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Policy Team Chairperson Karl Heckart at 9:30 a.m. Roll was taken for the Policy Team and a quorum was declared present. Roll was taken for the Technical Team and a quorum was not declared present.

II. Election of a Chairperson to the Technical Team

A quorum for the Technical Team was not declared present; therefore, this voting item was tabled.

III. Minutes

A. Approval of Minutes from the September 13, 2011 Technical Team Meeting

A quorum for the Technical Team was not declared present; therefore, this voting item was tabled.

B. Approval of Minutes from the January 18, 2012 Policy Team Meeting

Policy Team Chairperson Heckart called for a motion on the minutes. Jeff Raynor entered a motion to approve the minutes of the Policy Team meeting held on January 18, 2012. The motion was seconded by Marna McLendon and was unanimously approved by the Committee.

IV. Arizona Records Improvement and Information Sharing Priority Recommendations

Policy Team Chairperson Heckart began with an introductory handout of Criminal Justice Information System (CJIS) Strategic Plan Projects for FY13 and FY14; the projects were categorized by high, medium and low priorities to be accomplished during each of the fiscal years. Chairperson Heckart introduced Steven Scales from the Administrative Office of the Courts to discuss the Arizona Statewide Electronic Arrest Warrant Study, one of the high priority projects.

Mr. Scales reviewed the two reasons that prompted the warrant study. The first problem was found during the conversion from the AZTEC to the AJACS system, the conversion exposed warrant data quality issues. The second problem uncovered warrant information that did not match with the Maricopa systems. The study addressed these issues by initiating several focus group meetings that were attended by the Courts, Prosecution, Law Enforcement and Sheriff's Office personnel. Representatives serving on the focus groups included staff with expertise in the business requirements of their respective agency as well as those supporting the IT environment in the agency. The deliverables include the completion of the road map with an executive summary, project charter, listing of all the statutes and policies affecting warrants, high level functional business requirements and technical requirements. Mr. Scales also discussed the next steps that would include building the priority around the project, securing funding for the next phase, beginning development for business requirements, and working with the Policy Committee to change the policies that would present a roadblock to the new system design.

Next, the Policy Team and Technical Team reviewed, discussed and assigned placement of the projects by priority for FY13 and FY14. The Committees agreed to list the highest preference for the following FY13 projects: 1) ADRS Rollout and Enhancements; 2) Warrants Repository and eWarrants; 3) NEIM Standards and Education; 4) Criminal History Records Cleanup; and 5) NICS Task Force Support. The medium priority included 1) JWI Data Source Sharing; 2) AZLink; Failure to Appear; 3) eCitation; and 4) Synchronization of Probation.

The Policy Team and Technical Team continued on to the list of priorities for FY14. The projects consisted of: 1) Criminal eFiling as high; 2) JWI Operational Consortium and AZLink as medium; and 3) AZLink Enhanced Services as low.

Policy Team Chairperson Heckart then called for a motion on the recommendations listed. Marna McLendon entered a motion to approve the strategic priorities and tactical recommendations for the Arizona Records Improvement and Information Sharing Strategy. The motion was seconded by Stephen Welsh and was unanimously approved by the Policy Team.

V. Call to the Public

Policy Team Chairperson Heckart made a call to the public. No members of the public addressed the Committee.

VI. Date, Time, and Location of Next Meeting

The next Policy Team and Technical Team meetings will be held at the call of the Chairperson.

VII. Adjournment

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.