

**NOTICE OF PUBLIC MEETING
OF THE
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION
AND
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Information Technology and Systems Improvement Committee** of the Arizona Criminal Justice Commission and to the general public that the **Information Technology and Systems Improvement Committee** will hold a meeting open to the public on **Thursday, March 21, 2013** beginning at **11:00 a.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Chairperson David Byers**
Information Technology and Systems Improvement
Committee Members:
David Byers, Chairperson
Joseph Brugman
Tim Dorn
Clarence Dupnik
Chris Gibbs
Robert Halliday
Sheila Polk
- II. Minutes of the May 24, 2012 Meeting** **P-F-T**
- Approval of Minutes.
- III. Arizona National Instant Criminal Background Check System (NICS) Initiative** **Pat Nelson**
- Review, discussion, consideration and possible action on support of the AZ NICS Task Force report and recommendations. **P-F-T**

IV. Call to the Public

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

V. Date, Time, and Location of Next Meeting

- The next Information Technology and Systems Improvement Committee meeting will be held at the call of the Chairperson.

VI. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 24, 2012 Meeting

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Committee approve the minutes of the Information Technology and Systems Improvement Committee Meeting held on May 24, 2012.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee
Minutes
May 24, 2012**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on May 24, 2012 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

David Byers, Chairperson, Director, Administrative Office of the Courts
Robert Halliday, Director, Department of Public Safety, Jeff Raynor representing
Tom Horne, Attorney General, Dan Sands representing
Robert Huddleston, Chief, Casa Grande Police Department
George Silva, Santa Cruz County Attorney, by conference call

Members Absent:

Carl Taylor, Coconino County Supervisor

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

Guests Participating:

Karl Heckart, Policy Team Chairperson, Administrative Office the Courts

I. Call to Order

The meeting was called to order by Chairperson David Byers at 9:00 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the January 13, 2012 Meeting

Chairperson Byers called for a motion on the minutes. Designee Jeff Raynor entered a motion to approve the minutes of the meeting held on January 13, 2012. The motion seconded by Commissioner Robert Huddleston was unanimously approved by the Committee.

III. AZ Records Improvement and Information Sharing Strategy Priority Recommendations

Karl Heckart, Policy Team Chairperson presented the strategy priorities and tactical recommendations from the Joint Policy and Technical Team meeting held on May 11, 2012. Goal 1, Objective 1.2 "promote ongoing records improvement collaboration across the flow of the criminal justice system" was first reviewed. Mr. Heckart then continued to explain the five high priorities for FY13. The first is the **Continuation of the Arizona Disposition Reporting System (ADRS) rollout**. The action steps for this project contain the following: 1) AOC/DPS continued rollout, 2) DPS implementation of enhancements, and 3) ongoing review and analysis for system improvements. The second priority is the **Criminal History Records Clean-up and Completion**. The area of responsibility for this priority consists of: 1) activities currently funded to support the cleanup of missing records by directing funds to address the backlogs and rejected dispositions, and 2) need for continued discussion by the Policy Team to address the areas in FY13.

Mr. Heckart then directed the Committee to Goal 2 of the strategy which is enhancing information sharing across jurisdictional boundaries. The first undertaking for the **Warrant Repository-eWarrants Process** priority contains the development of improved business model and system specifications for warrant issuance, tracking, reporting and repository. The second step is the analysis of FTA warrant process and improvements. The next priority is the **Support of the NICS Task Force Project**. The direction for this project includes: 1) the analysis of seven reporting categories for NICS to develop recommendations for business process improvements; and 2) automations of court orders being submitted to DPS then to NICS. The last priority is the **NIEM Standards and Education**. The goal is to have the Technical Team develop a plan for Arizona to adopt the NIEM standard and have educational partnerships utilizing federal resources.

Next, Mr. Heckart reviewed the medium priorities for FY13 that included JWI Data Source Sharing; Failure to Appear; eCitations; and Synchronization of Probation. Lastly, the priorities for FY14 were listed on the following levels of preference: 1) Criminal eFiling as high; 2) JWI Operational Consortium and AZLink as medium; and 3) AZLink Enhanced Services as low.

Chairperson Byers then called for a motion on the recommendations as listed. Commissioner Robert Huddleston entered a motion to recommend to the Commission the strategic priorities and tactical recommendations for the Arizona Records Improvement and Information Sharing Strategy as listed on pages 10-13 of the agenda. The motion was seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

IV. Gerald Hardt Memorial Criminal Justice Records Improvement Program

Pat Nelson, Program Manager explained that the Gerald Hardt Memorial Criminal Justice Records Improvement Program supports the implementation of various projects to improve the quality, completeness and accessibility of the state's criminal justice records systems with an emphasis on criminal history information. Ms. Nelson stated last year the funding level was \$335,000; however, with drastic cuts in federal funding this year the amount is set at \$200,000.

Next, Ms. Nelson presented staff's amended recommendation to the Committee for the approval of directing the FY13 Byrne/JAG 5% set aside funding in the amount of \$200,000 for the Gerald Hardt Criminal Justice Records Improvement Program to support the implementation of the electronic transfer capability of Arizona mental health case information to the Department of Public Safety and to support the next phase of the eWarrant Statewide Initiative. In addition, staff is also recommending that no match be required for the FY13 CJRIP allocation due to continuing difficult budget conditions.

Designee Jeff Raynor entered a motion to accept staff's recommendation as stated. The motion was seconded by Commissioner Robert Huddleston and was unanimously approved by the Committee.

V. Full Forensic Crime Laboratory Grant Program

Pat Nelson, Program Manager presented the Full Service Forensic Crime Laboratory grant allocations in the amount of \$800,000 for FY13. All five laboratories submitted projects for consideration under the grant solicitation. The funding will be utilized for positions of criminalists, equipment, training, overtime and other new positions for the labs. Ms. Nelson directed the Committee to the chart on page 17 of the agenda that showed the funding allocation. The formula for the funding was agreed upon in 2007 by the lab directors.

Commissioner Robert Huddleston entered a motion to recommend to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for the cycle of July 1, 2012 through June 30, 2013. The motion was seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

VI. Call to the Public

Chairperson Byers made a call to the public. No members of the audience addressed the Committee.

VII. Date, Time, and Location of Next Meeting

The next Information Technology and Systems Improvement Committee meeting will be at the call of the Chairperson.

VIII. Adjournment

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona National Instant Criminal Background Check System (NICS) Initiative

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Committee recommends to the Commission support of the AZ NICS Task Force report and recommendations focused on improving the completeness, automation and transmittal of records and mental health information to the NICS.

DISCUSSION:

The Arizona Criminal Justice Commission was awarded funding in FY 2011 and FY 2012 from the Department of Justice, Bureau of Justice Statistics for the Arizona NICS Records Improvement Initiative. The grants provide funding to support the following two major goals:

- Improve Arizona’s record for completeness, automation and transmittal of records and mental health information to the National Instant Criminal Background Check System (NICS).
- Improve completeness of criminal history records used by the National Criminal Background Check System by addressing disposition backlogs and rejects.

A short summary will be provided on the activities of the Arizona NICS Task Force and highlights provided on the recommendations for the AZ NICS Record Improvement Plan.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table