

**Information Technology and Systems Improvement Committee  
Minutes  
May 9, 2017**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on May 09, 2017, at the Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

**Members Present:**

David Byers, Chairperson, Director, Administrative Office of the Courts  
Joe Brugman, Chief, Safford Police Department, by conference call  
Sheila Polk, Yavapai County Attorney, by conference call  
Daniel Sharp, Chief, Oro Valley Police Department, Kara Riley representing

**Members Absent:**

Frank Milstead, Director, Department of Public Safety

**Staff Participating:**

Marc Peoples, Criminal Justice Systems Improvement Program Manager  
Heather Bohnet, Program Coordinator  
Andrew LeFevre, Executive Director

**I. Call to Order**

The meeting was called to order by Chairperson David Byers at 1:32 p.m. The roll was taken, and a quorum was declared present.

**II. Approval of the Minutes of the February 16, 2017 Meeting**

Chairperson Byers called for any changes or corrections to the minutes. The minutes stand and are approved as submitted.

**III. Full-Service Forensic Crime Laboratory Grant Program**

Marc Peoples, Criminal Justice Systems Improvement Program Manager, provided an overview of the Full-Service Forensic Crime Laboratory Grant Program. The requirements to be considered a Full-Service Crime Lab were reviewed. Discussion was held on the CJEF balance and expected fund projections. Discussion was held regarding grant agreement language for reimbursement of available funds. The Committee recommended staff review the grant agreement for language that expected award is subject to availability of funds. Discussion was held on a request by DPS to revisit the rules and review the language defining full-service lab qualifications, and also a request by DPS that future allocations be considered based on population and not a minimum base amount as funds continue to decrease.

The FY18 funding recommendation of \$100,000 per lab to the five eligible crime labs, for a total of a \$500,000 allocation for the FY18 Full-Service Forensic Crime Laboratory Grant, was presented.

Kara Riley entered a motion to adopt the staff recommendation of the \$500,000 allocation for FY18. The motion was seconded by Commissioner Sheila Polk and was unanimously approved by the Committee.

**IV. Conditions of Release Update**

Marc Peoples provided an update on the progress of the Conditions of Release Project, which was previously approved by the Commission for statewide implementation. An in-depth analysis will begin next month to explore project specifications and to examine project cost in order to apply for FY18 or FY19 funding.

**V. Call to the Public**

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

**VI. Date, Time, and Location of Next Meeting**

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

**VII. Adjournment**

The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew T. LeFevre". The signature is fluid and cursive, with a large initial "A" and "L".

Andrew T. LeFevre  
Executive Director

Audio recording is available upon request.