

- **Call to Order**

Dallas Carlson called to order the North Dakota Criminal Justice Information Sharing (ND CJIS) Advisory Board Meeting at 1:31 p.m. on July 20, 2017 at the Office of Attorney General 17<sup>th</sup> floor conference room in the Capitol building.

- **Attendance**

- ND CJIS Advisory Board Members present: Russ Buchholz, Kara Schmitz-Olson (phone), Sally Holewa, James Remer (phone), Mike Lynk, Dan Sipes (for Shawn Riley) and Frank Senn
- ND CJIS Advisory Board Members absent: Brandon Solberg, Scott Steele and Amy Vorachek
- Visitors present: Lonnie Grabowska and Melissa Hvidsten
- Staff present: Molly Goebel, Heidi Smith and Tammy Schatz

- **CJIS Advisory Board Changes**

- Welcome to Chief Frank Senn (Beulah Police Dept.), the new representative for the Chiefs of Police Association of North Dakota.
- Alan Ibach has submitted his resignation, as he has accepted new employment.

- **Approval of Previous Meeting Minutes**

Motion to Approve: Sally Holewa                      Second: Mike Lynk

- **User Access Updates**

- Revocations
  - James Watson (LaMoure Police Dept.) – ND CJIS has not received an appeal.
  - Keith Schroeder (Devil's Lake Police Dept.) - ND CJIS has not received an appeal.
  - Johnny Lawson (Wells Co. Sheriff's Office) - ND CJIS has not received an appeal.
- Appeals
  - Megan Bradford (McKenzie Co. CC) – The Board unanimously recommended granting the appeal.
  - Troy Miller (Mountrail Co. CC) – None of the ND CJIS Advisory Board members made a motion to grant the appeal.
  - Joshua Sasse (Oakes Police Dept.) - The Board unanimously recommended granting the appeal.
- Eligible for Reinstatement

- Michael Schmitz (McKenzie Co. Sheriff's Office) – He has not logged into his account for 12 months, so it has been terminated. If desired, he will need to re-apply for access.

- **CJIS Brief Status**

- Budget: Molly Goebel provided an update on the ND CJIS budget. There are no budget concerns for the current biennium at this time.
- Projects: Molly Goebel and Heidi Smith provided updates on ND CJIS projects.
- Outreach: Heidi Smith reported there continues to be significant contact with ND CJIS stakeholders.
- Operations: Heidi Smith reported that overall the operations of each program are running smoothly. Two staff positions are in the process of being filled.

- **Fingerprint-Based Background Check Audit Findings**

- Molly Goebel and Mike Lynk discussed potential audit findings for agencies providing access to records management systems without fingerprint-based background checks.

- **Roundtable Discussion of Current Agency Projects**

- Kara Schmitz-Olson (Cass Co. State's Attorney/ND State's Attorney Assoc.): Cass County is having some struggles with implementing CST, but CJIS staff members have been helpful.
- Jim Remer (Grand Forks PD/League of Cities): Grand Forks PD will be setting up more reports in P1 LERMS and is looking at reworking a portion of the CAD interface.
- Mike Lynk (State Radio/DES): The Game & Fish message key is going into NCIC and the message switch. State Radio is working through issues related to defense attorneys requesting discovery. State Radio is hoping to get corrections photos into NLETS when funding is found.
- Dan Sipes (ITD): Microsoft is interested in being CJIS-certified for North Dakota state government use so law enforcement can use Cloud services.
- Frank Senn (Beulah PD/Chiefs of Police Assoc.): Nothing to report.
- Sally Holewa (ND Judicial Branch): The e-charging project continues to be a priority.
- Russ Buchholz (DOT): Beginning in mid-August, driver's license renewals will be available online when certain requirements are met.
- Dallas Carlson/Lonnie Grabowska/Molly Goebel (BCI): BCI continues to work on Rapid ID, concealed weapons licensing, criminal history and 24/7 sobriety program software.

- **Next CJIS Board Meeting**

The ND CJIS Advisory Board's next meeting will be held on October 19, 2017 at 1:30 pm.



**Advisory Board Meeting**  
July 20, 2017 – 1:30 PM - 3:00 PM  
AG's New Conference Room, 17th Floor  
State Capitol

- **Adjournment**

Dallas Carlson adjourned the meeting at 3:17 p.m.

Motion to Adjourn: Sally Holewa

Second: Kara Schmitz-Olson