

○ **Call to Order**

Sally Holewa called to order the North Dakota Criminal Justice Information Sharing (ND CJIS) Advisory Board Meeting at 1:30 p.m. on April 17, 2025, at the Office of Attorney General 17th floor conference room in the Capitol building, and via Microsoft Teams Meeting audio/video teleconferencing.

○ **Attendance**

- ND CJIS Advisory Board Members present: Russ Buchholz, Corey Bristol, Adam Dvorak, Sally Holewa, Amy Vorachek, Lonny Bosch, Kara Schmitz Olson, Darin Anderson, and Christopher Gergen
- ND CJIS Advisory Board Members absent: Bill Macki, Lonnie Grabowska, and Frank Senn
- Visitors present: None
- Staff present: Annette Klein and Holly Stewart

○ **Approval of Previous Meetings Minutes**

Motion to Approve: Darin Anderson Second: Russ Buchholz

Motion carried.

○ **User Access Updates**

- Suspended Access
 - Brandon Rittenour – Fargo Police Department
 - Misdemeanor B criminal traffic offense on 12/30/2024
 - Second Mis B traffic offense is deniable offense
 - Suspension notice sent on 1/6/2025
 - Resigned
 - Samuel Shively – Ramsey County Sheriff
 - Misdemeanor A sexual assault on 12/9/2024
 - Next hearing scheduled for 5/2/2025
 - Suspension notice sent on 2/5/2025
- Revoked Access
 - Christopher Lee – ND Parks and Recreation Department
 - Plead guilty to DUI on 1/14/25
 - Second Misdemeanor B criminal traffic offense
 - Revocation letter sent 1/21/2025
 - Resigned 4/2/2025
- Access Reinstated

- Tyler Neel – Minot Police Department
 - DSPE Domestic Violence Assault DSPE/Admin Action on 12/30/2021
 - Appealed to the Board and was granted access
 - Approval letter sent 1/24/2025
- Madeleine Westbrook – Richland County Sheriff
 - Dist Del Manuf Contr Sub (Felony) & Drug Traf/Attempt 1st Degree on 5/5/2008
 - Appealed to the Board and was granted access
 - Approval letter sent 1/24/2025
- **CJIS Brief Status**
 - Budget: Annette Klein provided an update on the ND CJIS budget.
 - Projects: Annette Klein provided updates on ND CJIS projects.
 - Outreach: Annette Klein reported there continues to be significant contact with ND CJIS stakeholders.
 - Operational Status: Annette Klein reported the operations of each program are running smoothly. Also explained each program in further detail for new member.
- **Roundtable Discussion of Current Agency Projects**
 - Russ Buchholz: He is retiring. Replacement is Brad Schaffer. Real ID date is 5/7/25.
 - Corey Bristol: Nothing Reported
 - Adam Dvorak: Nothing Reported
 - Sally Holewa: Protection Order Portal, working closely with CJIS.
 - Amy Vorachek: Waiting for final budget, phase 1 of new client management system to be used with Facility side
 - Lonny Bosch: Nothing Reported
 - Kara Schmitz Olson: Nothing Reported
 - Darin Anderson: State radio is changing the name as of 8/1 to ND Emergency Communication Center – NDECC.
 - Christopher Gergen: Replacement for Michael Gregg. Nothing Reported.
- **Next CJIS Board Meeting**

The ND CJIS Advisory Board's next meeting will be held on July 17th, 2025, at 1:30 pm.

Sally Holewa adjourned the meeting at 2:00 pm.