

RegJIN User Board (RUB) Meeting

Tuesday, February 7, 2017 – 10:00am to 11:33am

In attendance: 47

Tammy Mayer	RegJIN Sustainment	Capt. Tom Hunt	Portland PB
Kim Roark	RegJIN Sustainment	Mike Ridenour	Portland PB
Jon Yochim	RegJIN Sustainment	Kalei Taylor	Portland Attorney
Ed Arib	RegJIN Sustainment	Jason Loos	Portland Attorney
Chris Johnk	RegJIN Sustainment	Lt Craig Whitten	PSU
Ethel Gallares	RegJIN Sustainment	Sgt Robert McCleary	PSU
Tony Marley	RegJIN Sustainment	Capt. Eric Oathes	Beaverton PD
Capt. Kevin Poppen	Clackamas Co SO	Taylor Hollandsworth	Beaverton PD
Sean Boyle	Gladstone PD	Jenn Hollandsworth-Reed	Beaverton PD
Sue Scobert	Lake Oswego PD	Erik Young	Beaverton PD
Capt. Mark Dye	Milwaukie PD	Lauren Mehrtens	Beaverton PD
Shannon Coyle	Milwaukie PD	Capt. Mike Herb	Forest Grove PD
Capt. Bill Kler	Oregon City PD	Lisa Cannon	Forest Grove PD
Nick Weltch	Sandy PD	Cindy Bolek	Hillsboro PD
Sgt Mike Francis	West Linn PD	Christine Navarro	Hillsboro PD
Cmdr. Mike Whitney	Vancouver PD	Lt Brad Sitton	Tigard PD
Sgt Jeff Olson	Vancouver PD	Lt Dave Frisendahl	Tigard PD
Katrina West	Vancouver PD	Lt. Greg Pickering	Tualatin PD
Gail Truax	Vancouver PD	Kay Brown	Tualatin PD
Jonathon Young	Vancouver Attorney	Melaney Koch	Washington Co SO
Michelle Perman	Gresham PD	Sgt Dave Thompson	Washington Co SO
Andy Potter	Multnomah Co SO	Carli Brosseau	The Oregonian
Cory Chase	Port of Portland	Mike Cooke	Clark Co SO
Diane Stockbridge	Port of Portland		

Meeting location: PPB North Precinct Community Room

Quorum Met – 19 of 27 voting members

Note taker: Ethel Gallares

Agenda

- Minutes Approval from 6 Dec Meeting
- Program Manager Update
 - SOP 10 Vote
 - SOP 11 Vote
 - Inquiry Only Agency Vote
- Budget Update
- Global System Admin Update
- Tech System Update
- Global Training Update
- Records Update
 - MRE Stylesheet Vote
 - Mental Health Involved T-code Vote
- Other Topics / Questions
- Next Meeting

Welcome and Introductions

Tammy Mayer welcomed the members and thanked them for attending.

Minutes Approval

Tammy stated we have achieved a quorum and the first order of business is to approve the 6 Dec meeting minutes. Lt. Dave Frisendahl motioned for a vote with Melaney Koch seconding. The minutes were approved unanimously.

SOP 10 – Admin Management Vote

Tammy stated that SOP 10 has been updated to include procedures for handling users that are part of a multi-jurisdictional specialty unit, such as Transit. This SOP codifies in writing the procedures for administrative management of users with in the RMS. This document is required to meet CJIS requirements.

Mike Ridenour motioned for a vote with Erik Oathes seconding. The vote passed unanimously.

SOP 11 – Public Records Request

Tammy stated that SOP 11 has been updated to include all comments provided since the discussion at the 6 December RUB. Andy Potter motioned for a vote with Capt Dye seconding. The vote passed unanimously.

Later in the meeting Kalei raised the question regarding updates to the attachments not requiring additional voting. Mike Francis motioned to vote on the SOP again with this additional language. Christine Navarro and Mark Dye seconded. The vote passed unanimously.

Inquiry Only (IO) Agency Vote

Tammy stated the web service is up and running and we are ready for Inquiry Only access. Tammy stated there are 2 agencies that meet the requirements for Law Enforcement Agencies and 9 for Criminal Justice.

Mike Ridenour asked a clarification question on the new IO users' access if they are on web service category. Tammy stated in accordance with SOP 9, the Law Enforcement Agencies would access the data through the RMS and Criminal Justice agencies would use the web service.

A question was raised if query browse access is subject to all SOPs. Kalei affirmed that all participants are subject to the SOPs. Melaney added that SOPs are active when signed and enforceable to all who signed the IGA. Kalei further added that the IGA is written to allow flexibility, that exhibits can be updated without amendments.

Melaney asked how the newly adopted SOPs are communicated to all participants. Tammy acknowledged need of further communication as not everyone has access to RegJIN website where documentations are posted, including SOPs. Tammy will send communication on new SOPs adopted on this meeting as an action item. Note: Tammy emailed out SOP 10 and 11 to IO partners on 10 Feb.

Law Enforcement Agencies

o Clark Co Sheriff's Office

Andy Potter motioned to vote, Mark Dye seconded. The vote passed unanimously.

o Camas PD

Cory Chase motioned to vote, Mike Whitney seconded. The vote passed unanimously.

Criminal Justice

o Clackamas County Juv

Melaney Koch motioned to vote, Mike Francis seconded. The vote passed unanimously.

o Multnomah Co Dept. of Community Corrections

Andy Potter motioned to vote, Mike Ridenour seconded. The vote passed unanimously.

- o Washington Co Community Corrections
Melaney Koch motioned to vote, Mike Francis seconded. The vote passed unanimously.
- o WA Dept. of Corrections
Erik Oathes motioned to vote, Mike Dye seconded. The vote passed unanimously.
- o US Probation (US Courts)
Melaney Koch motioned to vote, Mike Francis seconded. The vote passed unanimously.
- o OR DOJ
Dave Frisendahl motioned to vote, Mike Herb seconded. The vote passed unanimously.
- o PCC
Nick Welch motioned to vote, Mike Ridenour seconded. The vote passed unanimously.
- o OLCC
Melaney Koch motioned to vote, Erik Oathes seconded. The vote passed unanimously.
- o Multnomah Co Medical Examiner
Andy Potter motioned to vote, Mike Francis seconded. The vote passed unanimously.

Budget Update

Ethel reported that the finance Sub-committee met on Jan 5th and 24th to review current year budget and discuss the budget for FY17-18.

On the current budget, there are uncollected cost due to user rate set earlier or before the full budget was developed. The adopted budget was based on a more accurate data, and 11.51% higher than the set user rate of \$63.88. The true rate would have been \$71.24. Consequently, the prior year savings of \$54K was used to reduce user rate not anticipating change in membership in the middle of fiscal year. The Finance sub-committee had suggested other means to lower cost: 1) redistribute licenses for a cost; 2) drop Cognos cost. The licenses can be redistributed at cost of \$525/license; this will generate about \$60,000 which will be used to offset the deficit caused by uncollected costs. The Cognos cost of \$75K plus \$10K server cost can be disaggregated from the program cost. This will be billed as additional service to agencies that chose to use it. There are only 9 agencies who are currently using Cognos, and 4 expressing intent for future use. The price will be set at a lower cost of \$2.50 per sworn count. The actual cost currently is \$2.64, therefore the next year's Cognos cost will be lower. With the cost savings on Cognos, this will reduce the \$2.622M budgeted program cost by \$85K or \$2.537M.

Cindy raised question on Cognos being a part of RegJIN program and does not agree with disaggregating the cost. Another raised that there might be more agencies who will use it when they have the change to explore its use. Both Tammy and Ed further assert that Cognos will be available when agencies decide to use and will not go away. The proposal is to charge only those who use Cognos now and not bill other agencies who are not using it. PPB assume cost burden for the share of the agencies not currently using Cognos.

Kalei stated it may be better to outline the issues with Cognos to different audiences: contract, budget and technical. Ethel will put something together to send out with these minutes for agencies to review prior to the next meeting.

Ethel continued on the next year's budget or FY17-18 user rate. The Finance sub-committee discussed the alternate cost methodology of a 50/50 formula. The 50/50 formula is based on User Count to allocate 50% of the program cost and GO count on the remaining 50%. This yielded to a favorable result to the majority with the exception of 7 agencies which would have a much higher allocated amount due to high GO count. Upon reviewing the results, the finance-subcommittee decided this formula required more investigation and decided to revisit it again in FY18-19. The current methodology of using the User Count will be used.

Ethel stated there are three cost drivers that will impact user rate for FY17-18. 1) Versaterm cost increase of \$130K or 6.3%. 2) 8.2% decrease in membership (Clark Co). 3) The annual inflation rate of 4.4% on labor and IT. Taking all this account with the FY17-18 budget, the user rate increase would be over 20%.

Ethel stated the finance sub-committee is sensitive to cost increases and value members' participation. The recommended cost increase should be somewhere between 7.5% and 10%. This lower rate will create a deficit for the new few years. However, this deficit can be offset by more membership to include the IO agencies voted in today. Ethel previously discussed this option with PPB fiscal services who agreed with the strategic billing.

The RUB members asked for additional information to make an informed decision on the user rate. Ethel will send out this information with these RUB minutes for agencies to review prior to the 7 March 2017 meeting.

NIBRS Update

Kim reported NIBRS testing going well with many agencies under the 4% error rate. She expected Troutdale will be completed the next day, Feb 8. She stated most agencies are going at a good pace, with Portland already on its August file. The State/Nancy is taking files under 4%. Kim stated there was a possibility that we would need to restart submissions due to an issue with Group B arrests not being reported. Note: Following the meet it was decided the restart was required and it was completed. We have already begun rerunning the submissions that had already been completed.

Kim mentioned that there is good news on the reporting deadline being extended to March 27 as the Feds work through installing their new database.

Kim also mentioned there was a hiccup, where officers are adding a code of injury on simple assaults and the RMS does not have an edit to catch it. She is working with the State and Versaterm.

If agencies needed help, Kim encouraged them to reach out. Kim and Tony will help interpret errors and assist agencies to move forward.

Kim also noted that the State is not in production as of yet. NCIC integrated in RMS is under development.

Interfaces

JMS

Ed stated that Columbia County and Washington County are still in progress. We are waiting on their vendors.

LiNX

Ed stated he contacted LiNX NW and re-established the connection to upload the data. He is currently preparing the historical data since go-live to be sent to LiNX NW.

Property

Evidence on Que

Ed stated Chris Johnk created a utility tool for agencies to update their mapping codes which will help speed up process of interfacing to all agencies. Ed also reminded the group that Evidence On Que is customizable.

Que Tel

Ed stated that Que Tel has been restarted. The connectivity has been tested and he will start with Lake Oswego as that is where we left off. Chris may be able to create a tool similar to what he did for Evidence on Que. The faster the mapping, the quicker the interface will be completed. However, there are prerequisites to be completed by the agencies such as network connectivity before agencies can interface. Chris is working with QueTel to develop a time frame for completion.

Training Update

Jon announced New Hire Training opportunities are available. There are 2-day classes offered, one in Washington County, Feb. 13-14 0800-1630; and one in Portland, Feb. 22-23 0800-1800.

Jon encouraged the board to send interested officers his way for training. Furthermore, he reminded that Helpdesk is available 24-hours.

Jon announced that the next Training Sub-Committee will be on Feb.9th at 10:00am until 12:00pm at the Clackamas County Training Facility.

Records Update

Mike advised the group the new Follow-Up MRE stylesheet was completed and in production (it requires a table update to activate). With this stylesheet we removed the PPDS fields that mimicked the old PPB paper reports (the distribution sidebar, classification box, etc.). Mike asked the board if we should also remove these fields from the GO and Supplemental MRE stylesheets.

Mike passed around a copy of the new Follow-Up MRE stylesheet as well as the current MRE GO and Supplemental hardcopies for comparison before voting.

Mike Francis motioned to vote and Andy Potter seconded. The vote passed unanimously.

Mike announced he will be teaching an Advanced Records Class. He stated this class will cover largely the same material as the previous classes, however, a few new items will be demonstrated, including custom intersections, and difficult IBR errors. Mike will set up an agenda and send to the records group. The class is scheduled for 1 March from 1-5pm.

Mike stated that PPB was implementing a new program to document Mental Health Contacts to comply with the DOJ agreement and requested permission to add a new offense code to track these cases. The final language of the code and not been decided yet.

Melaney Koch motioned to vote, Andy Potter seconded. The vote passed unanimously.

Other Topics

None

NEXT MEETING:

Tammy asked the board if RUB meetings should be kept monthly or do we want to move to an every other month schedule. With outstanding concerns on budget matters, it has been decided to meet next month and then decide at that meeting.

The next RUB is scheduled for 10:00 AM on Tuesday, Mar 7, 2017. It will be held in the PPB North Precinct Community Room at 449 NE Emerson St.