

RegJIN User Board (RUB) Meeting

Tuesday, March 7, 2017 – 10:00am to 11:31am

In attendance: 43

Tammy Mayer	RegJIN Sustainment	Cory Chase	Port of Portland
Kim Roark	RegJIN Sustainment	Mark Greinke	Port of Portland
Jon Yochim	RegJIN Sustainment	Diane Stockbridge	Port of Portland
Ed Arib	RegJIN Sustainment	Capt. Tom Hunt	Portland PB
Chris Johnk	RegJIN Sustainment	Mike Ridenour	Portland PB
Ethel Gallares	RegJIN Sustainment	Corey Wilks	Portland PB IT
Tony Marley	RegJIN Sustainment	Cloy Swartzendruber	Portland PB IT
Felipe Rodriguez	RegJIN Sustainment	Jeff Baer	Portland BTS
Sgt. Mike Smith	Canby PD	Taylor Hollandsworth	Beaverton PD
Capt. Kevin Poppen	Clackamas Co SO	Jenn Hollandsworth-Reed	Beaverton PD
Lt. Greg Fryelt	Gladstone PD	Erik Young	Beaverton PD
Sean Boyle	Gladstone PD	Capt. Mike Herb	Forest Grove PD
Sue Scobert	Lake Oswego PD	Lisa Cannon	Forest Grove PD
Capt. Mark Dye	Milwaukie PD	Cindy Bolek	Hillsboro PD
Shannon Coyle	Milwaukie PD	Christine Navarro	Hillsboro PD
Capt. Bill Kler	Oregon City PD	Cheron Gochenour	Hillsboro PD
Nick Weltch	Sandy PD	Lt Brad Sitton	Tigard PD
Sgt Mike Francis	West Linn PD	Lt Dave Frisendahl	Tigard PD
Cmdr. Mike Whitney	Vancouver PD	Lt. Greg Pickering	Tualatin PD
Katrina West	Vancouver PD	Kay Brown	Tualatin PD
Lt. Pat Williams	Gresham PD	John Dubuque	Tualatin PD
Andy Potter	Multnomah Co SO	Melaney Koch	Washington Co SO

Meeting location: PPB North Precinct Community Room

Quorum Met – 19 of 27 voting members

Note taker: Ethel Gallares

Agenda

- Roll Call/Introductions
- Minutes Approval
- RegJIN Sustainment Team Updates
 - Program Manager Update
 - Budget Update
 - Global System Admin Update
 - Tech System Update
 - Global Training Update
 - Records Update
- Other Topics / Questions
- Next Meeting

Welcome and Introductions

Tammy Mayer welcomed the members and thanked them for attending.

Program Manager Update

Tammy Mayer stated we have achieved a quorum.

Tammy Mayer stated Jon Yochim and Tony Marley are now permanently assigned to RegJIN. Jon Yochim and Tony Marley have been key players in the Sustainment team and she has been working

on getting them permanently assigned. They are now officially allocated to RegJIN Sustainment but paid for by Portland Police.

Minutes Approval | Vote

Tammy asked if there were any changes required to the meeting minutes from 7 February. Hearing none, Mike Ridenour/PPB motioned and Pat Williams/Gresham seconded. The minutes were approved with Nick Weltch/Sandy abstaining from the vote.

Elections for Chair next meeting

Tammy Mayer informed the RUB that the Chairmanship is up next month and solicited nominations to be sent in to her for a vote next meeting. She further mentioned that the Chair will have a 2-year term. This will be similar to the Vice-Chair position that was voted in last year. The Chair will be responsible for holding the RUB meetings, coordinating and overseeing sub-committees and publishing minutes.

SOP 12 – MRE Licenses

Tammy Mayer stated that 1,690 MRE licenses were purchased prior to go-live. We currently have 100 left over from Clark County's withdrawal that can be redistributed to those who have expressed interest in more. This cost of these licenses will be used towards offsetting cost. Tammy Mayer has reminded the RPAs that it is their responsibility to track licenses installed on MREs or desktop computers. A license is required for each install of the program, with the exception of shared report writing desktop computers. SOP 12 outlines the rules regarding purchase and use of these licenses.

Cindy Bolek/Hillsboro emailed Tammy some questions prior to the meeting. She asked for additional clarification of language which Tammy will add to the SOP. Cindy also asked: are there any instances where the request for additional licenses would be denied? What happens if an RPA wants to reduce the number of licenses? What happens if an RPA needs to add licenses in the middle of the fiscal year. Tammy will ask Versaterm these questions and edit the SOP to cover the answers.

The updated SOP will be sent out prior to the next meeting and will be voted on in April.

Budget Update

Ethel Gallares started with the Finance Sub-Committee recommendations to reissue Clark Co MRE licenses. There are 100 available licenses with current requests of 114 from prior survey. The vote to re-distribute MRE licenses to generate revenue will be on hold until questions on SOP 12 have been addressed. Tammy Mayer added that more licenses can be purchased from Versaterm for \$525 for Multnomah County RPAs and \$1,200 for non-Multnomah County RPAs. The difference is that non-Multnomah County RPAs require the CAD link license as well. Multnomah County CAD link was purchased under the CAD contract with BOEC.

Second item on the Finance Sub-Committee recommendation was the Cognos piece. Tammy has placed this recommendation on hold pending a response to Hillsboro's letter.

Last item on strategic billing for voting – user fee of \$68.67 or 7.5% increase leaving a balance of \$263,779 or user fee of \$70.27 or 10% leaving a balance of \$212,202. Andy Potter/MCSO asked if that balance included Cognos. Tammy stated it did not. The cost of Cognos is \$85K and would need to be added in if we keep it.

Multiple agencies asked for additional financial details to see implications on deficit. Ethel Gallares will send data requested to show break out of RegJIN expenses and revenues.

NIBRS Update

Kim Roark reported NIBRS testing is going well. 2015 is 87% done with 24 agencies complete. 2016 is 50% done with 11 agencies complete. Kim Roark also reported that there are 4-6 errors not coming back as an error in the RMS, however, they are an error from that state. These have been sent to Versaterm. Overall, the NIBRS submission process going well and steady and Kim Roark is confident the deadline can be met. Resources for fixing IBR errors for the MRE and RMS have been disseminated to all partners as well as the state errors not in the RMS.

Melaney Koch asked questions on a detailed timeline to be able to factor workload at her end. Kim Roark stated she would work with the state to come up with a specific timeline for agencies to give the state time to report to the FBI. Noting the Feds are still testing their system, there is a potential that the deadline might be pushed out later.

Follow up: Kim Roark has asked the RPAs to get in all submissions by March 17, 2017. As of 10 March, the state has submitted up to September 2015 and plans to submit one month every day until the deadline on the 27th.

Global Jurisdiction Naming Change | Vote

Kim Roark reported a change request naming convention for Inquiry Only and Previous Partners to add distinction and ease in navigations for Full Entry partners. Inquiry Only will be systemically grouped at the bottom starting with "Z", thus listing Full Entry partners at the top of the jurisdictional list. A "Z" will also be prefixed for the Inactive partners to group those at the bottom of the list.

Suggestions were made to add "(Query)" or "(Inactive)" to designate the agencies access level. Some agency names will have to be truncated or abbreviated if character limit is met on the name field.

Vote was called for the global change. Mike Ridenour/PPB motioned; Nick Weltch/Sandy seconded. All in favor, vote passed unanimously.

Admin Administrators

Kim Roark urged Admin Administrators to audit their users' level of access. Level 3 access should be limited at best to two unless necessary or appropriately use Level 2. Kim Roark advised caution to those who have "delete" access.

Interfaces

JMS

Ed Arib stated that Columbia County and Washington County are still in progress. We are waiting on their vendors. RegJIN is ready to go for interface on their part.

LinX

Ed Arib announced that LinxNW has received all of our data since go-live and is currently ingesting it. We will notify the partners when this is completed. He explained further that the automated expungement is only for deleted files. Hidden files, privatized files and/or invisible files do not fall under the automated expungement process. These will need to be manually expunged. To achieve full automation process, he recommended deleting files that need to be expunged as best practice.

Property

Evidence on Que

Ed and Chris reported that the first round of testing has been completed. Development work is scheduled with Evidence on Que for Thursday, March 16th. Property mapping tool has been provided to Portland Property and they are working through producing an initial mapping. They have had some issues with the values in the tool, and those are being addressed.

Que Tel

Testing and development is ongoing concurrently with Lake Oswego. Chris Johnk's utility tool has helped with the mapping considerably. Ed Arib further mentioned that the tool may have a base configuration but can be tailored to a custom configuration if necessarily.

Training Update

Jon Yochim reminded the RUB that Helpdesk is available 24-hours, email and by phone. He also provided after-hours phone number – 503-454-6409 for emergencies or emergent issues.

He encouraged all agencies to have a representative at the Trainers Sub-Committee meeting on March 16, 2017, at Tualatin from 10-11:30.

Jon Yochim also solicited input for the training DB set up for RMS/MRE 8.0. He also hoped to continue effort to streamline training documents.

Jon Yochim announced a New Hire Training, a 2-day class offered in the Portland Lab at Central Precinct on March 27-28 from 0800-1800. This is a large class but can seat up to 15, for those who still have someone to send, would be welcome. Other trainers are welcome to assist.

Records Update

Nothing Significant to Report.

Other Topics

None

NEXT MEETING:

The next RUB is scheduled for 10:00 AM on Tuesday, Apr 4, 2017. It will be held in the PPB North Precinct Community Room at 449 NE Emerson St.