

**CRIMINAL AND JUVENILE JUSTICE INFORMATION SYSTEMS
(CJJIS) COUNCIL**

**MINUTES OF MEETING
Tuesday, November 17, 2020
Video Conference**

Members Present:

Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller
Michelle Pyle, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Blair Payne, Public Defender, 3rd Judicial Circuit
Roosevelt Sawyer, Jr., Designee for Elisabeth H. Kiel, Office of the State Courts Administrator (OSCA)
Dennis Hollingsworth, Designee for Secretary Simone Marstiller, Department of Juvenile Justice (DJJ)
Tim Roufa, Designee for Executive Director Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)
Doug Smith, Designee for Attorney General Ashley Moody
Wendy Ling, Designee for Secretary Mark S. Inch, Department of Corrections (DC)
John Oldham, Assistant Chief, Designee for Mike Williams, Sheriff, Jacksonville Sheriff's Office
Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)
Brooke Powell, Designee for Secretary Chad Poppell, Department of Children and Families (DCF)

Members Absent:

Mike Prendergast, Sheriff, Citrus County Sheriff's Office
R.J Larizza, State Attorney's Office, 7th Judicial Circuit

There are two positions currently vacant on the CJJIS Council: two police chiefs.

WELCOME MEMBERS and OPENING

Chair Timmann welcomed Council members and attendees then called the meeting to order at 3:00 p.m. Chair Timmann introduced new Council members; Brooke Powell representing DCF and Michelle Pyle representing FDLE. Chair Timmann requested a motion to approve the December 17, 2019 minutes. Council Member Smith moved and Council Member Ling seconded the motion to adopt the December 17, 2019 minutes. Motion passed. Chair Timmann requested a motion to approve the July 29, 2020 minutes. Council Member Smith moved and Council Member Roufa seconded the motion to adopt July 29, 2020 minutes. Motion passed.

Chair Timmann briefed the Council on the work of the clerk workgroup and pilot counties regarding the pending data elements. Chair Timmann noted some elements are not required in the legislation; however, the clerks will provide the data to FDLE if the data is available in the court records.

ITEM 1 – Criminal Justice Data Transparency (CJDT)

Bureau Chief Reneé Strickland
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Bureau Chief Reneé Strickland who briefed the Council on the Clerk of Court Data Dictionary v.1.2.1. The revisions include defendant latitude and longitude degrees; defendant driver license type, number and state/country; arresting agency ORI; arresting agency case number; arrest transaction number; length of community control duration; addition of Appendix E; and corrected and simplified xPaths for elements. The simplification of xPaths is based on recommendations from FDLE technicians who indicate the changes are not needed for the submission of the XML.

The following questions/comments were posed during the discussion on the Clerk of Court Data Dictionary:

- Council Member Sawyer: Noticed that not all courts are listed in Appendix E. How comprehensive is the list and how often is the list updated? If the list is updated frequently, the Council may want to address handling the updates to appendices and the data elements.
 - Chief Strickland explained the source of the list is from agencies actively submitting arrests to the Computerized Criminal History (CCH). Agencies not included in Appendix E are able to submit CJDT data. FDLE added the ORI list at the clerk's request. The ORI list does not change often; however, the Council may want to address changes to the appendices and approving the data dictionaries.
- Council Member Sawyer will provide a list of court ORIs for inclusion in Appendix E.
- Chair Timmann asked if there was anything in the list that would preclude the addition of other arresting entities.
 - Chief Strickland stated there is nothing, however; the Council may not want to approve the content of appendices since the information changes over time. The Council may decide the approval of the data dictionaries is based on the data elements, not the appendices. This will eliminate the need for the Council to meet each time an appendix changes.

FDLE will brief the Council on the approval of data dictionaries and appendices during the December 15, 2020 meeting.

Action Item: Chair Timmann asked for a motion to approve the Clerk of Court Data Dictionary v.1.2.1. Council Member Smith moved to approve the Clerk of Court Data Dictionary v.1.2.1 and Council Member Roufa seconded. The motion passed.

CLOSING REMARKS

Chair Timmann thanked members for their attendance and mentioned the next Council meeting is scheduled for December 15, 2020 at 3:00 p.m. The meeting was adjourned at 3:18 p.m.