

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

**MINUTES OF MEETING
Wednesday, January 29, 2020
Conference Call**

Members Present:

Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller
Jennifer Pritt, 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
Angella New, Bureau Chief, Designee for Wendy Ling, Department of Corrections (DC)
R.J Larizza, State Attorney's Office, 7th Judicial Circuit
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)
Travis Paulk, Designee for Secretary Chad Poppell, Department of Children and Families (DCF)

Members Absent:

Mike Prendergast, Sheriff, Citrus County Sheriff's Office
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 11:03 a.m. Chair Timmann briefed the Council on the work of the Clerks of Court Data Dictionary Workgroup. The Workgroup reviewed all definitions and took into consideration the work of the Court Case Initiation Workgroup and the Uniform Arrest Affidavit (UAA) and uniform statute table initiatives. Data elements in the Clerks of Court Data Dictionary intersect with the uniform statute table; the clerks request those elements be referred to the Uniform Statute Table Workgroup.

ITEM 1 – Criminal Justice Data Transparency

Bureau Chief Reneé Strickland
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Bureau Chief Reneé Strickland who briefed the Council on the Clerks of Court Data Dictionary v1.1. FDLE incorporated the information received from the clerks where applicable and provided verbal responses and clarification where necessary. The data dictionary provided to the Council on January 27, 2020 includes the version of data dictionary provided to the Council members in December with new information highlighted in yellow. The revisions include language changes; clarification on code values; added plea; appropriate sentence-length fields; and the NIEM-XML codes. FDLE staff met with Chair Timmann, Clerk Green, and the Clerks Workgroup on January 27, 2020 to address outstanding questions. FDLE also spoke with the clerks on January 28, 2020 to brief the participants on the status of the project.

The following question was posed during the discussion on the Clerks of Court Data Dictionary:

- Council Member Sawyer asked for clarification pertaining to self-contained specialty court appearance type and problem-solving court. The courts consider DUI court a problem-solving court.
- Chair Timmann recommended the definition of self-contained specialty court expand to include but not limited to DUI court and add problem-solving court to the description.

Action Item: Chair Timmann asked for a motion to approve the Clerks of Court Data Dictionary v.1.1, as presented. Council Member Pritt moved to approve the Clerks of Court Data Dictionary v.1.1 and Member Smith seconded. The motion passed.

Council Member Pritt mentioned the minutes from the December 17, 2019 meeting contain action items. FDLE staff may follow-up with Major Roufa to discuss a mechanism for the temporary approval of time sensitive Council initiatives prior to a formal Council meeting.

CLOSING REMARKS

Chair Timmann thanked members for their attendance and mentioned the next Council meeting is scheduled for July 13, 2020 in Jacksonville to coincide with the CJIS Annual Training Symposium.

Council Member Pritt moved to adjourn, seconded by Member Smith. The meeting was adjourned at 11:20 a.m.