

LEADS Steering Committee Meeting Minutes

May 1, 2024

Ohio Department of Public Safety

1970 West Broad Street

Columbus, Ohio 43223

COMMITTEE MEMBERS - PRESENT:

Department of Public Safety, Ohio State Highway Patrol	Major Matthew Them
Avon Lake Police Department	Chief Vince Molnar
Bureau of Criminal Identification	Superintendent Bruce Pijanowski
NORIS	Director Shane McCracken
Pickaway County Sheriff's Office	Sheriff Matthew Hafey
Bexley Police Department	Chief Gary Lewis, Jr.

COMMITTEE MEMBERS ABSENT:

Cincinnati Police Department	Captain Dennis Swingley
Licking County Sheriff Office	Sheriff Randy Thorp

MINUTES BY: Stacy Capehart

LEADS Steering Committee Chairman, Major Matthew Them, called to order the May 1, 2024, meeting of the LEADS Steering Committee at approximately 10:04 a.m. The first order of business was the roll call taken by Jeremy Hansford, OSHP. A quorum of Committee members was confirmed. Introduction of all LEADS Steering Committee members.

APPROVAL OF THE OCTOBER 11, 2023 MEETING MINUTES

Major Them asked the LEADS Steering Committee to review the October 2023 minutes.

Resolved that the Committee approves the October 11, 2023, LEADS Steering Committee meeting minutes.

Motion: Sheriff Matthey Hafey

Second: Chief Gary Lewis, Jr.

Voting: Passed unanimously

## PARTNER UPDATES

- A. Bureau of Criminal Investigations Report: Superintendent Bruce Pijanowski, stated that a new Director of Identification has been hired. All the sworn audits are on the way. OCN will be handling the reporting and trying to get information more consistent.
- B. Office of Criminal Justice Services Report: Jim Luebbers, OCJS, will have six regional liaisons helping out with outreach and education for grants. Actively discussing the FBI multi-factor authentication requirement and funding possibilities with local agencies.

## NEW BUSINESS

- A. Administrative Reviews: Victoria Dowdy provided an update on Administrative Reviews opened, founded, unfounded and closed since the last Committee meeting. An update on LEADS denied users and the process were provided by Mrs. Dowdy and Jeremy Hansford. The Committee was also advised this information is available to the agencies for hiring.
- B. Auditing & Training Report: Victoria Dowdy provided an overview of Cycle 15 audit progress and training courses delivered for the period of October 2, 2023 – April 1, 2024. 2023 TAC In-Service training was held in September and October with 17 sessions that accommodated 700 attendees in-person and virtually.
- C. LEADS Security Update: Kevin Locke provided an overview of the FBI CJIS Security Policy Modernization. The CJIS Security Policy is written by the user community in conjunction with the FBI through the Advisory Process. Mr. Locke advised since 2020 there have been 232 changes/additions, 218 pages added, and four revisions released. Mr. Locke provided a summary of changes in version 5.9.4.
- D. Programming Report: Kate Hatfield provided an update on system uptime and total transactions for January 1, 2023 to December 31, 2023. Updates on warrant conversions and death notice matching were also presented. Protection order and concealed handgun license matching started on June 1, 2023. 812 notices sent for June 1, 2023 – December 31, 2023 and 318 notices sent for January 1, 2024 – March 31, 2024. Ms. Hatfield updated the Committee on the DPS eWarrants implementation. The NLETS XML conversion was completed June 16, 2023 and NCIC XML work is up next.
- E. Personnel Update: Jeremy Hansford provided an update on open positions, new hires and departures since the October 2023 meeting.
- F. Access Review Standards: Jeremy Hansford provided an update on what the FBI CJIS Policy requires for granting and continuing access to LEADS and CJIS systems. Mr. Hansford proposed and discussed the Access Review standards.

G. Mobile-Only Access Fee: Jeremy Hansford provided an update on the increase of fees for mobile only access and the July 1, 2025 effective date.

### OLD BUSINESS

A. OAC 4501:2-10 Rule Review: Jeremy Hansford stated that the five-year review was due in 2022. Recommended removal of significant number of rules that are redundant. The rule revision was submitted to the Public Safety Rules Coordinator.

Asked for a vote to remove OAC 4501:2-10-12 section B from the LEADS rules:

Motion: Sheriff Matthey Hafey

Second: Superintendent Bruce Pijanowski

Voting: Passed unanimously

B. Guardian/Ward Information: Jeremy Hansford delivered a proposal from Williams County regarding capture of guardian/ward information in LEADS to the Committee. The Committee discussed the proposal using the BMV Emergency Contact process would be a good fit for entry of guardian information on ward driver's licenses or ID cards. No action from the Board is needed at this time.

C. Technology Upgrades: Jeremy Hansford presented on the status of the LEADS datacenter network, wide area network, core datacenter servers and storage upgrades.

The next LEADS Steering Committee meeting will be October 30, 2024, at 10:00 am in the Atrium.

Resolved that the May 2025 Steering Committee meeting be adjourned.

Motion: Sheriff Matthey Hafey

Second: Chief Vince Molnar

Voting: Passed unanimously