

LEADS Steering Committee Meeting Minutes

October 30, 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
Licking County Sheriff Office	Sheriff Randy Thorp
Avon Lake Police Department	Chief Vince Molnar
Cincinnati Police Department	Captain Dennis Swingley
Pickaway County Sheriff's Office	Sheriff Matthew Hafey
Bexley Police Department	Chief Gary Lewis, Jr.
Bureau of Criminal Identification	Superintendent Bruce Pijanowski
Meigs County Common Pleas Court	Judge Linda R. Warner

COMMITTEE MEMBERS ABSENT:

NORIS

Director Shane McCracken

MINUTES BY:

Stacy Capehart

LEADS Steering Committee Chairman, Major Matthew Them, called to order the October 30, 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 MAY 1, 2024 MEETING MINUTES

Major Them asked the LEADS Steering Committee to review the May 2024 minutes.

Resolved that the Committee approves the May 1, 2024, LEADS Steering Committee meeting minutes.

Motion: Sheriff Randy Thorp  
Second: Sheriff Matthey Hafey  
Voting: Passed unanimously

## PARTNER UPDATES

- A. Bureau of Criminal Investigations Report: Superintendent Bruce Pijanowski, stated that BCI is in the middle of the Sex Offender Registry audit.
- B. Office of Criminal Justice Services Report: Jim Luebbers, OCJS, stated they are now accepting applications for the law enforcement program.

## NEW BUSINESS

- A. Annual Financial Report: Ben Steed provided an overview of the LEADS Annual Financial Report. Cash balance increased by 3.2% and interest income increased by 65.5%. Total invoicing numbers decreased due to the change of connectivity. Past due invoice percentages were 0.3% for Terminal Agencies and .06% Non-Terminal Agencies.
- B. Administrative Reviews: Victoria Dowdy provided an update on Administrative Reviews opened, founded, unfounded and closed since the last Committee meeting.
- C. Auditing & Training Report: Gabbriel Veltheims provided an overview of Cycle 15 audit progress and training courses delivered for the period of April 02, 2024 – October 1, 2024. 2024 TAC In-Service training scheduled through October with the final two sessions on November 1. In-person and virtual sessions are available.
- D. LEADS Security Update: Kevin Locke provided an overview of the FBI CJIS Security Policy Modernization. The modernization priority list was presented to the Committee and discussed. Mr. Hansford stated there is funding available from OCJS and Federal grants.
- E. Programming Report: Kate Hatfield provided an update on system uptime and total transactions for January 1, 2024 to October 1, 2024. 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 706 notices sent for April 1, 2024 to October 1, 2024. Ms. Hatfield updated the Committee on the DPS eWarrants implementation.
- F. Personnel Update: Jeremy Hansford provided an update on personnel changes and open positions since the May 2024 meeting.

## OLD BUSINESS

- A. 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 discussed the Access Review standards for denial and plan to document them in the LEADS Manual. Mr. Hansford sought input from the Committee regarding individuals that have been denied. The LEADS Deny file was described and it was explained that the agency administrator can search against the file for hiring purposes. Mr. Hansford asked for member input on if denied personnel should be returned to the Deny File when changing agencies or if they should be left out once reviewed and appealed. The Committee members would like to go back and ask employees that handle this task of their thoughts and report back.
- B. OAC 4501:2-10 Rule Review: Jeremy Hansford stated the new rules went into effect on October 1, 2024. The rules were redundant of the CJIS Policy, NCIC Manual and LEADS Manual. The rules were changed to incorporate the policies/manuals by reference.
- 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 April 30, 2025, at 10:00 am in the Atrium.

Resolved that the October 2024 Steering Committee meeting be adjourned.

Motion: Sheriff Matthey Hafey

Second: Chief Vince Molnar

Voting: Passed unanimously