

*CJIA Executive Committee  
April 15, 1998  
Meeting Minutes*

Members present:

Todd Sander, Department of Information Services (Chair)  
Maureen Sunn, King County  
Terry Humphreys, Association of Counties and Cities  
Mike Vandiver, Washington State Association of Sheriffs and Police Chiefs  
Sue Fleener, Department of Licensing  
Dale Putnam, Department of Corrections  
Robert LaMoria, Office of the Attorney General  
Captain John Broome, Washington State Patrol  
Linda Langston, Washington State Association of Prosecuting Attorneys  
Kim Eaton, Yakima County Clerk's office  
Bob Griesel, Office of Financial Management

Todd Sander called the meeting to order at 1:30 p.m. A motion to adopt the minutes from the March 18, 1998 Criminal Justice Information Act (CJIA) Executive Committee meeting carried unanimously.

*Process Control Number (PCN) business rules* – Dennis Hausman/Mike Vandiver

At the March CJIA meeting it was determined a PCN sub-committee would be established. The committee met twice and drafted the business rules. The rules were shared and reviewed by the Executive Committee. It was determined that further process/review needs to take place on the rules and the committee will meet again to discuss the CJIA's revision requests. A revised draft will be brought before the CJIA in May. It was also decided that a set of best practices should be drafted to compliment the business rules.

*JIN Conference* – Dennis Hausman

The Department of Corrections (DOC) has agreed to give \$13,000 in funding to the conference for expenses. A planning meeting for the JIC has been set for May 6, 1998 to discuss issues surrounding the conference. Any comments from the CJIA are welcome, please contact Todd or Dennis.

Meeting Adjourned.