

**Multistate Anti-Terrorism Information Exchange (MATRIX)  
Board of Directors Meeting**

**January 16, 2004**

*Conference Call*

**Minutes**

On Friday, January 16, 2004, a conference call of the Multistate Anti-Terrorism Information Exchange (MATRIX) Board of Directors was held. Chairman Guy Tunnell called the meeting to order at 1:00 p.m. A roll call was conducted. The following individuals participated in the conference call:

Commissioner Guy Tunnell  
*Florida Department of Law Enforcement*  
Lieutenant Phil Halibozak  
*Connecticut State Police*  
Lieutenant Colonel Steve Cumoletti  
*New York State Police*  
Inspector Karen Halliday  
*Michigan State Police*  
Director Vernon Keenan  
*Georgia Bureau of Investigation*  
Superintendent John Monce  
*Ohio Office of the Attorney General*  
Lieutenant Colonel Ralph Periandi  
*Pennsylvania State Police*

Mr. Doug Bodrero  
*Institute for Intergovernmental Research*  
Mr. Bob Cummings  
*Institute for Intergovernmental Research*  
Mr. Clay Jester  
*Institute for Intergovernmental Research*  
Mr. Bruce Buckley  
*Institute for Intergovernmental Research*  
Mr. Jeff Portz  
*Florida Department of Law Enforcement*  
Mr. John Booth  
*Florida Department of Law Enforcement*  
Mr. Bob Lefiles  
*Florida Department of Law Enforcement*  
Ms. Michelle Nickens  
*Institute for Intergovernmental Research*

Chairman Tunnell asked if any members had questions regarding the November 5, 2003, meeting minutes. Bob Cummings stated that letters had been drafted to FBI Director Mueller and Department of Homeland Security (DHS) Secretary Ridge, as requested. Chairman Tunnell called for the approval of the minutes. Ralph Periandi made a motion to approve the minutes, which was seconded by Vernon Keenan. The motion was unanimously approved.

As part of the distribution of additional Factual Analysis Criminal Threat Solution (FACTS) licenses, states were asked to provide the Institute for Intergovernmental Research (IIR) with the number of licenses needed. In addition, a number of federal requests have been received. Mr. Cummings stated that IIR staff met with Chief Mark Zadra from the Florida Department of Law Enforcement (FDLE) and discussed a strategy for this issue. Mr. Cummings explained that if current state requests were granted, about 1,000 licenses would be available, which could be allocated to federal agencies and other entities. He explained that DHS is funding a number of task force operations, such as those in Los Angeles, Houston, and Dallas, which are interested in participating. The group agreed that involving these entities could positively impact future funding and project progress.

Doug Bodrero summarized the fiscal issues and explained how the agreement with Seisint, Inc. (Seisint) was negotiated. The agreement with Seisint helped facilitate moving the project forward. Mr. Bodrero explained that, depending upon future funding, there may be an

opportunity to extend the grant period or make changes. Mr. Cummings mentioned that IIR has not talked with Seisint or DHS about this issue, but will if the board so chooses. Questions arose regarding specific funding issues. Steve Cumoletti asked whether Seisint will own purchased equipment at the end of the MATRIX pilot project. Mr. Bodrero explained that Seisint owns the equipment. He also summarized that DHS funds were earmarked to pay for infrastructure to setup the MATRIX pilot project and that Bureau of Justice Assistance (BJA) funds supported Regional Information Sharing Systems (RISS) connectivity and initial startup costs. The following represents the number of licenses requested by the states:

State	No. of Licenses
Connecticut	43
Florida	300
Georgia	200*
Michigan	200
New York	200
Ohio	200*
Pennsylvania	450
Utah	150

*\*Provided during the conference call.*

**ACTION:** *A motion was made by Lieutenant Colonel Periandi to authorize IIR to allocate the licenses as requested and to allocate licenses to Ohio and Georgia, up to 200 licenses. John Monce seconded the motion. The motion was unanimously approved.*

Mr. Cummings asked for direction regarding licenses for other interested states and entities. Iowa, as an example, tentatively agreed to fully participate in the MATRIX project. The New England states may become involved via a consortium. Utah is also exploring a relationship with adjoining states. Lieutenant Colonel Periandi stated that his state regularly holds meetings with adjacent states and are optimistic in developing relationships with them.

Mr. Cummings suggested that if some licenses were allocated to those types of entities, 500 or so licenses would still be available for federal agencies. He stressed that any of these entities would be subject to the same criteria and guidelines as any of the states. Board members voiced their support and stated that the project would strengthen by integrating these entities.

It was suggested that a generic Memorandum of Understanding (MOU) be drafted that could be used for different entities. Entities requesting participation would be required to have an agency head or senior official sign the document and agree to all the rules and regulations.

**ACTION:** *IIR will draft and distribute a new MOU to the board members for review.*

It was confirmed that Seisint does not have authority to grant licenses. All licenses must be approved by the MATRIX Board of Directors. In addition, if an organization requesting licenses is in a core state, the organization will be referred to that state. Core states can allocate licenses as appropriate within their state. Any new entities must adhere to all guidelines.

**ACTION:** *Director Keenan made a motion to authorize a reserve of 500 licenses to be used for federal entities; the remaining licenses (807) will be available to grant to new states and other entities. Lieutenant Colonel Periandi seconded the motion. The motion was unanimously approved.*

Mr. Cummings explained that IIR staff met with FDLE representatives to identify key individuals to help work on the Request for Proposal (RFP). At the last meeting it was decided that Florida, Georgia, and IIR would assist with this initiative. The IIR contact is Clay Jester. Ms. Eva Rhody from FDLE will be the Florida contact. Any other states wishing to assist with this project should contact IIR.

The RFP is a work in process and will be a critical deliverable. It is important to note, however, that if no funding is available, the RFP cannot be released. The goal is to pursue federal funding while drafting the RFP, so they are both ready simultaneously.

Mr. Cummings stated that after the November 2003 meeting in Atlanta, Bruce Edwards from BJA shared some concerns about weapons information being included in FACTS. Chairman Tunnell stated that since this data is available through other means, it may be best to limit this data in FACTS. Mr. Cummings explained that he had spoken with Seisint, and they indicated the data could be extracted.

**ACTION:** *Director Keenan made a motion to limit concealed weapons information from the FACTS application. Lieutenant Halibozak seconded the motion. The motion was unanimously approved.*

Mr. Portz announced that a new FACTS release would occur on January 27, 2004. New features include Drug Enforcement Administration controlled substance data, federal firearm and explosives information, and hunting/fishing license information. Jeff Portz asked whether there were any concerns about including this data. No concerns were voiced, and it was recommended to continue as scheduled.

John Booth from FDLE stated that he and Chief Zadra discussed the security agreement and use of FACTS for background checks. Mr. Booth offered some suggested language. The change would allow use of FACTS for background checks on prospective law enforcement employees. A number of board members questioned using FACTS for anything other than criminal investigations. The consensus was that more research was needed on this issue.

**ACTION:** *FDLE will research and provide an update at the next scheduled meeting.*

IIR developed a comprehensive MATRIX notebook for participants, to be distributed during January. The Privacy Committee will meet in the near future. The next MATRIX meeting will be held in April 2004. IIR will solicit dates from members and assist in coordinating the meeting.

Chairman Tunnell adjourned the meeting at 2:17 p.m.