**Project Steering Committee**

**Meeting Minutes**

April 24, 2012, DELJIS Bridge Line

**Opening and Attendance**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Tuesday, April 24, 2012 at the DELJIS building Silver Lake. Mrs. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance were:

Peggy Bell DELJIS Betty Smith DOC

Lynn Gedney DELJIS Kevin Agne Family Court

Heather Carretto DELJIS Charlotte Walsh JP Court

Ray Sammons DELJIS Mark Bunitsky DOJ

Marianne Kennedy JP Court Marian Bhate PD

1. **Review of March Minutes – Section A**

A motion was made by Mr. Kevin Agne and seconded by Mr. Mark Bunitsky to open the meeting and approve the March 20, 2012 minutes.

1. **Development**

* **Project Status Report Overview – Section B**

1. E-Crash/IDR Report

* Error report in production-Ideas for changes go to Dave Elwood
* E-Crash – Solutions to remind officers to check witness/observers box. Follow-up for improvements in next meeting
* Connect menu was deleted

1. DOE Matching

* Mr. Mark Bunitsky to check on legal stance with back reporting

1. Data Exchange with Maryland

* Working on interface. Ideas are in process for sharing information between agencies
* Pilot with other states in the forecast

1. DIAC Interface with IDR

* Judges need IDR menu change capability to access screen
* Highlighted report to make process easier

1. Disposition Transmission to FBI

* Backload all dispositions to FBI from 2002-1012

1. E-Warning/Juvenile Justice Charges

* Two projects merged into one
* E-Warning allows numerous warnings in one day

1. Gun Court Future Notice of Arrests

* Family Court has opted out of program
* Address juvenile to adult process
* Gun court designation for future discussion

1. Interface Enhancement with the Public Defender’s Office

* Arrest and arraignment charges – in works
* Name fields and information – working
* Coding all data and testing

1. Jurisdictional Form Change

* Changes have to be made to reflect the exclusive jurisdictional form
* Move charges to a separate sheet

1. Jury System for DOJ

* In progress – Extracting data, coding, etc.
* Mr. Mark Bunitsky needs a point of contact for this project

1. Long Term Care Dashboard

* All tier sex offenders to be available in dashboard
* Disqualification will be known ahead of time instead of fingerprinting

1. Medical Marijuana

* Building database to house the users/providers
* Health and Social Services will be responsible for data input

1. Mental Health Records

* Health and Social Services granted access in February of 2012
* Creating G4 Database in CJIS
* Mental Patient 8007 – Need a cleaner, more universal understanding

1. Prosecution Charging Initiative (APS Attorney Prosecution System)

* Changed charges to violations
* SBI Case Management in productions

1. Sealed Warrants

* Process for a request to court in regards to sealed warrants

1. Tow Slip Re-Write

* Re-Write in works

1. Validation Project

* Have to validate warrants and capias
* Records have to be validated

1. VINE Call to Court

* CCP coming on board by 4/30/2012

1. Wilmington Red Light Appeals to JP Court

* Program running and monitoring is continued
* **Automated System Usage Statistics – Section**

1. E-Summons has shown improvement
2. Manual tickets remain at 4%

* Reach out to Harrington and Clayton as to why manual ticket numbers are so high

1. E-Parking continues to grow
2. E-Crash validating and growing daily
3. **Operations**

* **Maintenance**

1. There are 21 open requests, 0 new request, and 1 closed request
2. **System Quality and Accessibility**

* **Finding Reports**

1. Come up with a process to write a valid report
2. Reports should match arrest and supplements
3. Clearance rates should match reported dates
4. Police reports have to be written and finished to match the investigation. At the present time, reports are being written as miscellaneous and this is incorrect.

* **Property Crimes vs. Person Crimes**

1. Property vs. Person to propose classification purposes and active statues per crime
2. Would eliminate a new supplement report with the 30 day timeframe
3. **Old Business**

* **None at this time**

1. **New Business**

* **System Usage Reminder – Security**

1. Remind employees of acceptable usage policies in the CJIS system
2. Training can be provided by DELJIS for those seeking information or refreshers
3. **Adjournment**

With there being no further business to discuss, a motion to adjourn was made by Mr. Ray Sammons and seconded by Ms. Betty Smith at approximately 10:45 a.m.

**Next Meeting Date: Tuesday, May 22, 2012 at 10:00 a.m.**