**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, October 23, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday October 23, 2012 via bridge line. Ms. Peggy Bell called the meeting to order at 10:03 a.m. Those in attendance included:

Peggy Bell DELJIS Ray Sammons DELJIS

Lynn Gedney DELJIS Nicole Wilson DELJIS

Marian Bhate PDO Terry Lust DTI

Renee Rigby DSP/SBI Daniel Meadows DSP/SBI

Mark Bunitsky DOJ Kevin Agne Family Court

Kathy Bates JP Courts Betty Smith DOC

1. **REVIEW OF SEPTEMBER MINUTES**

Minutes from the September 25, 2012 meeting were reviewed. A motion to accept the minutes was made by Mr. Sammons and seconded by Ms. Bhate. The Committee unanimously approved.

1. **DEVELOPMENT**

* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees.
  + **Backend Adding of Information –** DELJIS is currently testing the ability to allow a number and email addresses to be added to the system.
  + **Child Support Interface –** The interface development is in the process of being written for the new DCSES system.
  + **CJIS Hosting Environment –** DELJIS has completed the testing within and need to still test how other users that are at DSP/SBI well be able to access.
  + **Collection of DOC Supervision Fees –** A way to monitor the fees that an offender has to pay when they are on probation and the different movements that said offender can have. It is a problem for collections to monitor the summaries of the accounts and DELJIS will be developing a way for this to be accomplished.
  + **DOC Data Exchange –** Probation officers in Delaware will be receiving notices of their offenders when there is contact with law enforcement in other states but currently with Maryland at this time.
  + **DMV Look-up to SQL Files –** DELJIS is waiting on files for the name search with temporary registrations. Currently we were only able to check hard tag numbers and we need to be able to search for everything. The new XP temp tags have been released.
  + **DMV Suspension Letters –** Courts have the ability to suspend a license for defendants. There are some rules that have to be agreed upon before we can finalize the code.
  + **DUI Modifications –** The reports will track who is requesting the reports are being developed. DELJIS will be tracking the program to establish a patterned outcome.
  + **E-Payment Modifications –** Courts need to move the jurisdiction from one to another and currently use the application to do so. We will enhance the application to allow user to make the change.
  + **Interface with Date –** This is a way for the agency to capture and keep all three systems that they currently use. Also it will be a way for them to keep history of more than current year.
  + **Long term Care Dashboard –** Reporting is in progress to allow applicants who are moving from one agency to another the ability to know longer have to submit another criminal history background. Eliminating the multiple trips to SBI.
  + **Medical Marijuana –** There are currently a few applicants that have applied and we are monitoring the progress of the data.
  + **Mental Health Records –** Meeting with SBI to deal with the 8807 records issue and spoke with the Division of Substance Mental Health Law Enforcement liaison in regards to an agreement on how to handle the files.
  + **Mental Health Law Suite with Government and DHSS –** DHSS needs a way to track offenders that are released from incarceration that is in need of mental health treatment. Also to track those who are being re-incarcerated to see if they were charged because of lack of mental health treatment. The deadline for this project is November 4, 2012.
  + **Senior Trust Fund –** New legislation is going to be written to help with the 18% assessment fee to not be suspended if the fine is suspended. Needs to state that it is a surcharge not assessment that way reimbursement will occur for those charges.
  + **Sex Offender –** DSP has met with DELJIS and they are planning to roll out the program tentatively on December 1, 2012.
  + **Temporary License Creation –** We are working on creating a system that the courts are able to use so they can suspend a temporary license. The rule is that you have to have a license to be able to suspend.
  + **Validation Project –** Working on the detainee warrants. NCIC warrants have to have a detainer within 5 days of the hit. Therefore, the detainer warrant will allow the offender that is another facility to be detained.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees and stated that starting in January 2013 a “Catch and Release Report” in relation to wanted persons will be sent to all agencies that have come in contact with a wanted person.

1. **Operations**

* **Maintenance** – Ms. Gedney reported that there are currently 28 open requests, 4 closed and 2 new requests

1. **System Quality and Accessibility** – Ms. Bell told the attendees that the new release of Windows 8 and the impact has not been significant but there will be some changes that need to be made.
2. **OLD Business**

* The Board of Managers changes into the Policy 4 directive are being revised and a possible finalization of the revised document will be in January 2013.
* TOT Warrants and Criminal Summons that are related to school offenses, are approved and the student leaves with the parents. Case processing is not done at the JP Courts because the warrants are not being cleared and are posted on the wanted person public portal.

1. **New Business**

* SAFE Haven Kent County is the new animal control agency. This agency has not applied for access to the CJIS system and the web applications that DELJIS supports. DELJIS has on several attempts to contact a person that is employed within this agency to gain approved access.
* Viola Police Department was approved for access to the CJIS system and the web applications that DELJIS supports; currently waiting on getting an ORI number through DSP.

1. **Public Comment –** There were no attendees to the meeting to give comments or subjects of concern to the Project Steering Committee.
2. **Adjournment** – With there being no further business to discuss, a motion to adjourn was made by Ms. Bates and seconded by Ms. Bhate at 10:42 a.m.

**Next Meeting Date: Tuesday, November 13, 2012, 10:00 a.m. at the Smyrna Rest Area.**