**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, January 22, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, January 22, 2013 at the Smyrna Rest Area Conference Room in Smyrna, Delaware. Ms. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

 Marian Bhate PDO Barbara Wilkers Newark Alderman

 Charlotte Walsh JP Court Kevin Agne Family Court

 Mark Bunitsky DOJ Peggy Bell DELJIS

 Lynn Gedney DELJIS Ray Sammons DELJIS

 Nicole Wilson DELJIS

1. **REVIEW OF DECEMBER MINUTES**

 Minutes from the December 18, 2012 meeting were reviewed. A motion to accept the minutes was made by Mr. Sammons and seconded by Mr. Agne. The Committee unanimously approved.

1. **DEVELOPMENT**
* **Project Status Report Overview**: Ms. Gedney reviewed the report to the attendees.
* **AFIS Interface** – The two pilot, Troop 5 and 9, are still in the process of working out issues as they arise. DELJIS making changes to make it easier.
* **Bail Forms for JP Court** – The risk changes still need to be coded and the deciding factor of which agency is going to make the changes is between JIC and DELJIS.
* **Child Support Interface** – The interface is currently running on a weekly update process. There is a problem with the MOU that is being addressed.
* **CJIS and DOE Interface** – There has been an MOU drafted and approved and in the last signature from OMB will complete the process.
* **Cry Wolf** – A work in progress with the vendor in which the vendor in-turn would like to receive data on the contacts that have an incident of false alarm so they can bill them. DELJIS will not provide this information.
* **DCAP Logging** – Currently working on the cost estimate between agencies but everything is on hold at this moment until a decision can be made.
* **DMV Suspension** – This project is complete but there is a question on what to do with all of the suspended licenses that the courts are still seeing. The reinstatement is based from DMV because there may be other courts that have requested the suspension.
* **DNREC Criminal Summons** – The request for a specific summons for this agency has been broadened by including each division of fish, air, water and waste. With this expansion DELJIS will make one summons for the agency not each division.
* **Enhancement for Reporting Accurate CCH** – This enhancement will be used for firearms prohibition.
* **E-Ticket Enhancement** – The need to have the IDR as well as the BAC added to COGNOS. A request to determine whether the IDR is for alcohol or drug related incident.
* **Interface between Dept. of Elections and CJIS** – Senate Bill 50 had an impact on individuals that have either a felony or misdemeanor with a pending account receivable hindering a vote; more work to follow.
* **JP Partial Pay** – Removal of two more weeks to a cases due date when the court receives a partial pay from a defendant.
* **LEP (Limited English Proficiency)** – DELJIS will be adding field into all applicable documents to have Spanish included as well as making sure that police are aware that they need an interpreter for individuals.
* **Long Term Care Dashboard** – DELJIS is working with SBI to expedite the delivery of CCH.
* **Mental Health Records** – Records are being counted daily; although the totals at this time are based off of involuntary commitment and not voluntarily.
* **Security Logon Screen** – DELJIS is adding the ability to verify if a user has annually read the Directive 1 and the Acceptable Use Policy. There will be a 30 day window for this to occur. If the user fails to meet the requirements their userid will be suspended and can only be reinstated by contacting DELJIS during normal hours.
* **Sex Offender Application** – This has been released into production with limited concern but there is an issue with the email addresses.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees and stated that starting for the January 2013 totals us will be including the IDR and E-Tow totals.
1. **Operations**
* **Maintenance** – Ms. Gedney reported that there are currently 29 open requests, 1 closed and 3 new requests
1. **System Quality and Accessibility** – Ms. Bell stated at this time if any agencies are having time out issues with SSL as well as any group to contact DELJIS.
2. **OLD Business**
* None at this time
1. **New Business**
* None at this time
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 Mr. Sammons and seconded by Ms. Bhate at 11:04 a.m.

**Next Meeting Date: Tuesday, February 26, 2013, at 10:00 a.m. – Via Bridge Line (302) 577-6449**