**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, February 26, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday February 26, 2013 via the bridge line at Dover, Delaware. Mrs. Lynn Gedney called the meeting to order at 10:04 a.m. Those in attendance included:

Lynn Gedney DELJIS Kevin Agne Family Court

Ray Sammons DELJIS Kathy Bates JP Courts

Renee Rigby DSP/SBI Mark Bunitsky DOJ

Marian Bhate PDO Nicole Wilson DELJIS

1. **REVIEW OF JANUARY MINUTES**

Minutes from the January 22, 2013 meeting was 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**: An overview of the Development Progress Report was given to the attendees so they could track the progress on action items listed. Ms. Gedney highlighted upon several items on the report as follows:
* The AFIS interface with CJIS is still currently working with Troop 5 and Troop 9 testing the Rule 9 logic.
* A MOU has been signed with DOE, PHRST, DOJ and DELJIS to receive data for the school district staff for rap-back reporting.
* Child Support Interface moved the JCL to production and we are waiting on MOU to be reviewed.
* DCI Message Switcher is a work in progress as time permits DTI wanted to use ADASQL do a proof of concept; in-which DELJIS does not have the resources at this time.
* DNREC criminal summons will begin as the new LEISS re-design moves forward, but we are working on the complaint incident at this time.
* NICS enhancements have developed work list and programming staff assigned.
* An E-Payment modification to accept swipe cards as well as users have the ability to change the court location the code is being reviewed.
* Sealed warrant routine for police, DELJIS has contacted JP Court admin to start the process.
* Security Logon Screen that DELJIS is developing for users to read and validate the DELJIS directive 1 and acceptable use policy is ready to deploy once the policy 4 has been completed with the Board of Managers
* **Automated System Usage Statistics**: The statistics were presented to the committee with the updated addition of IDR reports and E-Tow added as of January 2013.

1. **OPERATIONS**

* **Maintenance** – Ms. Gedney reported that there are currently 28 open requests, 0 new and 1 closed requests.

1. **SYSTEM QUALITY AND ACCESSIBILITY** – Ms. Gedney informed the committee that DTI has accepted the request from DELJIS to be able to reset passwords for all agencies. With this request each agency will have to provide, from their ISO, a written document stating that they are in favor of this change.
2. **OLD BUSINESS** - There was no old business to discuss at this time.
3. **NEW BUSINESS** - There was no new business to discuss at this time.
4. **PUBLIC COMMENT –** There were no attendees to the meeting to give comments or subjects of concern to the Project Steering Committee.
5. **ADJOURNMENT** – With there being no further business to discuss, a motion to adjourn was made by Mr. Sammons and seconded by Mr. Bunitsky at 10:12 a.m.

**Next Meeting Date: Tuesday, March 26, 2013, at 10:00 a.m. – Smyrna Rest Area, Smyrna, Delaware**