**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, May 21, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, May 21, 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:

Renee Rigby DSP/SBI Peggy Bell DELJIS

Betty Smith DOC Lynn Gedney DELJIS

Kevin Agne Family Court Ray Sammons DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Joe Shockley DTI

Taneya Maddox DTI

Mark Bunitsky DOJ

1. **REVIEW OF APRIL MINUTES**

Minutes from the April 23, 2013 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. Bell reviewed the report to the attendees
* **AFIS Interface** – Troop 5, 7 and 9, Capital PD and Dewey Beach PD are in the pilot phases and have no issues to report at this time.
* **Bail Forms for JP Court** –DELJIS is waiting on the outcome of the VERA Institute results and the next step of coding will begin after the review.
* **CJIS and DOE Interface** – There has been an MOU drafted and approved and in the last signature from OMB will complete the process.
* **CJIS Hosting Environment** – We have released the new site and there has been no issues arise currently but we will continue to enhance to make it user friendly.
* **Collection of DOC Supervision Fees** – The programming piece is complete, DOC has to confirm approval through management before we can release. OSCCE has already received a demonstration on the application.
* **DCI Message Switcher Modernization** – Stolen vehicle and tags has been sent with the transactions; holding until we receive more specifications for how to update probationers and parolees.
* **DNREC Criminal Summons** –The coding has been completed and reviewed with the release into production as of May 20th.
* **DOJ Public Site of Arrests** – A request has been made to create a public portal that will allow users to see daily arrests that have been made. There will not be a comprised file of criminal history given just the activity that occurred for that particular day.
* **DUI Blood Search Warrant** – With new legislation that was enacted DELJIS is creating a PDF document that will allow an officer to fill out information once printed to comply with the needs of this process. DELJIS is waiting for an example, more concrete details, to how we want this document to appear. Mr. McCloskey was asked by Ms. Bell to get in contact with Sean Lugg to get a sample as soon as possible to make sure we are in compliance.
* **Enhancement for NICS** – This request to reset firearm prohibition for DV flag has been completed and was released on May 20th.
* **Interface with DATE** – This request to streamline and reduce data entry for officers with the new tobacco changes has been completed and was released on May 20th.
* **JP Partial Pay** – The request to remove two more weeks to a cases due date when the court receives a partial pay from a defendant has been completed and was released on May 20th.
* **Mental Health Records** – Records are continuing to be counted daily. DELJIS and SBI are waiting on a decision to have a query made for this specific data. We need to add a field for people who have sought relief but were denied.
* **Sealed Warrants** – DELJIS created a new process for officers to use in regards to the first option to select yes or no to have the warrant sealed. Once the selection is made it will determine the next steps. This was released into production on May 20th. Mr. Bunitsky wanted to know if there was going to be a way to log all of the warrants into a database. The answer is not at this time until we figure out a more permanent automated solution.
* **Security Logon Screen** – The new policy 4 revisions were completed and several agencies have been already targeted to have them comply with the change to agree to the access. This will continue by each department until completed.
* **Sex Offender Application** – A request has been made to create a record system to capture all the information that is obtained.
* **Subpoena for Trial E-Ticket** – DELJIS completed the request to add witnesses to the E-Ticket application was completed and released on May 20th.
* **Validation Project** – The request for validation of the local and NCIC “hot files” was completed and has been updated in production with continued monitoring.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees.

1. **Operations**

* **Maintenance** – Ms. Gedney reported that there are currently 18 open requests, 1 closed and 0 new request.

1. **System Quality and Accessibility** – Ms. Bell stated at this that there is nothing new at this time.
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 Mr. McCloskey at 10:45 a.m.

**Next Meeting Date: Tuesday, June 25, 2013, at 10:00 a.m. – Via Bridge Line (302) 577-6449**