**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, June 21, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, May 21, 2013 via Bridge Line, Dover, DE. Ms. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

Joe Shockley DTI Peggy Bell DELJIS

Kevin Agne Family Court Lynn Gedney DELJIS

Kathy Bates JP Courts Ray Sammons DELJIS

Betty Smith DOC Nicole Wilson DELJIS

Mark Bunitsky DOJ Barbara Wilkers Newark Alderman

Renee Rigby DSP/SBI

1. **REVIEW OF MAY MINUTES**

Minutes from the May 21, 2013 meeting were reviewed. A motion to accept the minutes was made by Mr. Sammons and seconded by Mr. Shockley. The Committee unanimously approved.

1. **DEVELOPMENT**

* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees
* Bail Bondsperson Database was a request from SBI and we have assigned a programmer to this request.
* AFIS Interface with CJIS is operational at Troop 5, 7 as well as Capitol Police and Dewey Beach PD. More agencies will be included shortly. There are some technical problems that were reported by Ms. Rigby such as the approval of the warrant first as well as the literal part for the charge words. The officers are not completing the entire wording which needs to be correct when sent to the FBI so there is no mismatch.
* Bail Forms for the JP Courts we have a new risk assessment that will be finalized shortly to add the possibility of the defendant returning to court.
* DELJIS/DOE interface for school district employees have all been matched with an 86% rate of accuracy. Those 14% of employees that remain do not have a SBI number and will not be monitored.
* Cleary Reporting is a new project for the monitoring of college and universities crime activity on main and adjoining campuses. The reports are going to run through COGNOS as well as the addition of the PFA orders.
* DOC fee for OSCCE interface is complete and is in production.
* DAIC Access to LEISS Data is to upload data in more timely fashion instead of once a day as it is currently.
* DOJ Case Tracking System is being developed to allow them the same abilities in case management.
* DOJ Public Site for Arrests will be an online site that shows all of the people whom been arrested within the last 24 hours. We are waiting on the final review from DOJ. Lt. Crotty wanted to know if there was a way to omit the data for certain offenders that could compromise an investigation. The site will not show traffic information only criminal arrest.
* DUI Blood Search warrant is nearing completion. DELJIS is waiting on the final approved form from the courts and Sean Lugg from DSP. Once the form is finalized it will be placed in a PDF document for the officers to use. This will print out with the IDR report; in which Mr. Elwood will allow for the version of the document being used to display.
* E-payment modifications to be able to change the court location as well as accept “swipe” cards at their location.
* DATE interface for tobacco compliance has been completed.
* The LEISS to NIBRS rewrite. DELJIS is having a meeting with SBI to see what tables can be reduced. The update will be given at the next meeting with the final outcome.
* Mental Health Records is at 19,337 currently in CJIS; we are getting some inquiries from the Associated Press in reference to these records.
* E-Ticket has been updated to allow the civil charge of using a cellphone while driving is added to the same ticket, so there will be no longer separate tickets. We are working to complete the same acceptance with the civil seatbelt violation.
* Sex Offender Application for creation of a case record system is about 85% completed at this time and we are aiming for testing to begin in two weeks.
* Temporary License Revision is being modified to be in compliance with the MV529 form to allow in state and out of state unlicensed drivers to have a temporary license because of traffic violations.
* Victim Compensation Fund is in the process of passing legislation and once the Governor signs into legislation we will create the effective date.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees. The automated summons are increasing and I need

1. **Operations**

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

1. **System Quality and Accessibility** – Ms. Bell stated there have been some inconsistencies with the system and it was not just a single agency but statewide issue that has been resolved.
2. **OLD Business**

* There was nothing new to report at this time.

1. **New Business**

* There was nothing new to report 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. Rigby at 10:34 a.m.

**Next Meeting Date: Tuesday, August 20, 2013, at 10:00 a.m. via Bridge Line.**