**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, September 17, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, August 20, 2013 via Bridge Line, Dover, DE. Ms. Peggy Bell called the meeting to order at 10:02 a.m. Those in attendance included:

Betty Smith DOC Peggy Bell DELJIS

Kevin Agne Family Court Lynn Gedney DELJIS

Charlotte Walsh JP Courts Ray Sammons DELJIS

Terry Lust DTI Nicole Wilson DELJIS

Joe Shockley DTI

Renee Rigby SBI

1. **REVIEW OF AUGUST MINUTES**

Minutes from the August 20, 2013 meeting were reviewed. A motion to accept the minutes was made by Mr. Sammons and seconded by Mr. Lust. The Committee unanimously approved.

1. **DEVELOPMENT**

* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees
* AFIS Interface with CJIS is operational at Troops 3, 4, 5, 7, 9, Capitol Police, South Bethany and Dewey Beach. The three DNREC departments and Delaware State University will be added as well. More agencies will be included accordingly.
* DELJIS/DOE interface for school districts has been completed with 86% match rate for employees that have fingerprints. All new teachers will be added as they are hired but there is no ability at this time to add teachers that do not have fingerprints but currently are employed.
* CJIS Hosting Environment has made some significant strides in stabilizing the new site; with continued updates and changes being made.
* DOC fee for OSCCE interface is approximately 90% complete. Once completed DOC will have an interface with their DACS system to determine the fees owed by individuals on probation.
* DCAP Logging for transactions with JIC that are pulling criminal data into CJIS is on hold at this time.
* DOJ Public Site for Arrests is on hold at this time.
* DUI Blood Search Warrant does now have a finalized PDF document that is available in LEISS under the IDR function. This document has been approved to be the sole form to be used for all agencies. Although, there are several agencies that prefer to use their own forms; DELJIS will not be adding them to the system only posting the one DOJ approved.
* Kiosk Interface for OSCCE is preparing the scope of project as well as the cost estimate for this request but a programmer has been assigned to complete the project once everything is in place.
* LEISS Rewrite has been moving along the timeline with accuracy. A question was raised from Ms. Lynch in regards to adding a supplement to the field service report. Ms. Bell stated that this request will not be completed since there is no need to add one to the FSR but suggested that the officer use the miscellaneous incident report.
* Mental Health records are still successfully being processed with a total count of 19,430 in the system. There has been one competency hearing.
* Revoke bail on first arrest after a second violent felony is now in production.
* Sex Offender Application is being upgraded from the current one but not in “physical” terms with any impact to the users. There were some firewall exceptions that needed to be addressed. Some agencies are not able to use this program due to a firewall problem or unknown operating system release.
* Temporary License Revision is being updated for licenses that are suspended / revoked will print out with revoked on the top; this will be compliant with the MV529 form.
* User Training View for NCIC will be created for DSP. This will eliminate the paper process that is currently being used and contain training dates.
* Victim Compensation Fund has been updated with the new change. Originally all charges would have a standard 18% charge fee added but now there will be a minimum of $10.00 even if the fine is zero. This will be released possibly in October.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees.

1. **Operations**

* **Maintenance** – Ms. Gedney reported that there are currently 25 open maintenance request, 5 new requests and 1 closed.

1. **System Quality and Accessibility** – Ms. Bell stated the scheduled maintenance that was scheduled for September 15, 2013 went very well with no issues. The only concern was reprinting of batch reports that are scheduled to run and how we can automate the process after a larger amount of maintenance is scheduled.
2. **OLD Business** – Ms. Bell stated that she wanted to remind all attendees that are currently in the meeting as well as those that will receive the meeting minutes; that the agency is responsible for letting DELJIS know if someone has been removed from the agency so we are made aware of it so we can keep a cleaner updated list of users and email addresses.
3. **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. Bunitsky and seconded by Mr. Sammons at 11:00 a.m.

**Next Meeting Date: Tuesday, October 22, 2013, at 10:00 a.m. via Bridge Line.**