**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, September 17, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, October 22, 2013 via Bridge Line, Dover, DE. Ms. Gedney called the meeting to order at 10:02 a.m. Those in attendance included:

 Renee Rigby DSP/SBI Peggy Bell DELJIS

 Terry Lust DTI Lynn Gedney DELJIS

 Joe Shockley DTI Ray Sammons DELJIS

 Charlotte Walsh JP Courts Nicole Wilson DELJIS

 Kevin Agne Family Court Marian Bhate PDO

1. **REVIEW OF SEPTEMBER MINUTES**

 Minutes from the September 17, 2013 meeting were reviewed. A motion to accept the minutes was made by Ms. Rigby and seconded by Mr. Sammons. The Committee unanimously approved.

1. **DEVELOPMENT**
* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees
	+ Accident Sale Portal – A programmer has been assigned to review the interface application and create the site. DELJIS is currently waiting on the Treasures Office to assign a merchant number.
	+ Adjudication Summary – A new request to add pending charges to a printed court version of the adjudicated summary to match the web version**.**
	+ AFIS Interface with CJIS – Is operational at all Troops, Capitol Police, South Bethany, Dewey Beach, Del State University, DNREC and we will be adding New Castle County PD.
	+ Bail Bondsperson Database – Programming is in progress at this time and DELJIS is setting up meetings with SBI to get the next step completed.
	+ Bail Forms for JP Court – The internal testing for RAI is being completed. Ms. Walsh wanted to know how the print process would be set up and was informed by Ms. Bell that it will print in the same manner as the traffic tickets do as of current.
	+ Child Support Interface – Is completed and went live on October 3, 2013.
	+ CJIS Hosting Environment – The old sex offender application was retired on October 1, 2013.
	+ Cleary Reporting – The creation of reports has been completed as of September 2013.
	+ DCI Message Switcher Modernization – The vendor has started the testing process for Drivers Licenses, Driver Registration, Stolen Vehicle and Criminal History transactions.
	+ DIAC Access to LEISS Data – Transferring of data to DIAC for a more real time than the daily sends that we do currently.
	+ DMV Look-up to SQL Files – There is a meeting scheduled for today’s date to discuss this project and the possible funding available to have the request completed.
	+ DOJ Public Site for Arrests – This is going to be removed from the list of projects since it is on hold at this time. Once there is a definite agreement that this is something that will be done it will be re-added in the future.
	+ E-Payment Modifications – Completion of being able to allow a court employee change the location of the court jurisdiction was sent into production on September 26, 2013.
	+ Interface with DATE – Since the tobacco requirement piece was completed in May 2013 we are now setting up meetings to start the process for alcohol enforcement side which will begin soon.
	+ LDAP for COGNOS – This project was completed at the end of September 2013.
	+ LEISS Rewrite – We are working efficiently on this project and have integrated the compliant modules by 70%. The victim and suspect modules have been completed.
	+ LEP Limited English Proficiency – This is being worked into the rewrite of LEISS and will have changes that will include the FSR and E-Crash to capture the data that is needed. A field will be added to the incident to determine if there was an interpreter needed at the initial scene of complaint or through any of the processes.
	+ Mental Health Records – We are still successfully processing records with a total count of 19,534 in the system. A field will be added to include any alias names to the current record.
	+ Merging Charges and Cases – Being able to add both civil and criminal charges to one record has been completed and encouragement was given to all officers to start using this process.
	+ PFA Capture Driver’s License – Adding the driver’s license on the PFA order has been completed and was sent into production on September 30, 2013.
	+ Sex Offender Application – This is being upgraded from the current one but not in “physical” terms with any impact to the users. Emails have been sent to all agencies that use the application on how to download and install the newest version.
	+ Temporary License Revision – Programming has been completed and internal testing has begun; this is to allow temporary licenses to be printed for individuals. When the form prints out it will display that it is EXPIRED and not valid.
	+ Unsealing Warrants – We are going to develop a program that will allow the courts to unseal a warrant that was sealed for a reason that is not needed. This change will also be impacting how the warrants are created in LEISS and will be changed. There will be two questions that will appear one after the other to ask if the warrant needs to be sealed and if yes then what is the reason for request.
	+ Web Alerts – The normal alerts will be now on the web portal since single sign on is no longer in use. This will be able to allow users to still be able to see the updates and messages as needed.
* **Automated System Usage Statistics** – Ms. Gedney went over the report with the attendees.
1. **Operations**
* **Maintenance** – Ms. Gedney reported that there are currently 10 open maintenance request, zero new requests and 3 closed.
1. **System Quality and Accessibility** – Ms. Gedney stated that there will be a scheduled maintenance downtime on November 10th from 7:00 a.m. – 10:00 a.m.
2. **Old Business** – There was nothing new to report and no questions or concerns that were presented.
3. **New Business** – There was nothing new to report and no questions or concerns that were presented.
4. **Public Commen**t – 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. Lust at 10:15 a.m.

**Next Meeting Date: Tuesday, November 19, 2013, at 10:00 a.m. at the Smyrna Rest Area.**