**PROJECT STEERING COMMITTE**

 **MEETING MINUTES**

**Tuesday, December 18, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday December 18, 2012 via the bridge line at Dover, Delaware. Mrs. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

 Lynn Gedney DELJIS Kevin Agne Family Court

 Heather Carretto DELJIS Betty Smith DOC

 Ray Sammons DELJIS

 Renee Rigby DSP/SBI

 Peggy Bell DELJIS

Charlotte Walsh JP Court

1. **REVIEW OF NOVEMBER MINUTES**

 Minutes from the November, 2012 meeting was 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. Gedney reviewed the report to the attendees.
* **Bail Forms for JP Court** – On hold pending new risk assessment form.
* **Build Interface Matching Program Between DOE (3 Pilot Schools) and CJIS** – MOU id being drafter with PHRST.
* **CJIS Hosting Environment** – Currently on hold.
* **COGNOS Upgrade** – New COGNOS has been installed and is working.
* **Collection of DOC Supervision Fees** – AOC agreed with DELJIS cost estimate and DELJIS will begin coding soon to accomplish work.
* **Data Exchange with Adjourning DOC** – MOU was rejected with some other states. Maryland and Delaware are working.
* **DCAP Logging** – Still working with vendor.
* **Disposition Transmission to FBI** – Moving data transfer to FBI.
* **DMV Suspension** – Went live December 17, 2012. Code has been reviewed and accepted.
* **DNREC Criminal Summons** – Testing was conducted and appears that minor modifications are needed. Send a copy of the summons to Judge Davis.
* **DUI Modifications** – All reports are done and in production.
* **E-Payment Modifications** – User testing is ongoing.
* **Interface with DATE** – Meeting for this in early January.
* **Long Term Care Dashboard** – Testing rap back and sex offenders look up.
* **Medical Marijuana** – Working on rap back testing. Meeting was held 12/28/2012.
* **Mental Health Records** – DELJIS is working with SBI and DSP to accurately report that the mental transports common group has been reached and new procedures will be released by SBI. 18,834 G4 records on file as of 12/18/2012.
* **New DOJ Case Tracking System** – Work in progress with DOJ as needed.
* **Sealed Warrants** – Waiting on information.
* **Sex Offender Application** – New release date is January 2nd, 2013.
* **Temporary License Creation** – Code is in testing and looking good.
* **Validation Project** – Tested the detained warrant transaction with successful results. Met with Superior Court to go over any issues.
* **Web Apps Change Login Application** – Working on as time permits and training is scheduled.
* **Web Site Common Look & Feel** – Started and completed.
1. **Operations**
* **Maintenance** – Ms. Gedney reported that there are currently 27 open requests, 0 closed and 1 new requests
1. **System Quality and Accessibility** – Ms. Bell told the attendees that DTI did change the downtime schedule to twice a month (Every other Monday) A schedule has been sent to all members
2. **OLD Business**
* DMV – Will be changing the view of driver’s license history. Active charges and those charges with a 55 year retention (i.e. DUI) will be displayed in active. While charges with a lesser retention (i.e. older speeding charges) will be viewed in history.
* The bridge line that DELJIS utilizes has 5 sites.

Those sites include:

DOC Site

Public Defender – Georgetown

DOJ – Wilmington

JP Court – Wilmington

DELJIS - Dover

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 Ms. Walsh 11:00 a.m.

**Next Meeting Date: Tuesday, January 22, 2013, at 10:00 a.m. – Smyrna Rest Area, Smyrna , Delaware**