**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, April 23, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday March 23, 2013 via the bridge line at Dover, Delaware. Ms. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

Joe Shockley DTI Terry Lust DTI

Renee Rigby DSP/SBI Kevin Agne Family Court

Marian Bhate PDO Mark Bunitsky DOJ

Betty Smith DOC Charlotte Walsh JP Courts

Mary Crabbe Family Court Peggy Bell DELJIS

Lynn Gedney DELJIS Ray Sammons DELJIS

Nicole Wilson DELJIS

1. **REVIEW OF FEBRUARY MINUTES**

Minutes from the February 19, 2013 meeting was 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**: An overview of the Development Progress Report was given to the attendees so they could track the progress on action items listed. Ms. Bell highlighted upon several items on the report as follows:
* Accident Sale Portal – legislation introduced to address the release of the data to Car Fax and like vendors. The data that Car Fax or other vendors would be purchasing was vehicle only date. This was stalled in the legislative committee.
* AFIS interface – Troops 5 and 9 are operational; Capital PD is processing now and Troop 7 will start on May 1st and more agencies will be introduced.
* DOE interface – DELJIS has been working for the last few years to complete the interface between pilot programs and we have successfully deployed an MOU with the DOE, PHRST and SBI which afforded us the ability to receive data from PHRST; which we are cleaning up at this time. There will be two more groups of 250 teachers and 27,000 certified but not officially on a payroll for the districts since this group will need more review.
* Collection of DOC Supervision Fees – DELJIS is working on the program and we are about 90% complete at this time.
* Cry Wolf Vendor – The vendor is no longer accepting the SFTP step in which the data is sent; with the data not being processed we are closing the request due to vendor’s lack of cooperation. Mr. Shockley stated that DTI has to have them compliant or they would be deleted from the system because of IRS stipulation
* DCI Message Switcher – a conference call was recently held and it identified all the transaction that are needed and ones that are not at this time. Once complete DSP will shut down the old switcher.
* DCAP Logging – Request on hold until the next step has been determined.
* DMV SQL Files – Since they are coming off the mainframe; DELJIS is working with Highway Safety to see if we can get a federal grant to re-work the programs. DELJIS needs this data within applications LEISS, E-Ticket, etc.
* DNREC Summons – There are currently three summonses that have been completed and once the Police Chiefs and Chief Magistrate approve them they will be used in the automated summons. A reminder that the rules do not change how criminal summons are completed and al steps still need to be completed.
* NICS Enhancements – This is completed for domestic indicators for all misdemeanors with the five year firearm restriction. Additionally, a program to reset the flag has also been developed. DELJIS would like to create a program to show a user who is unfamiliar with the firearm rules on how the prohibition works.
* E-Payment Modifications – DELJIS has completed the request to allow users to change the location and once complete the JP Court staff will be able to do this without DELJIS assistance.
* Interface with DATE – The tobacco side of the request has been completed and we are currently working on the alcohol. A request was made from the Commissioner to consider interfaces with their existing application.
* JP Partial Payment –We are reviewing the change needed to not allow extra time when a there is a partial payment made on a case. Once complete the testing component will begin.
* LEISS Rewrite – A December 2013 date has been tentatively given for completion and all changes that were logged as suggestions, concerns or requests will be included as permutable.
* Mental Health Records – All files have been sent to NICS as of April 11th there are 19,932 files in total.
* Sealed Warrants – JP courts would like to have a document that shows which ones are sealed and once DELJIS completes the request it will be deployed.
* Security Logon Screens – The change in DELJIS Policy 4 has warranted a need to log all users that sign in to the system to show that they have accepted, read and comprehend the changes and meaning of the document. There is a 30 day window that will allow the user to comply with the system and if it is not taken care of in that time period; DELJIS is the only one who can reset it. If a person is a new hire they will be required to have a hard signature on the paper document before they can confirm electronically.
* Sex Offender Application – The email portion is about 50% completed and we made the change to make the United States and other countries an option. A request was made in regards to changing the name from CJIS since it needs to be Sex Offender related.
* Validation Project – The validation program is operational. There needs to be way for any agencies without ORI (Alderman Courts, SPCA, etc.) to utilize the existing routines. The purge program will be turned back on June 1st and records not validated will be purged.
* **Automated System Usage Statistics**: The statistics were presented to the committee.

1. **OPERATIONS**

* **Maintenance** – Ms. Gedney reported that there are currently 27 open requests, 3 new and 4 closed requests.

1. **SYSTEM QUALITY AND ACCESSIBILITY** – Ms. Bell informed the committee that there are no issues at this time as well as any future downtime scheduled. The change for the every other week IPL has gone smoothly and with no complaints. A survey was sent out by Mr. Shockley and he received multiple positive feedbacks.
2. **OLD BUSINESS** – There was nothing to report at this time.
3. **NEW BUSINESS** -. Mr. Lust stated the Intellinx system will be upgraded and will be on the 20th of May.
4. **PUBLIC COMMENT –** 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 Ms. Rigby at 10: 36 a.m.

**Next Meeting Date: Tuesday, May 21, 2013, at 10:00 a.m. – Smyrna Rest Area, Smyrna, Delaware**