**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, May 20, 2014**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, May 20, 2014 at the Smyrna Rest Area Conference Room in Smyrna, Delaware. Ms. Peggy Bell called the meeting to order at 10:04 a.m. Those in attendance included:

Philip Winder DOC Peggy Bell DELJIS

Marian Bhate PDO Lynn Gedney DELJIS

Barbara Wilkers Alderman Court Nicole Wilson DELJIS

Michelle Hoffman Family Court Kevin Agne Family Court

Charlotte Walsh JP Court Michael McDonald DSP/IT

1. **REVIEW OF APRIL MINUTES**

Minutes from the April 22, 2014 meeting were reviewed. A motion to accept the minutes was made by Ms. Bhate and seconded by Mr. Agne. The Committee unanimously approved.

1. **DEVELOPMENT**

* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees
* **Accident Sale Portal** – Internal testing has been started as well as the financial backend piece is 80% complete.
* **Adjudication Summary** – Internal testing in progress.
* **Bail Bondsperson Database** – DELJIS meet with SBI to go over the licensing process and current system used. We are currently waiting on screen shots and sample forms/reports needed.
* **CJIS and DOE Interface** – Currently waiting on the final file to be sent from OMB with the requested field addition to show the end date of employment.
* **CARS Interface** – Web service has been tested by DELJIS and DelDOT but we are still waiting on IP addresses for the implementation of the product.
* **Crime View Interface** – DELJIS is working on updating the crime code table with missing descriptions and fielding any questions that come in.
* **DCI Message Switcher Modernization** – Triple I transactions have been implemented into production as of 4/28/14 and the new formats for wanted person name searches supplied to the vendor. Also the NIC write back for sex offender as well as registration plate entry/modify transactions supplied for testing.
* **DOC Domestic Violence Referral Form** – This request is new and has not been assigned but will address the referral of SV cases from P&P.
* **DSP Police Portal** – Working with DSP and vendor for the new “dashboard” to be created.
* **Family Court Financials** – Most of the testing has been completed and we are expecting within the next week or two to roll into production.
* **JP Courts COGNOS Changes** – The reports have been changed and project completed as of 5/1/2014
* **Kiosk Interface** – DELJIS had a conference with the vendor and we are expecting the completion of the data screens to be completed within 30 days or less. Mr. Winder wanted to know if there was a way to integrate everything in the future. DELJIS suggested he follow up with the vendor as we are not sure of added capabilities.
* **LEISS Rewrite** – DELJIS will be presenting the application at the next LEUG meeting on 6/17/2014.
* **Mental Health Records** – Records are continuing to be counted daily.
* **Name Based Record Check** – This project is the Summer Camp database that is being created to adhere to Executive Order 42 that was signed into legislation. We will be checking to see if the workers/volunteers meet a certain criteria to be eligible for work with minor children as provided by kids department.
* **Printing to Cannon Printers** – There is a meeting scheduled with DTI on 5/20/2014 to go over any options to change the programs to allow printing without the extend net boxes. DELJIS is looking into enhancement through Zebra Technology for the printers to see if this is a solution.
* **Research Downloads** – DELJIS will be working with our end user agencies to release data for study addressing various crimes. We will also be using this function for any MOU’s that are drafted and signed.
* **School Reporting of Active Warrants** – The current SRO’s assigned in the public and charter schools will be receiving additional notices for wanted students in the school that they are assigned to. This will go in effect in June 2014. This is advisory material only.
* **System Usage Statistics** – Ms. Bell went over the report with the attendees.

1. **Operations**

* **Maintenance** – Ms. Gedney reported that there are currently 27 open requests, 1 closed and 5 new request.

1. **System Quality and Accessibility** – Ms. Bell stated there has been a lot higher than normal due to DTI upgrades being implemented as well as some of the brokers. A new process has been enacted at DELJIS for times that the application goes down. After 15 minutes with no resolution it becomes escalated to management level and all staff remains on site until resolved.
2. **OLD Business**

* None at this time

1. **New Business**

* Mr. McDonald wanted to know the status of the INDEX crime reporting under the new data fields that Mr. Dominic Carretto is working on is progressing in schedule. Ms. Bell advised she was not aware of the project and will add it to the project list.
* Ms. Walsh wanted to know the status of the bail documents. Ms. Gedney reported that DELJIS has not started working on the project and will be adding to the project list.
* Ms. Bell advised that the system has a problem with the RAI report for one individual. The system appeared to have stopped working except the record was so large the processing time was very long since the record had over 500 charges. Ms. Bell advised that DELJIS will adding code that if a record is encountered that is so long the RAI will be the last document to print.
* Mr. McDonald advised that in July 2013 an audit was conducted with the Division of Professional Regulations. All criminal history records once used should not be stored in the individual’s folder. Additionally, a question was raised as to whether agencies have a policy on shredding CHRI. According to the audit, if the CHRI reports are disposed of off-site the agency must watch the destruction process. Ms. Bell will ask Ms. Morris from DOJ to assist in this area.

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 Ms. Walsh and seconded by Ms. Bhate at 11:28 a.m.

**Next Meeting Date: Tuesday, June 24, 2014, at 10:00 a.m. – Via Bridge Line (302) 577-6449**