**PROJECT STEERING COMMITTEE**

**MEETING MINUTES**

**Tuesday, October 21, 2014**

**OPENING AND ATTENDANCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday October 21, 2014 via conference line. Ms. Peggy Bell called the meeting to order at 10:06 a.m. Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

Joe Shockley DTI

Marian Bhate PDO

Charlotte Walsh JP Court

Renee Rigby DSP-SBI

Barbara Wilkers Newark Alderman

Michelle Hoffman Family Court

1. **REVIEW OF AUGUST MINUTES**

Motion was made to accept the August 2014 minutes by Ms. Rigby and seconded by Mr. Shockley with the correction to add Michelle Hoffman as an attendee.

1. **DEVELOPMENT**

Ms. Bell reviewed the project status report with the attendees.

Accident Sale Portal- All reports have been matched for accuracy and are 100% correct. Back end coding and testing has been finished and we are working with DTI on network design issues.

Adjudication Summary- The developer is making changes to meet the end user objective and anticipated delivery date is 10/31/14. Courts will be utilizing this to see if there are pending charges against an individual.

Ambulance Fund- We need to make changes to e-ticket to accept the new fund and change the display of the amount due. The fund will not appear as a unique bucket but it will just be added to the total amount. Case management will be updated with unique buckets. We need to have it rolled out by 12/23/14. DELJIS changes will address all court except Superior that will need to be done by JIC.

* Ms. Bell emphasized that this fund will only be applied for Title 21 cases for both civil and non-civil offenses. Ms. Wilkers asked if the City of Newark decides to adopt the implementation of the ambulance fund if she will need to send paperwork. Ms. Bell replied if the City of Newark decides to adopt legislation for the ambulance fund the City of Newark will need to determine the payout for the fund.

Bail Bondsperson Database- We are working on finishing the programming requirements and will be setting up a meeting with SBI staff in the near future.

Boat Registration File- DELJIS is meeting with DTI and Salesforce to discuss the impact this has on both local system and NCIC.

CAD Interface- We are working with the vendor as questions arise and we are installing TLS circuits in Rehoboth, Seaford and Newark.

CARS Interface-The web service has been tested by DELJIS and DelDOT. We are waiting on an IP address from DELDOT.

CCDW Interface Program- JIC agreed that they will download the file for user testing to print new cards. We are making changes to have it operate with the new systems.

Civil Judgments-This item has been turned over to JP Court to test and we are waiting on JIC to implement.

Crime View Interface- we were missing some descriptions in the table that State Police Crime Analysis was using and DELJIS fixed that issue that agency is able to see it.

CJIS AFIS Interface- SBI expects all agencies to be completed at the end of the year.

Data Exchange with Adjoining DOC- An MOU is singed working with MARIS agencies to begin interface work with other states and meet grant objectives.

DCI Message Switcher Modernization- The vendor is working on criminal history transactions.

DMV Look-Up to SQL Files- We are taking the program list and determining if batch/real time and input/output DMV data.

DOJ Case Tracking System-A conference call with vendor is scheduled for this month to discuss interface issues.

DUI Calendar for CCP- Working with CCP and JIC to have a new calendar option for DUI’s-DELJIS has started programming and should be ready for user testing before the end of the month. Ms. Gedney provided an update that they will begin testing this week.

Enhancement for Reporting Accurate CCH- SBI will be working with DELJIS to create a “pre-check” screen for road officers to use to assess if a person is possibly a person prohibited.

Interface with DATE- DATE is moving to Salesforce for alcohol enforcement. DELJIS will not be creating an interface to their existing system since project work has changed.

Kiosk Interface- The date to go live is October 21, 2014.

Law File Table Re-Write-DELJIS will re-write the file to enhance processing and data exchanges and an MOU has been signed with DSP and Safety and Homeland Security.

LEISS Tables- This item has not been started-NCHIP funding will be used to enhance the table within LEISS. An MOU has been signed with DSP and Safety and Homeland Security.

LEISS Re-Write- We are continuing to test internally complaint/warrant system. An MOU has been signed with DSP and Safety and Homeland Security.

Mental Health Records- Epilogue language was released in the budget act to remove all mental patients from CCH. As of 10/7/14 there are 19,750 records in NICS. DELJIS developers are working on the programming efforts at the present time and anticipate rolling out of the programming changes in October/November. Ms. Bell reported a G4 Inquiry screen will be added to the multiple inquiry screen so authorized users can see is a person has a mental health record. Mental health records will not be on a person’s criminal history.

NDEX Mapping to NIEM- A new file has been submitted to NDEX and the FBI approved the file specification and we are working with Feds on data issues as they arise.

NIBRS Law Enforcement Counts- SBI approved data entry screen and working on transmission to FBI.

Offender Multiple Inquiry- We are adding the automatic searching of G4 files to the list of files an officer can check to see if a person is firearm prohibited. G4 search will be added to the multiple inquiry screen Also, will check to see what vehicles a person was driving when issued a ticket. Sent to DTI maintenance since it is a mainframe application.

Printing to Cannon Printer- JIC is working to test all the print function. DELJIS staff is updating address when notified. Print is 100% successful per JIC- however some issues with forms are being reported and JIC is addressing them. Ms. Walsh stated that it’s still a work in progress and has not been rolled out to all the courts yet.

Red Light/Green Light- The vendor is currently testing the applications- however; the school does not want to use a static IP.

Ms. Bell reviewed the automated system usage statistics with the attendees.

1. **OPERATIONS**

* Maintenance –Ms. Gedney provided an updated of 25 open requests, 8 new, and 8 closed.

1. **SYSTEM QUALITY AND ACCESSIBILITY**

* Ms. Bell reported that DELJIS has been sending out emails about possible downtime. Ms. Bell reported that some of the downtime is unpredictable but the next scheduled downtime is set for November 9, 2014. The system is scheduled to be down from 7:00 a.m. to 2:00 p.m. subject to change if something happens. As of October 21, 2014 a notice has not been sent out to users for this downtime yet.
* Ms. Bell noted that on October 1, 2014 all users were reminded that they have to accept the DELJIS Rules and Regulations and will have thirty (30) days to accept them. Ms. Bell advised that you can contact her or Mary Hansen to get a list of all of the users in your agencies who have accepted the rules and regulations.

1. **OLD BUSINESS**

* No new updates at this time.

1. **NEW BUSINESS**

* DELJIS Rules and Regulations Public Hearing will be at the Division of Accounting on October 22, 2014.

1. **PUBLIC COMMENT**

* There was no attendance from the public so no comment was available.

1. **ADJOURNMENT**

With there being no further business to discuss, a motion was made to adjourn by Mr. Shockley and seconded by Ms. Walsh. The meeting adjourned at 10:34 a.m.