**PROJECT STEERING COMMITTEE**

**MEETING MINUTES**

**Tuesday, August 26, 2014**

**OPENING AND ATTENDANCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday August 26, 2014 via conference line. Ms. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance included:

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

Phillip Winder DOC

Barbara Wilkers Newark Alderman

Marian Bhate PDO

Joe Shockley DTI

Charlotte Walsh JP Court

Michelle Hoffman NCC Family Court

1. **REVIEW OF JUNE MINUTES**

Minutes from the June 2014 meeting were reviewed. A motion to accept the minutes was made by Ms. Marian Bhate and seconded by Mr. Joe Shockley. The committee unanimously approved.

1. **DEVELOPMENT**

**Project Status Report Overview:** Ms. Bell reviewed the report with the attendees.

* Automated System Usage Statistics – Ms. Bell reviewed the statistics with the attendees.
* Accident Sale Portal – All reports have been matched for accuracy and are 100% correct. We are working on the back end financial coding.
* Adjudicated Summary – Internal testing is still under way.
* Building interface matching program between DOE (three pilot schools) and CJIS – This item has been completed and the automated notices are in place and have been tested and released to school district offices.
* CARS – Web service has been tested by DELJIS and DelDOT. Waiting on IP addresses for production implementation.
* CCDW – JIC and DELJIS will be working to identify fields needed for the download. Courts want an initial dump of data and then will need updates but not a complete dump each time.
* Civil Judgments – Turned over to JP court to test.
* DCAP Logging – This request will be closed.
* 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.
* DUI Database – This request is closed. We can revisit once the exact scope is determined.
* Jury System for DOJ On-Line – This request is closed.
* KIOSK Interface – Test applications have been setup and web service available for testing for Touchpay once they have screens ready.
* Law File Table Rewrite – This item has not been started. Numerous patches have been added to the Law File over the past 10 years. DELJIS will re-write the file to enhance processing and data exchanges.
* LEISS Tables – This item has not been started. NCHIP funding has been received to enhance the table within LEISS.
* LEP (Limited English Proficiency) – This will be included in the new LEISS rewrite.
* Printing to Cannon Printer–JIC is testing the new print option without the Extendnetbox. The print server appears to be working at JIC.
* Red Light/ Green Light –SIEH form was submitted to DTI to setup web service. We are waiting on response so vendor can begin testing.

Questions/Comments

Ms. Bhate asked if the LEP information will be sent to client interview worksheets for the police departments. Ms. Bell said that we would be able to send it to the worksheet and we currently capture the information on the defendant. Ms. Bell reported that we are working on updating databases and files and we are currently working on it. We have to have all of the databases and files updated by January 1, 2015.

Ms. Bell had addressed an issue that occurred with the Cannon print server and inquired if there is a JIC contact designated for after hours if there are any problems with the new print server. Ms. Charlotte Walsh said at this time they are only testing from 8:00 a.m. to 4:00 p.m. and the courts will get a contact for after hours. They are currently testing JP Court 10, JP Court 6, and Administration.

Ms. Walsh said that Judge Davis is looking to make e-summons mandatory and more information about that will follow. Ms. Bell agrees with the suggestion and said that e-summons can be mandatory for agencies that have the ability to do a normal summons.

1. **OPERATIONS**

* **Maintenance** – We are still working with DTI on a few maintenance requests that are still in cue. No new updates.

1. **SYSTEM QUALITY AND ACCESSIBILITY**– No new updates at this time.
2. **OLD BUSINESS**– No old business to discuss at this time.
3. **NEW BUSINESS**– The September 23rd meeting is cancelled.
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 Ms. Bhate and seconded by Ms. Walsh at 10:17 a.m.

**REMINDER: September 23, 2014 meeting is cancelled due to scheduling conflicts.**

**Next Meeting Date: Tuesday, October 21, 2014 at 10:00 a.m. via conference call.**