**PROJECT STEERING COMMITTEE**

**MEETING MINUTES**

**Tuesday, November 18, 2014**

**OPENING AND ATTENDANCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday November 18, 2014 by conference line (302) 526-5475. Ms. Peggy Bell called the meeting to order at 10:04a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

Joe Shockley DTI

Terry Lust DTI

Renee Rigby SBI

Marian Bhate PDO

Michelle Hoffman NCC Family Court

Charlotte Walsh JP Court

Phil Winder DOC

Barbara Wilkers Newark Alderman

Earl McCloskey DOJ

Dale Matthews JIC

1. **REVIEW OF OCTOBER MINUTES**

A motion was made to approve the October 2014 Project Steering meeting minutes by Ms. Walsh and seconded by Ms. Bhate.

1. **DEVELOPMENT**
* **Project Status Report Overview** –Ms. Bell reviewed the project status report with the attendees.

Accident Sale Portal- We are testing FSF interfaces.

Adjudication Summary- Implementation of this item was on 11/17/14 and JP court is adding print to traffic cases also.

Ambulance Fund- Programming changes have been completed. In-house testing is in progress.

Bail Bondsperson Database- Changes from the last meeting has been completed. We are waiting on specifications on reports needed.

Bail Condition Screen-Programming changes have been completed. In-house testing is in progress.

Boat Registration File-Maintenance request was added for DTI to complete work to interface to Sales Force instead of the mainframe database files.

CAD Interface- Meeting was held to discuss how CAD will receive complaint, e-ticket, ecrash, idr, and etow data. DELJIS supplied estimates for two different solutions. We are waiting on DSP to determine the estimate they would like to utilize.

Civil Judgments- Have been implemented on 10/28/14.

Data Exchange with adjoining DOC- Pennsylvania has signed agreement. Participating states include Maryland, Delaware, and Pennsylvania.

DCI Message Switcher Modernization- Criminal history transactions are being tested by DSP. Only other outstanding testing needed is the MFTR transactions for the new switch.

DMV look up in SQL- Program list with input/output and batch/only supplied to DMV.

DOJ Case Tracking- We are waiting on DOJ to provide program specifications for the interfaces. We will work with DOJ as questions arise.

DUI Calendar for CCP-Implementation was on 11/17/14.

Expunge Record in NDEX- this is a new item we are working with NDEX and we need to ensure that records expunged in Delaware are properly removed in NDEX.

Kiosk Interface- We went live on October 21, 2014. Existing Kiosks were upgraded with new programming, DMV Dover received a Kiosk.

LEISS Rewrite-Continuing to test internally complaint/warrant system-MOU signed with DSP and Safety and Homeland Security. We are waiting on Clearinghouse to release money.

Mental Health Records-Some mental patient records have been removed from criminal history. SBI has informed police agencies of new process for police to code as transports to hospital. Bad records will continue to be cleaned up until programming changes are available in LEISS. As of 11/14/14 there are 19,752 records in G4.

Migration of Warehouse to New Server- A new server is on site and operational moving application to reside on the new box.

NDEX Mapping to NIEM- New files have been submitted to NDEX and the FBI approved the file specification-working with Feds on data issues as they arise.

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

Public Defender Work Sheet- Language is added to interview sheet, we are waiting on PD office to add to broker interface.

Red Light/Green Light- Static IP Address was supplied. Web services are now available in production.

Re-Entry Court Impact on Recidivism- We are developing a MOU with CJC and research group to assess the impact the Court re-entry program has on recidivism.

Victim Voices Heard- Is a new item that will interface with program in DOC that will track impact of program within Department of Corrections.

* **Automated System Usage Statistics** – Ms. Bell reviewed the statistics with the attendees.

Ms. Walsh asked if all agencies had access to do electronic summonses. Ms. Bell advised all police officers have access and code enforcers have their own electronic process to create summonses.

1. **OPERATIONS**
* **Maintenance**– Ms. Gedney provided an update of 25 open requested, 0 new and 0 closed.
1. **SYSTEM QUALITY AND ACCESSIBILITY**
* Ms. Bell advised that there is no long downtime expected during the holidays.

V. **OLD BUSINESS**

* No old business at this time.

VI. **NEW BUSINESS**

* No new business to discuss at this time.

VII. **PUBLIC COMMENT**

* Ms. Bell advised the committee the 2015 meeting dates and times will be posted for the Project Steering Committee.
* Ms. Bell advised that individuals will need to accept the DELJIS Rules and Regulations if they have not done so already.

VII. **ADJOURNMENT**

A motion was made to adjourn by Mr. Shockley and seconded by Ms. Rigby at 10:26a.m.

**The next meeting date is scheduled for Tuesday, January 20, 2015 via Conference Line (302)526-5475 Conference ID:2024238 at 10:00a.m.**