**PROJECT STEERING COMMITTEE**

**MEETING MINUTES**

**Tuesday, January 20, 2015**

**OPENING AND ATTENDANCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday, January 20, 2015 by conference line (302) 526-5475. Ms. Peggy Bell called the meeting to order at 10:02 a.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 Family Court

Phil Winder DOC

Dale Matthews JIC

Charlotte Walsh JP Court

1. **REVIEW OF NOVEMBER MINUTES**

A change was made to the November 2014 Project Steering Meeting minutes to correct the agency of Ms. Michelle Hoffman to New Castle Family Court and the agency for Ms. Charlotte Walsh to JP Court. A motion was made to approve the November 2014 Project Steering Meeting minutes with the corrections to the attendance list by Ms. Walsh and seconded by Mr. Lust.

1. **DEVELOPMENT**
* Project Status Report Overview- Ms. Bell reviewed the Project Status Report with the attendees.
	+ Accident Sale Portal- The application needs to be moved to the new server and then the portal will need to be retested.
	+ Ambulance Fund*-* Changes were implemented on 12/22/14 for the 12/23/14 effective date.
	+ Bail Bondsperson Database-The application has been turned over to SBI for testing. COGNOS reports have been created for Agency Rosters. Additional reports will be added as specifications are received.
	+ Bail Condition Screen- The numbers have been added to the Bail Conditions descriptions to correspond to bail condition worksheets. JP Court can continue testing.
	+ CAD Interface- Programming is in progress for web services to send E-Crash and E-Ticket data to CAD.
	+ CCP Charge Summary- Although this item is not new, the new CCP Charge Summary will replace the current CCP view to print in batch.
	+ DCI Message Switcher Modernization- We are working with switcher vendor building new interfaces. Test transactions are currently unable to be sent to the new switch. DSP is checking on network issue for the device.
	+ DOJ Case Tracking- Sample files have been sent to DOJ. Tables are to be downloaded and sent to DOJ.
	+ E-Ticket Enhancement- This is a new item that will enable to capture license type of a vehicle. This item will need to capture the type of license for motorcycle, etc. for statistical reasons.
	+ Fire Commission Rap Back- This is a new item that will send out arrest notices for EMT/Paramedics to the Fire Commission. Once all active EMT/Paramedics have fingerprints, arrest notices can be sent by email.
	+ IDR Checkpoint- This is a new item and the field will be added to the IDR. It will be a yes or no field asking if the stop was a result of a DUI Checkpoint.
	+ LEISS Re-Write- We are currently testing the Complaint/Warrant system internally. A MOU has been signed with DSP and Safety and Homeland Security and Clearinghouse has released monies for the project.
		- Ms. Bell advised that we anticipate to start beta testing in the field in early March. Agencies will be able to use the old and new LEISS on their computers to get them acclimated to the new LEISS product.
		- Ms. Bell said that she will send a notice out to agencies to advise them about the new LEISS.
	+ Mental Health Records- We have moved all mental health patient records from criminal histories. SBI has informed the police agencies of the new process for police to code mental patients as transports to hospital. Records will continue to be cleaned up until programming changes are available in LEISS. As of 1/15/15 there are 19,758 records in G4.
	+ Migration of Warehouse to New Server- The Attorney Prosecuting System has been moved to the new server. SBI criminal history case management is to be moved as soon as XML firewall access is added to the new server and testing is completed. Testing is in progress for the warehouse and web applications.
	+ Red Light Cameras- DELDOT has changed to the vendor Xerox and there will need to be a change in the location of the data transfer and also change the court interface for JP Courts. This will not impact Wilmington.
	+ Red Light/Green Light- An interface was created with Advantech and the web service was deployed in production which Polytech is currently testing.
	+ Victim Voices Heard- We have completed an interface with the program in DOC.

Mr. Dale Matthews commented that he wanted to be copied on any printing issues to the cannon printers so that they can be addressed.

* Automated System Usage Statistics- Ms. Bell reviewed the system usage statistics report with the attendees.

1. **OPERATIONS**
* Maintenance- Ms. Gedney provided a maintenance update since the last Project Steering Committee Meeting in November. Ms. Gedney reported there are 31 open, 9 new and 3 requests were closed.
1. **SYSTEM QUALITY AND ACCESSIBILITY**

No new updates to report. There was a delay in response time which resulted in printing delays. The issues have been addressed and resolved by DTI. DELJIS thanked DTI for acting so quickly in this matter.

1. **OLD BUSINESS**

No old business to report at this time.

1. **NEW BUSINESS**

Mr. John Bell, the DELJIS Training Administrator has retired. Mr. Bell will continue to volunteer at DELJIS by testing the new LEISS product and conduct off-site trainings for agencies. Mr. Bell’s DELJIS e-mail account will remain active. **It is advised that all agencies who need assistance with DELJIS applications or questions to contact the DELJIS Help Desk to avoid any unnecessary delays.**

DELJIS Help Desk Contact

Phone: 302-739-3293 or 302-739-5329

Email: Deljis.helpdesk@state.de.us

Ms. Bell provided a reminder to all agencies of the CJIS/AFIS Interface. Departments should be transmitting the fingerprints to SBI once law enforcers do their Live Scan processing.

Ms. Bell informed the attendees of the improvement of the end of the year reporting. This year the number of unapproved reports is approximately 741 compared to the 4,000 reports last year. If agencies still have unapproved reports, SBI and DELJIS will be contacting those agencies to remind them to get their reports approved.

1. **PUBLIC COMMENT**

There was no attendance from the public so there was no public comment.

The DELJIS JFC Hearing is February 4, 2015 at 3:00 p.m.

1. **ADJOURNMENT**

A motion to adjourn was made by Mr. Lust and seconded by Mr. Shockley at 10:25 a.m.

**The next meeting date is scheduled for Monday, February 16, 2015 via Conference Line (302)526-5475 Conference ID: 2024238 at 10:00 a.m.**