**PROJECT STEERING COMMITTEE**

**MEETING MINUTES**

**Monday, February 16, 2015**

**OPENING AND ATTENDANCE**

The regularly scheduled Project Steering Committee meeting was held on Monday, February 16, 2015 via conference line. Ms. Peggy Bell called the meeting to order at 10:03 a.m. Those in attendance included:

Marian Bhate PDO

Ken Reichardt Family Court

Charlotte Walsh JP Court

Dale Matthews JIC

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

**I. REVIEW OF JANUARY MINUTES**

A motion was made to approve the January Project Steering Committee Meeting minutes by Ms. Bhate and seconded by Ms. Walsh.

**II. DEVELOPMENT**

* Project Status Report Overview- Ms. Bell reviewed the Project Status Report with the attendees.
	+ Accident Sale Portal- The application has been moved to a new server and we are currently testing.
	+ AFIS Upgrade- This is a new item which will move mugshots to the AFIS server. Changes are required to get mugshots from AFIS instead of Faces, adding new fields to AFIS interface to send SBI number changes back for manually entered prints and application prints.
	+ AG Intake Scheduling- This is a new item. All intakes will be scheduled at time of warrant for all New Castle County cases. Changes are being tested.
	+ Bail Bondsperson Database- We are working on creating a conversion program for current bail bondsperson/company database to new database.
	+ Bail Condition Screen- This item was completed and the screens were implemented on 2/4/15.
	+ Boat Registration File- DTI programming is in progress. We expect to have applications ready for testing in the next couple weeks.
	+ Blood Search Warrant- We are finishing uploading the data. Once all of the data is uploaded, then it will be available for testing.
	+ CAD Interface- The web service should be available (approximately) the week of 2/16 for E-Crash and E-Tickets. We will supply the vendor with the WDSL file.
	+ CARS Interface- This item has been completed. The web service has been deployed in production. Everything is ready for when CARS is deployed into production.
	+ CCP Charge Summary- This item has been completed and was implemented on 1/26/2015.
	+ DCI Message Switcher Modernization- Driver’s licenses, registrations, stolen vehicles, wanted, and criminal transactions need to be tested once the firewall ports are open.
	+ DOC Domestic Violence Referral Form- Initially gave them the DV Hope summary printout to use but they need an online version they can print on local pc printer. A request has been sent over to DTI.
	+ DOJ Case Tracking System- DOJ requested addition of victim and witness files. Specifications created and sample files sent to DOJ.
	+ DSP Police Portal- A conference call held to discuss interfaces for the police portal to get incident data.
	+ Fire Commission Rap Back- Testing is in progress for arrest notices.
	+ Gun Involved- A field has been added to the file to indicate if a person was struck.
	+ IDR Checkpoint- A field has been added to file to indicate if a stop was at a checkpoint.
	+ LEISS Re-Write- We are continuing to test on complaint/warrant system. An MOU has been signed with DSP and Safety and Homeland Security. The money for this project has been released.
	+ Memex Enhancement- This is a new item. This will allow the ability to query by driver license numbers, registration numbers, or SBI numbers. We need to get addresses for specific license, registrations or SBI numbers. Discussions were held that to get the data quickly Memex could use our existing broker transactions.
	+ Mental Health Records- 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 be continued to be cleaned up until programming changes are available in the new LEISS. As of 2/13/15 there are 19,760 records in G4.
	+ Migration of Warehouse to New Server- SBI criminal history case management system moved successfully to new server. Accident sale portal and E-payment is in testing phase.
	+ NIBRS Law Enforcement Counts- Counts were sent successfully in December 2014. Testing changes to add counts by ORI instead of Agency as DSP Troops are reported by county.
	+ Red Light Cameras- We need to change the location of data transfer to DELDOT’s new red light vendor and also change court interface for JP Court. We are waiting on funding.
	+ Red Light/ Green Light- This item has been completed. The web service was deployed in production. Polytech has not reported any issues.
	+ SBI CHCHM COGNOS Cubes- This is a new item that will allow the ability to generate yearly reports in COGNOS. We are going to develop COGNOS cubes for SBI CHCM appointments/ services.
	+ Wilmington Crime Reduction- This is a new item. Notifications will go to DIAC notices of arrests and any case changes of any case involving guns.
	+ Wilmington PD Crime Analysis- A Wilmington PD crime analysis was done by Temple University in which they needed the last 5 years of Wilmington PD incidents. This item has been completed and the files have been sent to Temple University for their study.

Questions/Comments

Mr. Matthews asked if there were any other printing issues with Planet Press since he hasn’t been copied on any printing issues. Ms. Bell advised that DELJIS is still getting calls from JP Courts about printing issues and we are referring the users at the courts who experiencing these problems to contact JIC. Mr. Matthews wanted to follow up about the status of the calls about printing issues after the meeting.

* Automated Usage Statistics- Ms. Bell reviewed the automated usage statistics with the attendees.

**III. OPERATIONS**

* Maintenance Operations- Ms. Gedney reported since the last meeting there are 33 open requests, 2 have been closed, and 4 new requests.

**IV. SYSTEM QUALITY AND ACCESSIBILITY**

As soon as DELJIS gets notified of downtime that will affect the users we try to pass it along as soon as possible to the users. Ms. Gedney said the last change was last week in which there were database changes to improve the response time

**V. OLD BUSINESS**

There was no old business to discuss at this time.

**VI. NEW BUSINESS**

There was no new business to discuss at this time.

**VII. PUBLIC COMMENT**

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

**VIII. ADJOURNMENT**

A motion was made to adjourn by Ms. Bhate and seconded by Ms. Walsh at approximately 10:19 a.m.