**Project Steering Committee**

**Meeting Minutes**

May 22, 2012

**Opening and Attendance**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Tuesday, April 24, 2012 at the DELJIS building Silver Lake. Mrs. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance were:

Peggy Bell DELJIS Betty Smith DOC

Lynn Gedney DELJIS Kevin Agne Family Court

Heather Carretto DELJIS Renee Rigby DSP/SBI

Earl McCloskey DOJ

Barbara Wilkers ALD Newark

1. **Review of April Minutes – Section A**

A motion was made by Mr. Kevin Agne and seconded by Mr. Earl McClosky to open the meeting and approve the April 24, 2012 minutes.

1. **Development**

* **Project Status Report Overview – Section B**

1. Bradley Legislation

* Running checks with FBI for Triple I and Wanted Person on medical professionals

1. DOE Matching

* Still working on resolving the legality issues of backend reporting

1. Capias Fee

* In Testing and will apply to fail to appears at JP or Alderman courts

1. Child Support Interface

* In testing with partner agency

1. Data Exchange with Maryland

* SFTP path has been opened and established
* Data has been sent to Maryland and we are waiting on returned data from them
* Pilot with other states in the forecast

1. DIAC Interface with IDR

* Highlighted report to make process easier
* More programming work required to comply with new requirements

1. DMV Suspension

* Test results are being reviewed

1. E-Warning/Juvenile Justice Charges

* Two projects merged into one
* E-Warning allows numerous warnings in one day

1. Interface enhancement with the Public Defender’s Office

* Completed production May 22

1. Long Term Care Dashboard

* All tier sex offenders to be available in dashboard
* Disqualification will be known ahead of time instead of fingerprinting
* Production delayed pending IRA issues

1. Mental Health Records

* Health and Social Services granted access in February of 2012 and they are cleaning up their data
* Deadline June 30th
* Creating G4 Database in CJIS
* Mental Patient 8007 – Need a cleaner, more universal understanding

1. Prosecution Charging Initiative (APS Attorney Prosecution System)

* In use at various DOJ offices throughout the state

1. RAPID Users

* Access to RAPID pawn system will be provided by DSP to all criminal justice users
* DELJIS will be the point of contact for assigning and removing access
* Training slated for June timeframe

1. Senior Trust Fund

* Must be completed by 10/1/2012 per legislative mandate
* Leiss report may need a senior check field

1. Validation Project

* Have to validate warrants and capias
* Records have to be validated
* Encouraging old warrants that are less severe to be Nolle Pros for merit

1. VINE Call to Court

* All CCP events have been added
* Positive impact on family court
* Arraignment no shows seems to be non-existent
* **Automated System Usage Statistics – Section C**

1. E-Summons has shown improvement
2. E-Parking continues to grow
3. E-Crash validating and growing daily
4. E-Ticket is seeking a policy to allow the officer to write cell phone violation and traffic violation on the same ticket
5. Commercial Driver License and commercial vehicles are being monitored to ensure accurate reporting
6. **Operations**

* **Maintenance**

1. There are 20 open requests, 0 new request, and 1 closed request
2. **System Quality and Accessibility**

* **DELJIS Server**

1. May 8th the DELJIS main server went down (Two drives went down as well as the back plane) DEMA fail-over worked, however, we lost a drive on the back-up

* Long-term solution is that DELJIS will be replacing dated hardware
* Short-term solution is looking for parts for existing server

1. **Old Business**

* **None at this time**

1. **New Business**

* **None at this time**

1. **Adjournment**

With there being no further business to discuss, a motion to adjourn was made by Ms. Betty Smith and seconded by Ms. Renee Rigby at approximately 11:02 a.m.

**Next Meeting Date: Tuesday, June 26, 2012 at 10:00 a.m. via Bridge Line**