**Project Steering Committee**

**Meeting Minutes**

July 24, 2012

**Opening and Attendance**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Tuesday, July 24, 2012 at the Smyrna Rest Area Conference Room. Mrs. Peggy Bell called the meeting to order at 10:00 a.m. Those in attendance were:

 Peggy Bell DELJIS Charlotte Walsh JP Court

 Ray Sammons DELJIS Kevin Agne Family Court

 Heather Carretto DELJIS Renee Rigby DSP/SBI

 Marian Bhate PD

Mark Bunitsky DOJ

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

A motion was made by Mr. Kevin Agne and seconded by Ms. Charlotte Walsh to open the meeting and approve the June 26, 2012 minutes.

1. **Development**
* **Project Status Report Overview – Section B**
1. AFIS Interface
* Building an interface with AFIS to CJIS
* DSP approval granted and rolling out to Troop 9
1. Back End Adding Of Information
* Looking into providing a way to add email and phone number to cases after the incident is completed
1. Bail Forms For JP Court
* Bail screens to be modified by DELJIS in the work queue
* Ray Burrows sent out the last forms
* Waiting on JP Court to review
1. Child Support Interface
* Coding done
* Waiting on end user for final approval
1. COGNOS Upgrade
* Release of new COGNOS with upgraded licenses Installed
* New release has been purchased and installed
1. Cry Wolf (False Alarms)
* SBI initiative to have automated interface between vendor and system
* DELJIS working with the vendor to transfer data of false alarms of data elements
1. Data Exchange with Maryland DOC
* Waiting on Maryland to supply sample file
* Once the file has arrived, P & P Officers will receive an email telling them to check Triple I
1. DMV Suspension
* DMV is reviewing the need for temporary tag look ups
* DMV moved temporary tags to SQL server
* Interface with 32 programs
1. E-Warning/Juvenile Justice Charges
* Testing warning system
* Warning system allows officers to bring back previous charges if there is need to be charged to full arrest
1. Firearm Prohibition
* Working on validation with State Police & various other criminal agencies
* Determining all the “true” disqualifiers
1. Interface with DATE
* Reviewing the files that need to be changed to interface with the DATE files
* Reviewing to see what changes need to be made to LEISS violations
1. Jurisdictional Form Change
* Ray Burrows has provided form to Charlotte Walsh
1. Long Term Care Dashboard
* Rap back and sex offenders back end processing are being tested and waiting on the end user
1. Mental Health Records
* June 30th deadline goal reached
* Working on daily batch of records with DHSS
1. RAPID Users
* Closed and DELJIS can add CJ users
* DELJIS staff trained on how to create user ID’s and sign-on
1. SBI Case Management
* In production and stable
* DELJIS is working on requested enhancements
1. Sealed Warrants
* Enhancements have been completed
* New screen available to input a reason as to why a particular warrant should be sealed
1. Security Logon Screen
* Single sign on is complete
* Integrate Directive 1 and Acceptable Use Policy has not started yet
1. Senior Trust Fund
* Attached House Bill NO. 240 in minutes
1. Sex Offender Web Application
* Plan to store all records electronically
* Tentative delivery date of September 30th
1. Tow Slip Re-write
* Program has been released to selected users
1. Wilmington Red Light Appeals to JP Court
* Went live on March 6th 2012 and released to users
* Monitoring throughout process
* **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. At the moment these charges cannot be combined. If a traffic case is transferred to another court, the cell phone violation does not automatically transferee as well.
5. **Operations**
* **Maintenance**
1. 1 new maintenance request
2. **System Quality and Accessibility**
* **DELJIS Server**
1. Working on fixing the issue with Department of Justice Printing
2. Looking into providing an email to go out when the system goes down
* To include PD Users as well as PSC and Board Voting Members
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 Mr. Ray Sammons and seconded by Mr. Mark Bunitsky at approximately 11:00 a.m.

**Next Meeting Date: Tuesday, August 21, 2012 at 10:00 a.m. – Bridge Line**