**Project Steering Committee**

**Meeting Minutes**

June 26, 2012

**Opening and Attendance**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Tuesday, June 26, 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

 Ray Sammons DELJIS Marian Bhate PD

Mark Bunitsky DOJ Charlotte Walsh JP Court

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

A motion was made by Mr. Kevin Agne and seconded by Mr. Ray Sammons to open the meeting and approve the May 22, 2012 minutes.

1. **Development**
* **Project Status Report Overview – Section B**
1. Build Interface Matching Program Between DOE and CJIS
* Provide Delaware rap back reporting for 3 pilot DOE schools
1. Data Exchange With Maryland DOC
* Receiving the data from Maryland to match with our information
* Delaware has provided Maryland with compiled information
* 23 hits have already been produced via data exchange
1. Disposition Transmission To FBI
* Old records have been submitted up to present
* Testing on-line transactions
1. DMV Suspension
* Build a way to suspend license within system for courts
* DMV to determine if the test results are suitable
1. Interface Enhancement With The Public Defender’s Office
* In production and closing out
1. Mental Health Records
* Records are being loaded to NICS
* Outlook is favorable to meeting the deadline of 06/30/2012
* Message switcher transactions will be tested
1. G-4 Mentally Defective Code: The forth reason on Federal guidelines to be turned down to purchase a gun
2. New DOJ Case Tracking System
* Working with DOJ for vendor “pre-selection” testing
1. RAPID Users
* Program provided to pawn shops to verify purchased merchandise is not stolen
* DELJIS staff trained on creating user ID’s and sign-on
* New interface for RAPID is not in cue
1. Validation Project
* Working on validation with State Police & various other criminal agencies
1. VINE Call To Court
* Instead of every 2 hours, VINE Calls now occur every 4 hours
* Above change only applies to courts, not DOC
* **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. When adding charges to a ticket and officers do a new ticket, the officer must contact DELJIS to remove the first ticket
6. **Operations**
* **Maintenance**
1. There are 20 open requests, 1 new request, and 1 closed request
2. **System Quality and Accessibility**
* **DELJIS Server**
1. Experienced some minor downtime while DEMA switched to a generator
* One more planned outage
* DELJIS is in the process of purchasing new servers
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 Ms. Lynn Gedney at approximately 10:25 a.m.

**Next Meeting Date: Tuesday, July 24, 2012 at 10:00 a.m. – Smyrna Rest Area**