**Project Steering Committee**

**Meeting Minutes**

August 21, 2012

**Opening and Attendance**

The regularly scheduled meeting of the DELJIS Project Steering Committee was held on Tuesday, August 21, 2012 via bridge line. 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 John Betts JP Court

Mark Bunitsky DOJ Mike McDonald DSP/IT

Tim Linehan DOC

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

A motion was made by Mr. Ray Sammons and seconded by Mr. John Betts to open the meeting and approve the July 24, 2012 minutes.

1. **Development**
* **Project Status Report Overview – Section B**
1. AFIS Interface
* Working at Troop 9
* Rolled out to Troop 5
* Work on compliance (Address fingerprint issues to chiefs)
1. CJIS Hosting Environment
* Working as time allows
1. COGNOS Upgrade
* Coding changes to utilize the new release of COGNOS
1. Collection of DOC Supervision Fees
* Working on specifics
1. Cry Wolf (False Alarms)
* Spreadsheet supplied with available fields in CJIS for the incidents marked as Cry Wolf will be automated for DSP
1. Data Exchange With Maryland DOC
* Meeting with Pennsylvania to do a data exchange program has been scheduled
* Maryland is looking into the reasons data is not being sent to Delaware
1. Disposition Transmission To FBI
* Working on coordinating test of online disposition submission to FBI with FBI and DSP vendor
* FBI will notify us when they are ready
1. DMV Suspension
* The FTP/FTA warrant approval process was moved to production 8/7/2012 for driver’s license suspension for a non-traffic case
* Officer will need to capture offender’s license number
* Closing out report next month
1. DUI Modifications
* Added tracking of who requested transfer of misdemeanor DUI cases to CCP on 8/6/2012
1. Firearm Prohibition
* Looking into a status flag for automated email notices
* Add charges in NICS index so that there is no questions or misinterpretations
1. Jurisdictional Form Change
* Forms have been approved
* Starting production soon once all staff is back on site
1. Long Term Care Dashboard
* Establishing a meeting with DTI in regard to firewall
1. Mental Health Records
* All existing mental health records have been processed and uploaded to NICS
* Testing daily batch with DHSS
* Department of Health and Social Services will make mental health determinations of records to be forwarded to CJIS
1. SBI Case Management
* Program is in production to fix any outstanding issues
1. Senior Trust Fund
* Coding to begin early September
* **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. No long range downtime planned
* **Increase of manual tickets**
1. Some officers do not have the tools in their vehicles
* Type of patrol
* Check to see if modem connectivity is up to date
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. Mike McDonald at approximately 11:00 a.m.

**Next Meeting Date: Tuesday, September 25, 2012 at 10:00 a.m. – Smyrna Rest Area**