**PROJECT STEERING COMMITTE**

**MEETING MINUTES**

**Tuesday, November 13, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Project Steering Committee meeting was held on Tuesday November 13, 2012 at the Smyrna Rest Area Conference Room in Smyrna, Delaware. Ms. Lynn Gedney called the meeting to order at 10:00 a.m. Those in attendance included:

Lynn Gedney DELJIS Kevin Agne Family Court

Heather Carretto DELJIS Earl McCloskey DOJ

Ray Sammons DELJIS Barbara Wilkers Alderman Court

Renee Rigby DSP/SBI

Mark Bunitsky DOJ

Charlotte Walsh JP Court

1. **REVIEW OF OCTOBER MINUTES**

Minutes from the October 23, 2012 meeting were reviewed. A motion to accept the minutes was made by Mr. Agne and seconded by Mr. Sammons. The Committee unanimously approved.

1. **DEVELOPMENT**

* **Project Status Report Overview**: Ms. Gedney reviewed the report to the attendees.
* **AFIS Interface** – Troop 5 and 9 are in testing. Problems did occur and changes are being made.
* **Back End Adding of Information** – Closed
* **Bradley Legislation** – Closed
* **CJIS Hosting Environment** – Currently in the progress of applying updates
* **COGNOS Upgrade** – Equipment has been updated and a switch from the old IP address to a new one will occur in early December. The old box will remain operational for DELJIS only.
* **Collection of DOC Supervision Fees** – Need specs from DACS programmer for broker interfaces. Cost estimate developed.
* **Data Exchange with Adjourning DOC** – MOU signed to allow Delaware to become part of the neighboring state hit notification program. Maryland is up and running and officers will be notified of Maryland arrest.
* **Disposition Transmission to FBI** – In testing. Working to modify and change code.
* **DMV Look-up to SQL Files** – Development has been halted.
* **DMV Suspension** – Waiting on DMV to make changes so that it can be moved back in to production.
* **DUI Modifications** – Working on ways to link the IDR to other related documents. CCP needs a special report created for linking reports.
* **E-Payment Modifications** – Looking to accept the swipe card and allow the courts to change where they are in the process. Testing complete.
* **Interface with DATE** – Programming is in progress
* **JP Partial Pay** – Not Started. New Project.
* **JP New Events** – Not Started. New project.
* **Jurisdictional Form Change** – Changed forms and forms have been released to end user for review. Maybe adding a risk assessment tool to aid in bail determination.
* **Long Term Care Dashboard** – Meeting and making some coding changes for SBI to improve when Long Term Care sends people to them.
* **Medical Marijuana** – Working on creating the card holder file. Back end reporting will be available.
* **Mental Health Records** – Working with SBI and DSP to come up with a way to do the mental health transports. Determined that if a person was to challenge the G4 records he or she should be sent to Health and Social Services. Since June we have received 200 new records with an overall total of 16,541 records entered to date.
* **New DOJ Case Tracking System** – Work in progress. Currently reviewing usage files and fields.
* **PFA non-service when checking wanted person** – Will be closing soon.
* **SBI Case Management** – All open issues are closed. Once the new grant arrives, enhancements will open.
* **Sex Offender Application** – New release date is January 2nd, 2013. Currently doing in-house testing and next month field training will begin. Some new issues with DOC process need to be addressed.
* **Temporary License Creation** – Working on the code
* **Tow Slip Re-Write** – Out in production.
* **Validation Project** – Working on the local and the NCIC files.
* **Web Apps Change Login Application** – Working on as time permits
* **System Usage Statistics** – Ms. Gedney went over the report with the attendees and stated that starting in January 2013 a “Catch and Release Report” in relation to wanted persons will be sent to all agencies that have come in contact with a wanted person.

1. **Operations**

* **Maintenance** – Ms. Gedney reported that there are currently 26 open requests, 2 closed and 0 new requests

1. **System Quality and Accessibility** – Ms. Gedney told the attendees that all systems are running smoothly and no problems to be reported at this time.
2. **OLD Business**

* None at this time

1. **New Business**

* None at this time

1. **Public Comment –** There were no attendees to the meeting to give comments or subjects of concern to the Project Steering Committee.
2. **Adjournment** – With there being no further business to discuss, a motion to adjourn was made by Mr. Sammons and seconded by Ms. Walsh 11:00 a.m.

**Next Meeting Date: Tuesday, December 18, 2012, at 10:00 a.m. – Via Bridge Line (302) 577-7777**