**DATE:**      **July 8, 2015**
**TIME:**      **1:00-3:00 PM**
**LOCATION:**  **Department of Emergency Response (large conference room)**


**PRESENT:** Kim Moore (TC ITS), Melissa Harmon(IPD), Chief Watkins (Dryden), Chief Steinmetz (Cayuga Heights), Barb Klinko (Cornell), Kelly Daley (NYSP), Deputy Smith (TCSO), Penny VanSchoick (District Attorney), Lt Williams (Groton), Alan Karasin (City IT), Loren Cottrell (TC ITS), Jeff Huddle (Trumansburg)

**EXCUSED:**  Beau Saul (TC3), Christina Dravis (DOER), Mark Conrad (Cornell), Julie Malysa (Park Police), Cattyann Campbell (TC ITS), Brian Wilbur (DOER), Greg Potter (TC ITS), David W Smith (NYSP IT), Sgt Zigenfus (TCSO), John Arsenault (IPD),  Gwen Wilkinson (DA),  Chris Saxon (DOER), Justin Vann (DOER), Julie Holcomb (City IT), Adam Mahnke (Cornell)


Meeting opened, 1300 hours.

**Meeting Focus:**

1. **Spillman**
   **AGENDA ADDITION - Name Flags**
   Kim reported that some LEA agencies have been sending flag requests to DOER.  After discussion, it was agreed that this is a LEA responsibility as names are shared data pools. Each agency continues to be responsible for adding and removing their flags.
   **a. Implementation Tasks**
      **i. Insight**
      Kim reported that the final step is the data conversion from SJS.  ITS is working to allocate resources (keeping in mind the final cut off for Citrix is end year)
      **ii. CAD to CAD Transfer**
      The teams continue to work out mapping issues.
   **b.  Policy/Procedure**
      Nothing new to report.
   **c. System Maintenance Update**
      **i. Geo-Base / Common Name Updates**
      Updates are happening monthly, and Catt continues to transition this over to Chris and Justin.
      **ii. Namemerge**
      Nothing new to report.
      **iii. Address Validations**
      Nothing new to report.
   **d. DA Software Replacement**
      Nothing new to report.
   **e. Future Topics**

        **i. Custom Reports**
Agreed to remove from agenda.
        **ii. LETSS "Portal"**
Agreed to remove from agenda.
        **iii. County Agency Spillman Access**
Agreed to remove from agenda.

2. **TraCS 10**

   **a. Project Implementation**
   Kim reported that with the help of the Team from Albany, ITS and DOER, the consolidation of the 6 servers to one County hosted SQL solution was completed. She gave high praise and appreciation for the Team rolling out the implementation in just 3 days.

   **b. Admin access at each agency**
   Kim reported as of this morning, she has restored admin privs back to each agency to manage their individual users.

   **c. Database Cleanup**
   As part of the database conversion, blank forms were purged.

   **d. Bandwidth @ CH/TB**
   Kim reported that the connection to TraCS at these two agencies is painfully slow. Both agencies are aware and are looking into alternate options.

   **e. TraCS Reporting**
   TraCS reporting is no longer built into TraCS. ITS will allocate resources to attempt to have some reports built by the end of July.

   **f.  Future shared views**
   In the future, if agencies choose, we can open TraCS to allow agencies to view each other's TraCS forms.

   **g. Spillman integration**
   Kim reported that she is working to restore the integration with TraCS to Spillman. She expects to have it back in place by end of week.

3. **LiveScan**
   Kim reported that the initial grant was rescinded. DCJS has replaced, TCSO and IPD need to reapply. Additionally, Village PD's are now eligible, but would need to meet the 50% funding requirement.

4. **Citrix/SJS**

   **a.  Sealing Testing**
   The end of life for Citrix farm will be 12/31/2015, or if the farm goes down before this date, it will not be resuscitated.

5. **General Topics**

   **a.  CJIS 2013/14**
   Nothing new to report.

6. **LETSS Administration**

   **a.  LETSS 2015 Workplan**
   Nothing new to report.


**Meeting adjourned 1425 hours.**