

TraCS Steering Committee
Meeting Minutes
May 11, 2016
10:30-12:30
Teleconferenced

Voting Members					
Miles Brookes, AHSO	P	Helen Sharratt, ACS	P	Katherine Hensley, MSCVE	
Rick Roberts, AST	P	Clint Farr, DOT&PF	P	Nichole Tham, DMV	P
Chief B. Munn, UAAPD	P	Ambrosia Romig, HSS/ATR	P	Chief Alan Bengaard, KTNPD	P
Josh Garcia, DPS	P				
Proxy Members					
Lee Buchhorn, DOT&PF		Pam Minton, MSCVE	P		
Deputy Chief J Dossett, KTNPD					
Patrick Brosnan, DMV					
Key: P=Present					

I. Internal Committee Business

A. Approval of Minutes

i. April 11, 2016

Approval tabled to the June Meeting

II. Updates on Action Items from Previous Meetings

A. Miles will "Agency Feedback" to future agenda

This is completed.

B. Miles will amend charter striking item 4.1.2.

Completed and up for discussion later in meeting.

C. Miles will amend charter adding a section 4.6.7 addressing non-voting observer's participation in meetings.

Completed and up for discussion later in meeting.

D. Voting members to look at Rick's TraCS definition and send Miles and him feedback by April 20th and redistribute to the Committee

Limited feedback received by Miles and Rick. Rick incorporated this information and created a flow diagram used later for discussion.

E. Miles will find a Buy American Act compliant product list and send a copy to Rick and Josh

Work continues on this as there is no single list of all products.

III. TraCS Agency Feedback/Comments/Concerns

Chief Munn from UAAPD reported that some of his officers expressed some concern with the email recently sent out by DPS requiring unique passwords for TraCS Account sign ins. Rick reported there will be a new password requirement for TraCS users in the near future. These changes are needed to comply with CIJS standards. Training on this subject will occur within Rick's staff to help with problems. Rick explained the reason why continuing to use one sign-in, at the time a user signs into Windows which

would pass the credentials onto the TraCS Application once it was opened was no longer a compliant option.

IV. Items for Discussion

A. TraCS Monthly Activity Report

Rick reported that the report sent out earlier did not capture updated application version statistics. Rick will look at the report to make sure future reports are capturing this data.

B. TraCS Agency Equipment and Training Updates

Toughbooks for Sitka PD are in, and waiting to be built for ship out. Mounts are sent to both Sitka and Yakutat.

Wiki style help pages continue in development.

Rick recently spoke with the three agencies which expressed interest in FFY2017; Fort Yukon PD, interested in TraCS will review grant application and rules and work with tribal agency to determine feasibility and will contract Rick with any questions; Bristol Bay Borough; interested in grant, Rick sent templates to help write the application; St. Paul PD, had a change in leadership—new Corporal in charge is not interested in TraCS at this time and the agency is working on staffing issues.

The Alcohol & Marijuana Control Office (AMCO) has expressed some interest in using TraCS for their Minor Offense issuance needs. They have much of the equipment needed for use and understand that they would not be immediately transferring their data to courts until more work is done. There were no objections to extending TraCS for AMCO use.

C. TraCS Help Support

Help support continues.

Helen reported that North Slope Borough is having problems with receiving citation data electronically. The Courts tried to work with the Borough to no avail and forwarded the problem onto Rick and his staff. Rick further reported that NSPD is experiencing a lack of support from North Slope Borough IT Department which has made this issue more difficult.

TraCS Web service is set to be turned off on June 1. A reminder email has been sent to agencies about this change. This change will require all TraCS users, including Court clerk staff to have TraCS installed on their work computers, and undergo clearance for credentials. These users will also have to adhere to the changing password requirements previously mentioned.

D. 12-200 Revision Update

Project is on hold. There are some administrative changes within AST which will result in some changes to Rick's work load. This project may be shifted to a newly assigned Lieutenant.

E. TraCS Payee City Data Transfer Solution

No updates.

V. TraCS Charter

Miles walked the committee through the changes to the Charter. These changes;

- **Section 1 Purpose**-moved the paragraphed list of membership agencies to the Section 4.1.1. Membership
- **Section 4.1.2.**- only change was removing the “word” only from the old version based off of recommendations at the April TraCS Meeting
- **Section 4.1.3-** defines what a non-voting member is for the purpose of the TraCS Committee
- **Section 4.6.7**-explains that non-voting observers cannot vote on motions or leadership of the Committee
- **Section 4.6.8-** allows non-voting members to participate in the meeting discussions at the will of the chair or by motion of the Committee.

Josh noted that this section needed to be modified to make sure the committee could prohibit non-voting observers from steering meeting discussions away from TraCS related topics. Clint offered that inserting “or may not” into the sections may address the issue at hand.

Miles will make the following changes to the Charter and email to the group for review against the current version of the Charter and approval at the June meeting;

- Insert “may not” into the language of Section 4.6.8;
- Insert the needed semicolon after item 4.1.1.

VI. TraCS Strategic Plan*

Rick presented a diagram to the Committee, in his understanding on what TraCS is and what it encompasses. Rick used this graph to help shape the definition of TraCS and explain, visually all the connections which make TraCS function. Helen replied to Rick that his explanation confirms the position she has been advocating for - that TraCS is much more than the software, including everything that it needs peripherally to transfer the data. Discussion continued trying to flush the scope of the Committee and its roll going forward between various members.

VII. TraCS Packet*

Tabled to a later meeting date.

VIII. Other Short Business

- A. MMUCC 5th Edition proposed changes are out for comments. If anyone is interested contact Miles for access to the online comment webpage.

IX. Action Items as a Result of this Meeting

- A. Miles will make the changes to the Charter and email to the group for review against the current version of the Charter and approval at the June meeting;
- B. Miles will find a Buy American Act compliant product list and send a copy to Rick and Josh

Next meetings:

◦June 8	◦July (TBD)	◦August (TBD)	◦September 14
◦October 12	◦November 9	◦December 14	

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.