



## **CISS Monthly Status & Community Meeting Minutes**

**Date:** *Wednesday, June 11, 2014*

**Location:** *DAS/BEST 101 East River Dr., E. Htfd. Conference Room 1002*

**Start time:** *1:00pm*                      **End Time:** *2:05pm*

**Attendees:** (Based on sign-in sheet)

Alan Girardin, DESPP; Andrew Power CPCA, Wethersfield PD; Charles Whynacht, Judicial; Chester DeGray, Windsor Locks PD; Chris McLoughlin, Accucom; Cindy Zuerblis, DMV; Darryl Hayes, DESPP; David Dove, Judicial; Douglas Horrman SGT, Groton Town PD; Evelyn Godbout, DCJ; Frank DiMatteo, DPDS; George Battles Captain, DESPP (CSP) James Lobb, Judicial; Jason Rosa, DESPP; John Russotto, DCJ; Joseph Santopietro, DOC; Marc Meole, Hunt; Melissa Connery, DMV; Micah Mann, BOPP; Robert Cosgrove, DOC; Shams Akberzai, Judicial; Terry Walker, Judicial; Thomas Sutkowski, Judicial; Toby Padegenis, Judicial; Victor Aviles, Waterbury PD;

**CJIS Staff**

Wayne Allen, Jeanine Allin, John Cook, Jim Harris, Patty Meglio, Tammi Harris, Sean Thakkar, Executive Director, Steven Wallick

**MTG Staff**

Dennis Gaige

**Xerox Staff**

Phil Conen

**Conferenced Participants**

Celia Siefert, Judicial; George White, DMV; Lynn Payne, DMV

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***Welcome***

John Cook opened the meeting at 1:00 pm.

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***CISS Update***

**Opening Remarks – Sean Thakkar, CJIS Executive Director**

- Xerox Contract Amendment
  - Sean noted the negotiations are on-going and are close to an agreement. He also noted once the Release Plan is finalized, it will become part of the amendment.
- Management Control Agreement
  - Sean noted that John Russotto gave the Governance Committee modifications to the Agreement and noted they are close to finalizing the Agreement. He also noted that the Agreement is between the CJIS Governing Board and DESPP to assist access to FBI information that will be transmitted through CISS.
  - John Russotto added that the Governance Committee will vote on Management Control Agreement at the next meeting. He also noted that the Agreement is just one piece of the response package to the FBI.

- CJIS Security Policy
  - Darryl noted Chapters 1-4 are complete and Chapter 5 will be presented to the Committee on 6/12/14. He noted that Chapter 5 will complete the Policy itself. He also noted they have to update the compliance documents which are two self-assessment forms required from the agencies that want access to CISS. He noted once the forms are updated the Policy will then be complete.
- Durational Project Manager
  - Sean noted that an offer was extended to a candidate; however, they declined the offer. Sean noted they will continue the search.

### **CISS Release Plan – presented by John Cook, Senior Project Manager**

- John noted that the team worked on alignment activities over the past month with Xerox and the Agencies.
- He also noted that Terry Walker distributed the updated Release Plan to the key stakeholders and asked for responses by 6/13/14.
- John Cook noted responses are very important from the key agency representatives. He also noted that this work will kick off activities to review the work breakdown structures to better estimate use of resources.

Q: Bob Cosgrove – who are the agency representatives?

A: John Cook – Initial contact was the key business contact.

Comment – Bob Cosgrove suggested that an IT representative should be involved as well. Sean suggested that key technical stakeholders who wish to be involved contact the CJIS team to ensure they are added to the distribution list.

- John reviewed the process for reviewing the Release Plan, noting that unresolved matters between Xerox, CJIS, and stakeholders will be documented and escalated to the Governance Committee.

### **RMS Certification Program Update – presented by John Cook, Senior Project Manager**

- John noted that the RMS Business Requirements document was updated and distributed for review.
- He noted that they also reviewed the application programming interface (API) with KTI and Hunt Computer Systems (pilot) vendors. He noted the API will be reviewed with the 3<sup>rd</sup> pilot vendor within the next week.
- He also noted that there were 5 additional towns connected to the CISS network, for a total of 35 now connected.
- John noted the next steps include continuation of the Business Requirements review, tracking of software construction activities on RMS Certification, and continue with CISS network connections.

### **Waves 1 - 3 Workflow Updates – Presented by John Cook, Senior Project Manager**

- John noted the team confirmed the Misdemeanor Summons case set up requirements and also confirmed the infractions data packet and driver's history requirements with DC and DMV.
- They also created the requirements document to receive LAW submission of Infraction paperwork to CISS.
- They also completed technology assessment of UAR workflow business requirements.
- John noted the project charter was drafted to plan agency integration and portal build-outs.
- John noted the Use Cases were developed for SCO and DCJ to review and release the workflow.

## **Search Release 1 – 2 Updates – presented by Jim Harris, Senior Project Manager**

### **Search Release 1**

- Jim noted that the SR1 testing effort was reviewed in the Release Plan to ensure sufficient time for both stakeholders and CJIS staff members.
- He also noted that Xerox has limited capacity to work ahead of the contract amendment to begin reviewing the requirements.
- He also noted that the team validated the requirements traceability matrix for each release. He commented that there are more than 300 requirements in the contract.
- Jim also noted that the team reviewed the User Interface and Portal Taxonomy for SR1.
- He also noted that the CJIS technical staff drafted a prototype of the OBIS, PRAWN, and OBTS screens. He noted Xerox will review the screens as a prelude to sharing the prototype with the stakeholders, which is targeted for early August.
- Jim also noted the work with Xerox on the formal Phase Gate process which will authorize moving from one phase to another. He noted there are criteria checklists for each Phase-End process. He also noted that change control will result in any changes after formal sign-off.

Q: Evelyn Godbout – asked if the process will involve a project steering committee?

A: Jim noted at this point it has been the Vendor, Executive Director, Program Manager, and the Project Managers. He noted that they will entertain a conversation about adding stakeholders to the phase-end meetings.

### **Search Release 2**

- Jim noted that User Interface enhancements can be added to upcoming releases.
- He also noted that the CRMVS business requirements were validated by the Judicial Branch.
- Jim noted that next steps include initiating the replication process for CRMVS.
- He also noted that the team is working on requirements for a Learning Management System.

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## ***Community Topics***

### **CISS Release Plan – Reviewed by Phil Conen, Xerox**

- Phil Conen provided an overview of the latest Release Plan, noting changes from the stakeholder community. He also noted the Release Plan now reflects a restart date of 7/28/14. He also noted that key activities were moved away from the 2015 holiday period.
- Phil noted the Release plan includes additional worksheets for those efforts outside of the Xerox build process, notably: CJIS, Stakeholders, Agency effort for Workflow, and Agency effort for Search.
- It was noted that the current Release Plan will be distributed to the Community.

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**Upcoming Meetings**

<b>CJIS Monthly Status &amp; Community Meetings</b>	<b>CISS Monthly Forums</b>
<b>Wednesday, July 16, 2014, (date and location change)</b> @ Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill	<b>Wednesday, July 23, 2014, (location change)</b> @ Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill
Wednesday, August 13, 2014	Wednesday, August 27, 2014
Wednesday, September 10, 2014	Wednesday, September 24, 2014
Wednesday, October 8, 2014	Wednesday, October 22, 2014
Wednesday, November 12, 2014	Wednesday, November 26, 2014
Wednesday, December 10, 2014	Wednesday, December 24, 2014

***Respectfully Submitted, Tammi Harris***