

**CJIS Governing Board
Record of Proceedings
March 25, 2008
Updated May 30, 2008**

Members/Designated Representatives Present: Lt. Gov. Michael Fedele, Co-Chair, Lieutenant Governor's Office; Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Judge Aaron Ment, Office of Chief Court Administrator, Judicial Branch; Undersecretary Brian Austin, Office of Policy and Management; Senator John Kissel, Senate 7th District, Judiciary Committee; Senator Andrew McDonald, Senate 27th District, Judiciary Committee; Capt. Ernie Bertothy, Department of Motor Vehicles; Chief State's Attorney, Kevin Kane, Office of the Chief State's Attorney, Division of Criminal Justice; Deputy Commissioner Carol Salisbury, Department of Correction; Chief Paul Jakubson, Connecticut Police Chiefs Association; Capt. Philip Halibozek, Department of Public Safety; Brian Carlow, Division of Public Defender Services; Chief Information Officer Diane Wallace, Department of Information Technology; Chairman Robert Farr, Board of Pardon and Parole; James M. Thomas, Department of Emergency Management and Homeland Security; and Michelle Cruz, Office of Victims Advocate.

Others Present: Tracy Brown (Recorder), John Russotto, Robert Eddy, Thomas Basile, Bob Cosgrove, Joe D'Alesio, Nick Demetriades, Larry D'Orsi, Chris Duryea, Bill Fusick, Evelyn Godbout, Buck Grimes, Sonia Heim, Joan Hilliard, Jerry Johnson, Jude Malone, Paul Murray, Dean Myshrall, Suzanne Niedzielska, Sumit Sajani, Bill Saypalia, Celia Siefert, Terry Schnure, Terry Walker.

I. Welcome and Introduction

The meeting was called to order by co-chairpersons Lt. Gov. Michael Fedele and Judge Patrick Carroll at 2:06 PM. Lt. Gov. Fedele thanked everyone for attending and asked those members present to give a brief introduction.

II. Minutes

The November 15, 2007 CJIS Governing Board minutes were introduced by Co-Chair, Lt. Gov. Fedele. No comments were given on the minutes; they were accepted as presented.

III. Remarks by the Co-Chairs

□ Judge Carroll's remarks:

Judge Carroll explained he is privileged to co-chair the CJIS Governing Board with Lt. Gov. Fedele. The legislative mandate is clear, to design and implement a comprehensive state-wide information system. There may be individual concerns from the respective agencies; every agency shares the same common goal, to achieve an effective system and to have this system up and running as quickly as possible. There has not been a greater synergy to advance on the projects and hopes to harness the synergy in a collective way to get the job completed. From a Judicial Branch standpoint, the goal is to assist with getting the programs moving and to obtain an effective system for all members to share with each other.

□ Lt. Gov. Fedele's remarks:

Lt. Gov. Fedele thanked everyone for sitting on the CJIS Governing Board. A very important mandated legislation has occurred and hopes that a product will be produced that will serve all the stringencies seated around the tables and those not present. To follow this structure, the goal is to not have as many challenges as have occurred in the past and to be able to move forward with the system. Lt. Gov. Fedele thanked everyone for being present and he looks forward to working with everyone to push the projects to the forefront.

IV. Public Act 08-01, Criminal Justice Reform

Undersecretary Brian Austin gave an overview of Public Act 08-01, Criminal Justice Reform and discussed the current legislation affecting CJIS (slides and handouts were provided at the meeting):

a. Overview of Public Act No. 08-1, an Act Concerning Criminal Justice Reform

The General Assembly met in a special session in January 2008, to discuss the issues that transpired during 2007, that affected the criminal justice system. In a very by-partisan forum, the General Assembly, as a result of legislative hearings held last fall 2007 and the Governor's Sentencing and Parole Task Force, crafted a forty-four page bill addressing the variety of reforms to the criminal justice system. The bill touched on the burglary statues, persistence offenders, and the funding issues. Mandates and changes made to the CJIS Governing Board will assist to strive for future accomplishments.

b. Section 39, CJIS Governing Board

This act changes the structure of the CJIS Governing Board. It establishes co-chairpersons as opposed a single chairperson, who previously chaired the CJIS Governing Board. The co-chairpersons are the Chief Court Administrator or Designee, Judge Patrick Carroll and a person appointed by Governor M. Jodi Rell among the membership of the CJIS Governing Board, Lt. Gov. Michael Fedele. Lt. Gov. Fedele serves as the designee of the Office of Policy and Management. The act adds four additional members to the CJIS Governing Board to make the CJIS Governing Board a "Tri-Branch" effort by including the chairperson and the ranking members of the Legislative Judiciary Committee. The other members of the CJIS Governing Board remain the same as was previously established. It also establishes a position for an Executive Director of the CJIS Governing Board. It is an unclassified, appointed position, who will serve at the pleasure of the CJIS Governing Board and not as a member of the CJIS Governing Board. The Executive Director's primary responsibility is the project management and overseeing of the design and implementation of the state-wide information technology systems for the criminal justice agencies. This individual will answer to the CJIS Governing Board and will be located at the Office of Policy and Management (OPM). OPM will be responsible for providing space, staff and support services to this position.

c. Section 40, CJIS Information Sharing System

This act discusses the comprehensive state-wide information system envisioned by the legislature during the fall 2007. The purpose of this act is to facilitate an immediate comprehensive sharing of information among partners within the criminal justice community. These are state agencies, department boards, commissions, and law enforcement on a state and local level. The goals are broadly outlined in the legislation; they are to provide a centralized tracking and information database, centralized electronic document repository, analytical tools to assist with shaping decisions, state of the art database technology, and appropriate software to be utilized in achieving these goals. Each agency is to be able to conduct their business more efficiently. Timelines were outlined by the legislation; by July 1, 2008, there is to be a plan developed to hire a consultant and issue a Request for Proposal. The legislation specifies reporting to the General Assembly Committees of cognizance and to the Governor.

d. Section 31 and 32, State-wide Automated Victim Information and Notification System (SAVIN)

The intent of the legislation is to have a SAVIN type system in place by July 1, 2009 or within 30 days after the awarding of the grant. There are federal dollars available; the state should make efforts to apply for this money. The federal government will reimburse the state for the cost for designing and implementation of a victim notification system, pursuant to a grant award; there is a 50% match requirement. Implementation of a consolidated victim notification system will be a challenge given the array of notifications to be made to victims. The legislation assigns implementation to the Judicial Branch.

e. Section 38, Criminal Justice Policy Advisory Commission (CJPAC)

CJPAC relates to the information technology systems for reentry and reentry strategies. The act gives CJPAC reporting authority regarding integration and coordination of technology. It requires CJPAC to incorporate in its reporting requirements, updates and annual summaries of the criminal justice information system activities.

V. CJIS Overview, Enterprise and Agency Projects

Lt. Gov. Fedele gave an overview of the vision and goals for the Enterprise and Agency Projects. A Projects Management Structure Chart was distributed at the meeting.

- Lt. Gov. Fedele explained that in his new role as co-chair of the CJIS Governing Board, he has met with several different agencies (silos), including OPM, CIO Diane Wallace and DOIT staff to gather information as to what has been accomplished so far. A Projects Management Structure Chart was assembled to show all the different modules as they relate to the gathering of criminal justice information by the respective areas of authority (Department of Public Safety, Department of Correction, Department of Motor Vehicles, Superior Court Operations, Department of Criminal Justice, and Court Support Services Division). These are sizable projects and the committee should look at:
 - 1) The state of where things are today,
 - 2) Where one wants to be at the completion of the proposed project; as well as, where the community of users will be at the end of the productive phases.
- The objective is to create a data warehouse or storage area to gather all information from the silos. Representatives from the silos should sit-down and discuss what information is needed and how much of the information is needed. The data warehouse can be used to collect and gather information on an individual. It should have the ability to identify that it is the correct person. Also, the data warehouse should contain ids and data to ensure the information being obtained is accurate. The criminal justice community of users should have all the information on an individual from beginning of entry to the criminal justice system to their current status. The user will be able to utilize the system to make accurate decisions.
- The first step will be to go to each silo and identify what is being captured. In addition, the CJIS Governing Board, DOIT, and the Executive Director will identify the portion of information needed in the data warehouse. Once this component is structured, we will have the capability to move forward towards building the data warehouse. When this point is reached, the Projects Management Structure Chart will have been inverted and interfaced with the community of users. Lt. Gov. Fedele stated that he shared this information with

Governor Rell, legislators, and representatives from the Governor's Task Force. This concept was accepted by the Governor; it is now placed before the CJIS Governing Board for review.

VI. Other Business

- The Executive Director's job description was distributed at the meeting. Lt. Gov. Fedele stated that the position has not yet been posted on the Department of Administrative Services (DAS) website or any other locations. He opened the floor for questions and discussion regarding the Executive Director position for the CJIS Governing Board.
- Senator John Kissel stated that under the *Purpose of Class* on the job description, there is no reference to municipalities and local police. It is strictly focused on state agencies. Senator Kissel requested to have municipalities and local police included in the *Purpose of Class*. Chairman Robert Farr added, federal agencies should also be included. The second to the last line under *Purpose of Class* will be changed to include "all state, federal and municipal agencies, departments, boards and commissions...."
- Undersecretary Austin responded to Senator John Kissel's question, what is the strategy for posting and actively finding the right person for this position? In addition, Judge Ment asked what the pay scale is for the position. DAS has worked with Lt. Gov. Fedele, Judge Carroll, and Undersecretary Austin to put together the job description. Initially there was a budget appropriated in the special session that allocated \$250,000 for the Executive Director for fiscal year 2009 and \$100,000 for fiscal year 2008. Plans are to have someone in the position before the last quarter of fiscal year 2008. In addition, funds were added to support an additional person to work with the Executive Director; OPM is working with the Appropriation Committee on this position. Based on the description of the duties, DAS initially set the position at the level of Executive 04, the lowest level of the class series. Lt. Gov. Fedele and Judge Carroll discussed the DAS recommendation and determined it to be too low; the level was raised to Executive 03, with a salary range of \$92,000 to \$141,000. This salary is consistent with Commissioners of smaller agencies and Deputy Commissioners of larger agencies. Suggestions from the CJIS Governing Board members in carrying out the job announcement and search are welcomed.
- Lt. Gov. Fedele responded to Senator Andrew McDonald's questions regarding the search criteria for candidates. The committee should be looking for someone with a criminal justice background, strong project management capabilities and information technology skills. This person should be able to work with the various agencies to identify what the projects are and the data classifications. Senator McDonald stated that if the projects are to be prioritized, we will need an information technology person with incredible project management skills, who is able to use their knowledge to engineer the logistics and management of the overall project. The Board members present were in favor of Undersecretary Austin having OPM move forward with the job description for the Executive Director position.

- Lt. Gov. Fedele asked for volunteers to participate on the Search Task Force Subcommittee for the Executive Director position. The Search Task Force Subcommittee members are as follows:

Lt. Gov. Fedele, Governor's Office; CIO Diane Wallace, DOIT; Judge Patrick Carroll, Judicial Branch; Senator Andrew McDonald, Senate 27th District; Chief State's Attorney Kevin Kane, DCJ and Commissioner James Thomas, DEMHS. Lt Gov. Fedele indicated he may ask for additional member assistance.

Lt. Gov. Fedele closed by stating that the job description for the Executive Director position will be given to DAS to see if it meets DAS standards. If so, the position will possibly be posted next week.

- Lt. Gov. Fedele asked that if a Governing Board member is not able to attend a meeting, they should send an alternate or designee in their place. In doing so, please try to use the same individual for the meetings as this will prevent the chairperson (s) from performing a recap from the last meeting and provide for meeting continuity.

VII. Dates of Next Meetings

CJIS Governing Board

Tuesday April 29, 2008 at 2:00 pm

Location to be determined.

CJIS Implementation Group

Thursday April 17, 2008 at 1:30 pm

Department of Information Technology, 101 E. River Dr., Rm. 1002A, E. Hartford, CT.

The meeting was adjourned at 3:10 pm.