

# SAC Grant Administration

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## Meeting Summary

August 24, 2007

10:00 a.m. to 11:30 a.m.

**Present:** Brian Austin, CJPPD Under Secretary, Linda DeConti, Research Unit Manger, Steve Cox, SAC Director, Alyse Chin, Research Unit Assistant Manager, Lyndsay Ruffolo, Program Administrator, Institute for the Study of Crime and Justice.

### 2007 SAC Grant Award:

We have received the 2007 Federal SAC Grant Award. Our goal for the coming year is to begin to improve the overall management of SAC grants funds to adhere to the State's current mandate for results-based accountability that may soon apply to all federal funds as well. In addition, the individual tasks outlined as follows will enable OPM/CJPPD to potentially redirect future SAC grants resources that are currently dedicated to more established deliverables toward the consideration of special projects in other unstructured areas of need, to better use the valuable professional expertise available. Potential future projects may be in the areas of IT, Bail/Bonds and Halfway House Services.

- Establish Regular Meeting Schedule with Dr. Cox at CCSU

It was agreed that OPM/CJPPD Research Staff, Linda DeConti and Alyse Chin, would work directly with Steve Cox in being trained and involved in every aspect of the data collection, research and analyses required in producing the annual statutorily required State of Connecticut Recidivism Study and the Annual Connecticut Prison Population Projections Report. It was also agreed that Dr. Cox would provide all the knowledge, technical resources and tools necessary in this 2007 SAC Grant Award period to fully transfer the capability of producing the next versions of these reports to OPM/CJPPD Research Staff.

**ACTION:** Weekly meetings have been established (two hour sessions from 12 noon to 2:00 p.m.) with Dr. Cox on Thursdays starting September 6, 2007 at CCSU.

### 2008 Annual Recidivism Study:

- Define deliverables - including knowledge transfer and training of CJPPD staff for production of this report. (see Timeline of Deliverables)
  - Sharing of source contacts, calculation formulas and methods etc
  - Data collection and analysis time table – CJPPD staff involvement
  - Methodology – what is new and improved in methodology recommended by Dr. James Austin?  
Steve Cox distributed a handout with the Research Design Framework for the 2008 Annual Recidivism Study (attached).  
**ACTION:** Dr. Steve Cox will be shared research design methods with the Forecast/Research Workgroup.  
Regular meetings scheduled for knowledge and data transfer as above.
- 2008 Recidivism Study due to the Governor and the Legislature

**ACTION:** The statute has been changed, and all annual CJPPD Reports are now due to the Governor and Legislature on February 15, 2008 (after the Governor's budget).

**2008 Annual Prison Population Projection Report:**

- Define deliverables - including knowledge transfer and training of CJPPD staff for production of this report. (see Timeline of Deliverables)
  - Methodology - what methodology used to develop 5 year & 20 year trends?
  - Data collection and analysis time table – Sharing of hands-on development of this report with CJPPD staff, including source contacts, calculation formulas etc.

The Research Design for this report will probably be much the same as last year's. Brian Austin had a recent telephone conversation with James Austin regarding his simulation model. We have yet to determine who paid for (prior) use of this model for Connecticut.

**ACTION:** Brian Austin will email us information from James Austin describing the Prophet Projection and Simulation Model. Steve Cox will take a look at this simulation model to determine if it could be helpful with our projection study, although there currently doesn't appear to be any money available to pay for continued use of the model.

- 2008 Prison Population Projection Report due to the Governor and the Legislature on February 15, 2008.

- Itemize Detailed Budget for SAC Deliverables

Steve Cox handed out an itemize budget detail worksheet for the total of \$50,000. He mentioned that the budget that we provided did not include time allotted for Lyndsay Ruffolo.

**ACTION:** Dr. Cox will re-work the budget to include Lyndsay's time and the deliverables that she is working on, while not exceeding the \$50,000 budget and provide timesheets.

**ACTION:** Linda DeConti will review timesheets with hours worked on SAC projects and their associated deliverables.

- Memorandum of Understanding (MOU)

OPM is in the process of re-evaluating the various processes used for Grants, Purchase of Service (POS), Personal Service Agreements (PSA), and Memoranda of Understanding (MOU). The goal is to standardize these processes across the agency, and make them more open, fair and competitive, as appropriate. The State is moving more towards results-based accountability for state and federal dollars.

Following the new processes, the SAC Award as currently awarded to CCSU, another state agency, should technically be a MOU. However for the current SAC Award, OPM/CJPPD will continue with its past grant process and plan for transition to an exclusive MOU for future awards. In the meantime, a draft MOU for this current award will be developed for signature as part of our transition process.

**ACTION:** Steve Cox will email OPM a copy of the old MOU between OPM and CCSU.

**ACTION:** Linda DeConti will draft a new MOU for review.

- **Deaths in Police Custody Data Collection and Report Updates**

Lyndsay Ruffolo currently collects the data for Deaths in Police Custody reports which she forwards all the statistics directly to BJS. Lyndsay offered to continue to collect this information at no cost or charges to the SAC Grant Award for this year.

**ACTION:** Lyndsay Ruffolo will train and provide OPM/CJPPD Research Staff, Linda DeConti and Alyse Chin with all hardcopies and electronic copies of the data collection process, forms, spreadsheets, identification of data sources and all past reports to BJS.

**ACTION:** Any new transmittals to BJS or data contacts will be cc: to OPM/CJPPD Research Staff.

**Other SAC Responsibilities:**

- Monthly Progress Reports and updates on other studies under development or contracted with other State Agencies.
- Attend Forecast/Research Workgroup Meetings
- Make presentations to CJPAC, STF, state agencies, legislative hearings and other forums as needed to support research products and inquiries.
- Provide timely technical assistance and expert opinion on impromptu issues and questions raised by OPM (such as the STF Burglary Crimes/Convictions In Connecticut Project)

**U.S. Attorney Office/Consultant:**

- Ivan Kuzyk, who works with the U.S. Attorney's Office and Project Safe Neighborhood, did a presentation on his Violence Severity Index here at OPM. We discussed inviting Mr. Kuzyk to a Forecast/Research Work group meeting to do his presentation and to have the group review his data, and also to have him join us on September 6 at CCSU. We would like to get his ideas on the current Burglary Convictions Special Project.

**ACTION:** Linda will invite Mr. Kuzyk to join us at CCSU on September 6 at 1:30 pm.

**JRSA Annual Meeting:**

- Update on presentation about the Forecast/Research Workgroup at the JRSA 2007 National Conference in Pittsburg, Pennsylvania on October 11-12, 2007.

Steve Cox was asked by JRSA to participate in round table discussion about state data work groups; Steve Cox will also be doing a presentation on the CT Prison Population Projection Study on Friday afternoon October 12<sup>th</sup>.

**Family Violence Case Flow Report:**

- Lyndsay shared that this Report is very close to being finalized, and that she has gotten positive feedback about it.  
**ACTION:** Lyndsay will email an electronic copy of report to us when it is finalized.

**CCSU Grants and Contracts:**

- Steve Cox distributed a list of the Grants and Contracts that CCSU Department of Criminology and Institute for the Study of Crime and Justice are involved in as of August 2007. They are currently in the process of doing a more extensive inventory of their projects.  
**ACTION:** Steve Cox will email us the more inclusive copy of their project list to be posted on our web site.

The meeting ended at approximately 11:30 a.m.