CISS Monthly Status Meeting Minutes
Wednesday, September 11, 2013

Attendees (based on sign-in sheet)
Andrew Power, Wethersfield PD; Bob Cosgrove, DOC; Brian Bradway, DOC; Carl Rosenweig, Granby PD; Charlie Whynacht, JUD; Cindy Zuerblis, DMV; Darryl Hayes, DESPP; David Dove, JUD; Frank DiMatteo, DPDS; Holly Sylvester, JUD; James Lobb, JUD; Jason Rosa, DESPP; Jeff Grant, JUD; Joan Hilliard, DESPP; John Russotto, DCJ; Joseph Santopietro, DOC; Karl Lewis, DOC; Mark Raymond, DAS/BEST; Mathew Abraham, DPDS; Micha Mann, BOPP; Rich Wildman, Middlebury PD; Sal Marino, JUD; Shams Akberzai, JUD; Sue Brown, DPDS; Thomas Sutkowski, JUD; Tome Hine, UCONN PD

CJIS Staff
Wayne Allen; Jeanine Allin; John Cook; Tammi Harris; Rick Hegwood; Rob Kribs, Xerox; Rick Ladendecker; Lucy Landry; Nance McCauley; Patty Meglio; Marcia Rogers; Mark Tezaris; Sean Thakkar; Steve Wallick; Glenda Woods

Conferenced Participants
Garvin Ambrose, Office of the Victim Advocate

Welcome

Nance McCauley opened the meeting at 1:00 pm. She encouraged questions during the meeting and afterwards with any member of the CJIS Leadership Team. She also encouraged meeting participants to share information with their agency counterparts. Nance introduced Sean Thakkar, CJIS Executive Director.

CISS Status

CJIS Governing Board Update – Presented by Sean Thakkar, CJIS Executive Director

- Sean provided an update from the July 2013 CJIS Governing Board meeting, highlighting 4 specific items:

    o Project Scope and Implementation Schedule – Sean noted that CJIS is working closely with Xerox to amend part of the contract to bring it in alignment with the goals of the project.

    o Review of staff assignment changes made to optimize the efficiencies and effectiveness within the CISS and CJIS pool of resources. Sean also mentioned the need to bring in an additional resource with extensive experience managing similar types of projects.

    o CJIS Security Policy – Xerox brought in their CJIS Security expert to work with CJIS and the State Police to come to an understanding and alignment as far as data is concerned, and more specifically, FBI data. Sean noted the next Board meeting (special meeting) will be held in East Hartford on September 20, 2013 with a presentation from the Xerox CJIS Security specialist.

    o Sean noted that CJIS is in the process of implementing a Governance Committee. He noted the role of the governance committee is to remove any barriers to the project as it rolls

forward. The participants in the Governance Committee are the Co-Chairs as well as board members.

- Sean introduced Rick Hegwood, CISS Project Manager, noting that Nance McCauley, CJIS Business Manager and Rick Ladendecker, CJIS Technical Architect, will report to Rick Hegwood.

  o Rick addressed the group noting that he is focusing on the CISS project scope and schedule.

  o Rick also mentioned that during his first four weeks he will be conducting an in-depth analysis of the project. He noted he'll be looking for ways to do things differently and more efficiently, and will be reaching out to stakeholders to gain their input and discussion points about the project.

Wave 0, Version 1.5 – Presented by John Cook, Senior Project Manager

- John noted that the architecture build-out for UAT and Production frameworks were completed.

- John also noted that the team worked with BEST to cut-over to the new CJIS firewalls.

- He noted that the team is working with IBM and Fairfax to begin installation of the FileNet ECM (Electronic Content Management) system.

- John noted the next steps are to complete the build-out of the Production environment and installation of the FileNet system.

- He noted that the team will also begin activities to prepare the systems for loading the initial releases of the CISS application.

- He also noted that the systems architecture documentation will be updated.

RMS Network & Certification Update – Presented by John Cook, Senior Project Manager

- John presented the latest status of the RMS network – the deployment and configuration of Cisco routers to local law enforcement agencies around the state.

  o He noted that the team is currently targeting to deploy a collection of routers to three pilot towns – Newington, Wethersfield, and Glastonbury.

  o The state has kicked off the plan to purchase the equipment and noted that parts of the equipment have already arrived.

  o He noted that activities were kicked off to plan the configuration of the pilot, including the FIPS 1.40 FBI encryption, end-to-end Quality of Service, and integrated security components.

  o He also noted that the team is working with the towns to coordinate equipment upgrades where needed. John noted a letter was developed which includes "how to" instructions and will be distributed by CPCA to municipalities around the state.

  o John also emphasized that there will be no additional cost to the municipalities for this additional functionality.

RMS Certification Program Update – Presented by John Cook, Senior Project Manager

- John noted the technology team is completing internal review of the certification package and preparing it for the agency stakeholder and vendor review.

- He noted the next steps are to disseminate the certification package for review by the state and local agencies, followed by a certification pilot with the 3 towns.

- John also noted a facilitated review session will be scheduled with the larger community. He noted that the **Information Exchange Package Documentation** (**IEPD**) will be reviewed to ensure the required data elements are captured.

Search Release 1 Update – Presented by James Harris, Senior Project Manager

- Jim noted that there was excellent collaboration between the CJIS team, Xerox, and the local law enforcement stakeholders on the CISS User Interface requirements and design effort.

- Jim noted the scope for SR1 includes the redesigned user interface, the PRAWN data set from Judicial, and the OBIS data set from the Department of Correction.

- He also noted that there are approximately 350 total contract requirements. He noted that agreement was reached with Xerox for the assignment of those requirements required across the Search Releases.

- Jim also noted that milestones were met with Xerox on the on 3 signed Design deliverable documents.

- Jim noted the next steps involve documenting the test strategy as well as development instructor led training for search releases followed by computer based training for subsequent releases.

Search Release 2 Update – Presented by James Harris, Senior Project Manager

- Jim noted that the search sources for SR2 include CRMVS, POR, and CIB from Judicial Branch and thanked the stakeholders for their time and efforts in assisting in the development of the requirements for those systems.

- Jim also noted that discussions have begun with the Department of Motor Vehicles noting that the license and registration systems are of high value or the law enforcement users.

- Jim mentioned additional search features that will be introduced in SR2 such as

  o Alerts (notice of Wanted Person or Protective Order in force)

  o Preview of search results and highlighted search terms – ability to move mouse over preview of what is contained in that particular result.

  o Reporting –features will be introduced such as creating and scheduling reports.

  o System administration tools – activity monitoring, alerts for issues, user activity auditing, etc.

Wave 1 and 2 Updates – Presented by Lucy Landry, Senior Project Manager

- Lucy provided an updated on the workflow waves.

  o Lucy noted that CISS includes 2 basic capabilities – the ability for user to search for specific data, and the ability for CISS to transmit data from the source system to targeted recipients.

  o She also noted that the team is currently working on requirements for Wave 1 – Uniform Arrest Report and a number of the requirements were submitted to Xerox for feedback and review.

- o Lucy also noted that meetings are scheduled with stakeholders as requirements for additional functionality are developed.
- Lucy noted that there are seven workflows in total, noting that some of the work has begun for workflow 2 – Misdemeanor Summons and expects to start working with the agencies on the requirements.
- She also noted that the CJIS is looking at grouping and prioritizing requirements for all remaining workflow waves.
- Lucy noted that planning exercises are underway to map out the rest of the work for the remaining workflow waves.

Questions and Answers

Q: Mark Raymond asked if the stakeholders are clear on how CISS can be used in their business workflow.

A: Jim Harris provided that training will cover the many CISS features and a Train-the-Trainer course will also be delivered to assist agencies with integrating CISS into their current workflows.

Nance commented that stakeholders are always encouraged to share information from the meetings with their respective agencies to enlighten them about the project and its expectations. She also offered that CJIS could come out to the agencies to help share the information about CISS and provide additional details as needed.

There was an impromptu CJIS Community Meeting held following the CISS Monthly Status Meeting this month. Documents describing each of the CJIS Committees are provided as a follow up to a question at the CJIS Community Meeting on this topic.

Upcoming CISS Monthly Status Meetings

Wednesday, October 9th at 2:30 pm
Wednesday, November 13th at 1:00 pm
Wednesday, December 11th at 1:00 pm

Respectfully Submitted,
Tammi Harris