Monthly Status & Community Meeting Minutes

Date: **Wednesday, May 14, 2014**

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

Start time: **1:10pm**   *End Time:* **2:35pm**

Attendees: (Based on sign-in sheet)

Alan Girardin, DESPP; Brandon Marschner, Milford PD; Celia Siefert, Judicial; Charles Whynacht, Judicial; Chris McLoughlin, Hunt; Darryl Hayes, DESPP; Frank DiMatteo, DPDS; Jason Rosa, DESPP; Jim Lobb, Judicial; John Alexopoulus, Milford, PD; John Russotto, DCJ; Karl Lewis, DOC; Marc Meole, Hunt; Mark Raymond, CIO, DAS/BEST; Micah Mann, BOPP; Robert Cosgrove, DOC; Shams Akberzai, Judicial; Susan Brown, DPDS; Terry Walker, Judicial; Thomas Sutkowski, Judicial

CJIS Staff

Wayne Allen, Christopher Boorman, May Ellen Porter, Patty Meglio, Richard Ladendecker, Tammi Harris, Sean Thakkar, Executive Director, Steven Wallick

MTG Staff

Robert Kaelin, Dennis Gaige

Xerox Staff

Phil Conen

Conferenced Participants

Cindy Zuerblis, DMV; David Wright, Xerox; Global Software; Jeff Grant, Judicial; Naveen Prathikantam, DMV; Russ Robitaille, CJIS

Welcome

Nance McCauley opened the meeting at 1:10 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 noted that effective June 2, 2014 CJIS will be relocated to 55 Farmington Avenue, 11th Floor, Hartford.

CISS Update

Opening Remarks – Sean Thakkar, CJIS Executive Director

- Xerox Contract Amendment - Sean noted the negations are on-going with no new date identified.

- Management Control Agreement

    - John Russotto noted a conference call was conducted with the FBI, Federal CJIS office on Monday, 5/12. He noted the FBI confirmed that the Management Control Agreement template is modifiable, within certain parameters.

    - The FBI suggested CT contact the states of VA, NM, MT, MO and MI who struggled with some of the same challenges facing CT.

    - John noted that follow-up will be conducted with the Federal CJIS office after additional research is completed by CT.

- CJIS Security Policy

    o Darryl Hayes noted a decision was made that the FBI data contained in CISS must follow the CJIS Security Policy, 5.2.

    o He noted agencies that will not get FBI data, may not want FBI data, or can't meet the Federal CJIS Security Policy, 5.2 will follow the CT CJIS Security Policy.

    o He noted that 3 chapters of the CT CJIS Security Policy were drafted, using the FBI CJIS Security Policy, 5.2 as a guideline and was submitted to the Governance Committee. The Governance Committee approved the direction and framework.

    o He also noted the Governance Committee approved a request to form a standing committee for security that will address agency concerns, and to keep the policy updated on a regular basis.

    o Darryl recommended anyone who wants to be part of the security committee should contact him.

- Durational Project Manager – Sean noted that an offer was extended to a candidate and will provide an update as progress is made.

CISS Release Plan – Presented by Senior Project Manager, John Cook

- John noted a working group was created to review and further clarify the release plan strategy. The working group includes Terry Walker, John Russotto, Celia Siefert, John Cook, Jim Harris and Xerox.

- John noted the working group discussed meeting strategy, planning assumptions and considerations that align with community concerns. They also reviewed and refined the search release and workflow wave options.

- He noted that the updated schedule will be distributed and reviewed with the agencies to confirm work activities and effort.

- John noted that any unresolved matters between Xerox, CJIS and stakeholders will be escalated to the Governance Committee.

RMS Certification Program Update

- John noted the team completed the initial review of the business requirements and reviewed them with select stakeholders.

- He noted the emphasis of this work activity is to develop the RMS requirements needed to promote uniform standards across the state.

- The team also created an application programming interface (API) to interface with the local CAD/RMS law enforcement agencies to CISS – which will perform the validation of the IEPD.

- He also noted progress continues with the build out of the RMS/CISS network connections and installed an additional 12 towns during the last month, for a total of 30 completed.

- He noted next steps include updating the business requirements and distributing them to the CJIS community at large and the pilot RMS vendors.

- John noted that Hunt was present and thanked them for their participation on the certification project.

Waves 1 - 3 Workflow Updates

- John noted the following activities for over the last month:

    - Review of the UAR data elements needed for CRMVS case setup.

    - Completed the arrest paperwork definitions to support misdemeanor summons transmissions from CISS to CSSD.

    - Confirmed the submission of infractions data from CIB.

    - Continued the business requirements with DCJ and DMV for infractions.

    - Technical team initiated review of UAR, infractions and misdemeanor workflows.

    - Initiated review of the business requirements for access to the content on the CISS portal.

- John mentioned that CJIS attended a training session provided by the state Public Records Administrator.

- John noted the next steps include the design review for Wave 1 requirements once the Contract Amendment is signed. He noted that the requirements will be reviewed with the vendor for a gap analysis.

- He also noted next steps include the following:

    - Complete documentation for infractions data elements with CIB – target mid-June.

    - Complete technical review of the W1 and W2 requirements – target mid-June.

    - Develop project plans for RMS Certification, agency interfaces with CISS, and Agency Portal build-outs – target mid-June.

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

- Jim noted that replication of the DOC visitor log data includes 6.2 million records.

- He also noted that as a result of the recent CISS Forum, Steve Wallick, CJIS System Administrator, initiated an effort to revisit the agency source systems for a more in-depth look at their data and GFIPM classifications and security restrictions.

    - The team completed this review with PRAWN.

- Jim noted the next steps for Search Release 1 includes the completion of the User Interface technical requirements for OBIS, PRAWN and OBTS search results screens – target mid-June

- Jim noted that Search Release 2 activities completed over the last month included:

    - Completion of the CRMVS business requirements.

    - Completion of the Alerts and Notifications as well as the System Administration requirements.

- Jim noted the next steps for Search Release 2 include initiation of the CRMVS replication – target June.

- Next steps also include drafting the requirements for the Learning Management System – target June.

Community Topics

CISS Release Plan – Reviewed by Phil Conen, Xerox

- John Cook noted the following:

  o Current Release Plan includes a 24 month period.

  o The Release Plan encompasses the current work scope and timeline, noting any changes not agreed to in advance of solidifying the release plan tied to the contract will result in additional cost to the state.

  o John also noted that the team focused the initial work activities for search releases and information exchanges where the business requirement work has already begun or is complete.

  o John noted the team differentiated the work activity associated with construction of the system versus deploying the system.

  o He also noted that the work for the information systems that are not available were placed at the end of the project (not available meaning non-existent or pending approval of the CJIS Security Policy).

- John Russotto mentioned that the effort by the workgroup was to look at the Release Plan from the stakeholder perspective to simplify the process and gain consensus from the stakeholder community.

- **Phil Conen provided a review of the Release Plan in detail.**

Upcoming Meetings

CJIS Monthly Status & Community Meetings	CISS Monthly Forum Meetings
Wednesday, June 11, 2014	Wednesday, June 25, 2014
Wednesday, July 9, 2014	Wednesday, July 23, 2014
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