State of Connecticut
CJIS Governing Board
Meeting Minutes
Record of Proceedings, April 23, 2009

<u>**Members/Designated Representatives Present:**</u> Lt. Governor Michael Fedele, Co-Chair, Lieutenant Governor's Office; Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Undersecretary Brian Austin, Office of Policy and Management; Sean Thakkar, CJIS Executive Director; Senator John Kissel, Senate 7th District, Judiciary Committee; Chief State's Attorney, Kevin Kane, Division of Criminal Justice; Chief Information Officer Diane Wallace, Department of Information Technology; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner John Danaher, Department of Public Safety; Chief Richard Mulhall, Connecticut Police Chief Association; Deputy Chief Public Defender Brian Carlow, Office of the Chief Public Defender Services; and Designee Chris Nolan, Department of Emergency Management and Homeland Security

<u>**Others Present:**</u> Beth Bickley, Tracy Brown (Recorder), Bryan Cafferelli, Bob Cosgrove, Chris Duryea, Evelyn Godbout, Clyde (Buck) Grimes, Darryl Hayes, Joan Hilliard, Robert Kaelin, Dean Myshrall, Susan Naide, Capt. Patrick O'Hara, John Russotto, Bill Saypalia, Terry Schnure, Celia Siefert, Marilyn Solikoski, Richard Sparaco, Terry Walker,

I. Welcome and Minutes
The meeting was called to order by Co-chairman Lt. Governor Michael Fedele at 1:50 pm. Lt. Governor Fedele welcomed and thanked everyone for attending.

There were no changes or objections made to the January 22, 2009 CJIS Governing Board meeting minutes. CIO Diane Wallace, Department of Information Technology made a motion to accept the minutes; the motion was seconded by Chief Richard Mulhall, Connecticut Police Chiefs Association. The motion was unanimously accepted by the voting members present.

Lt. Governor Fedele turned over the meeting to Mr. Sean Thakkar, CJIS Executive Director.

II. Blueprint Project Status Report
Mr. Thakkar stated the format of the agenda for the meeting going forward will include a status update on the projects within the CJIS Governing Board purview. The CJIS Governing Board will be provided with the transparencies and visibility into the projects. The CJIS Blueprint, OBTS and CIDRIS projects were discussed at this meeting. The following information is an overview of what was discussed.

Mr. Bob Kaelin presented a status update on the CJIS Blueprint project. Mr. Kaelin presented four slides, which gave an update on the "As-Is" and "To-Be" documents, the "To-Be" architecture, and the risks and issues with the CJIS Blueprint project. Mr. Kaelin stated the project is two weeks behind schedule. The key point for the "To-Be Model" is to tie the criminal justice architecture to the CJIS Information Sharing System (CISS) as we move forward.

- The next goals are to complete the Gap Analyses and requirements document (May 11, 2009), which will chart out what needs to be done. Both documents will address the risks and issues; as well as, layout the requirements for the new system.

- On May 22, 2009, the rough draft of the CJIS Design and Implementation RFP is due.

- Mr. Kaelin outlined and defined the risks and issues, which are barriers that need to be addressed as a community and then these barriers need to be removed. Further details of this presentation can be obtained in the presentation material. A copy of the presentation is on the CJIS Governing Board's SharePoint.

Mr. Terry Schnure presented three slides, which gave a status update on the OBTS project. Mr. Schnure discussed the accomplishments, benefits, System Acceptance, development of the Transition Plan from Vendor to State, and the risks and issues with the OBTS project.

- Mr. Schnure stated the OBTS Outreach project is working with the Regional Chiefs Association and Division of Criminal Justice for OBTS training. An OBTS presentation has been integrated into the Police Officers Standards and Training Academy curriculum. The first presentation is scheduled for May 7, 2009.

- There were two significant releases implemented for the OBTS project, Release 5.1 was completed on November 1, 2008 and Release 5.1.3 was completed on April 19, 2009.

- The achievement of System Acceptance is the objective for the OBTS project. All software support activities have been focused on System Acceptance requirements. The remaining issues to resolve are mitigating performance issues, to make sure data does not get backlogged, and the Offender Status report. Further details of this presentation can be obtained in the presentation material. A copy of the presentation is on the CJIS Governing Board's SharePoint.

Mr. Bill Saypalia presented four slides, which gave a status update on the CIDRIS project. Mr. Saypalia discussed the accomplishments, benefits, milestones, and risks and issues with the CIDRIS project.

- Mr. Saypalia stated that they are five to six months away from deploying the solution for the impaired driving records. He thanked the vendor Sierra Systems and Project Manager Marilyn Solikoski for her role in the CIDRIS project. Mr. Saypalia stated that the stakeholders have played an instrumental role in providing guidance and support.

- Mr. Saypalia spoke about the milestones for the CIDRIS project. The most important milestone is the MOU approval and signoff to distribute the resources and money to the various agencies for appropriate staffing, services, and to build out the architecture solution. The critical milestone is that CIDRIS is federally funded through the National Highway Traffic Safety Administration (NHTSA) grant. The team will have to demonstrate in September to NHTSA, the flow of arrest going through the system and the information exchange, which occurs.

- Mr. Saypalia stated if the budget is not approved in a timely manner or not funded at the level requested, then these two actions will destroy the project. There is $950,000 in the General Fund, which needs to be use within six weeks.

▪ Mr. Brian Austin discussed the liabilities and importance of the appropriations of the funding for the CIDRIS project. Further details of this presentation can be obtained in the presentation material. A copy of the presentation is on the CJIS Governing Board's SharePoint.

III. Did you Know/Status Update

Mr. Thakkar provided a short video taken from the internet site You Tube produced by Sony called "Did you know?" The information shown in the video related to the role and direction of technology and the internet will play in the future. Mr. Thakkar stated the video embarked on an information sharing system at the right time and place.

Mr. Thakkar discussed the CJIS business objectives and goals he wants to achieve for the CJIS communities. He spoke about the operational best practices by deploying the best use of the knowledge, correct methodology and tool set. Business values can generate investments for a better collaboration with good visibility.

Mr. Thakkar stated the procurement best practices increase the probability for success through readiness. He discussed the five phases of a moving forward strategy and why a federated model should be adopted. He discussed the performance target for the past 180 days; as well as, additional achievements.

Mr. Thakkar introduced the three new chairs for the CJIS Governing Board Committees. Mr. Larry D'Orsi will chair the Administrative Committee, Ms. Evelyn Godbout will chair the Technology Committee, and Chief Richard Mulhall will chair the Implementation Committee. The first meetings for all three committees will occur in June 2009.

IV. Project Prioritization:

Chief Mulhall discussed project prioritization with the restructuring of the committees, which will allow the committees or agencies to address issues, concerns, or approval from the CJIS Governing Board. Chief Mulhall used the COLLECT System upgrade as an example of a project that included a useful system but did not have enough funding to continue the upgrade process. He suggested redirecting the remaining funds to the AFIS project, which will include online booking and get the system up and running. This will assist with police reports, which could be done through online booking. The committees can set priorities based on recommendations from the committees. Prioritization should be set on new projects at the CJIS community level then moved up to the CJIS Governing Board through the committees.

V. PRAWN Presentation:

Mr. Chris Duryea gave an overview presentation on the Paperless Arrest Warrant Network (PRAWN). The success behind PRAWN is it was not built upon major external interface between Judicial, local law enforcement and other agencies. The system takes Judicial data and delivers this data to local law enforcement agencies. PRAWN was developed and implemented from NHTSA grants, state matched and judicial funds. It is a collaborative effort by the CJIS community to address the Failure to Appear warrants, which were not inputted consistently into the COLLECT System. Supporting the 2000 legislation, Judicial developed a central computer system to deliver Failure to Appear warrants to police departments in order for the officers to serve warrants. The gap with PRAWN is the warrants that are signed off by the State Attorney's

Office and returned back to the police departments.   These warrants are not captured in the PRAWN System.

Mr. Duryea explained the process of how the data for the warrants are put through PRAWN. He gave 2008 statistics on PRAWN, how the system has improved public safety agencies' abilities to serve warrants and the ongoing enhancements to the system.

VI.   Electronic Signature Legislation Update:

Judge Carroll stated he spoke to the legislative people a few hours prior to the meeting. The Court Operations' bill has been referred out, the DMV bill is under review, and the Judiciary Committee will meet to address the Electronic Signature bill as it proceeds through the legislatures.

- Senator Kissel stated there was a meeting recently with the Chief Justices of the Judicial Branch to discuss the Electronic Signature bill. The Police Chiefs request for expansion of an electronic warrant service was not included in the bill. Senator Kissel stated he was not aware of the DMV bill. He asked that someone supply him with the DMV bill number and information about the bill before Wednesday April 29, 2009.

VII.   Other Business

Chairman Robert Farr explained a small bill, which will straighten out issues of data compensation infringement. It is currently under consideration with the Judiciary Committee. Under the proposed legislation, agencies will have the option to discontinue paper copies and access the data through Webtrack.

VIII.   Dates of Next Meetings

Thursday July 23, 2009; Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT

October 22, 2009, the location will be determined.

Meeting was adjourned by Co-chairman Lt. Governor Fedele at 3:27pm.