

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

**Members/Designated Representatives Present:** 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; Chief State's Attorney, Kevin Kane, Division of Criminal Justice; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner John Danaher, Department of Public Safety; Chief Richard Mulhall, Connecticut Police Chief Association; Commissioner James Thomas, Department of Emergency Management and Homeland Security; Deputy Commissioner Carol Salsbury, Department of Correction; Commissioner Robert Ward, Department of Motor Vehicles; Designees Ricky Bailey and Jeanne Lee, Department of Information Technology; and Hakima Bey-Coon, Office of the Victim Advocate

**Others Present:** Beth Bickley, Len Boyle, Tracy Brown (Recorder), Bryan Cafferelli, Linda DeConti, Chris Duryea, Evelyn Godbout, Darryl Hayes, Joan Hilliard, Robert Kaelin, Dean Myshrall, Susan Naide, Capt. Patrick O'Hara, Jeff Marvin, Denise Poncini, John Russotto, Bill Saypalia, Terry Schnure, Lt. Tony Schirillo, Celia Siefert, Marilyn Solikoski, Len Smith, Richard Sparaco, Terry Walker, Doug White

**I. Welcome and Introductions**

The meeting was called to order by co-chairman Judge Patrick Carroll at 1:50 pm. Judge Carroll welcomed and thanked everyone for attending; he extended an apology from Lt. Governor Fedele, who was not able to attend the CJIS Governing Board meeting. This was followed by an introduction of the governing board members.

Judge Carroll gave recognition to Mr. Terry Schnure for his hard work and commitment to the CJIS Project. Judge Carroll read and presented Mr. Schnure with a proclamation from the Governor and Lt. Governor's offices. Mr. Schnure who retired on July 1, 2009, spoke briefly about his career with the State of Connecticut.

Judge Carroll also gave recognition to Commissioner James Thomas of the Department of Emergency Management and Homeland Security and Deputy Commissioner Carol Salsbury of the Department of Correction, who both will be retiring this year. Judge Carroll extended his recognition to Commissioner Thomas for his hard work, dedication, and commitment to the State of Connecticut. He thanked and recognized Deputy Commissioner Salsbury for her extraordinary service and outstanding commitment. Commissioner Thomas and Deputy Commissioner Salsbury spoke briefly about their services and longevity with the State of Connecticut.

Judge Carroll announced that there will be a special CJIS Governing Board meeting on August 24, 2009. After discussions with Lt. Governor Michael Fedele, a notice will be sent out to all the members with an invite to the meeting.

- Mr. Sean Thakkar added that the meeting is being held in order for the members of the CJIS Governing Board to approve the new OBTS Program Administrator, make recommendations and approve the Gap Analysis, and give feedback and approval for the CJIS Blueprint RFP to go forward.

## **II. Minutes**

There were no changes or objections made to the April 23, 2009 CJIS Governing Board meeting minutes. The minutes were accepted as they were posted unanimously by the voting members present. Judge Carroll turned over the meeting to Mr. Thakkar.

## **III. CJIS Business Objectives and Goals**

Mr. Thakkar discussed the objectives and goals for the CJIS community. He recognized Mr. Larry D'Orsi, Administrative Committee, Chief Richard Mulhall, Implementation Committee, and Ms. Evelyn Godbout, Technology Committee for giving their time and commitment to chair these three Committees. Mr. Thakkar spoke about the need for the CJIS Community to come together to work toward one common business goal. Mr. Thakkar elaborated on the benefits it will bring to the CJIS community. Further details of this presentation can be obtained in the presentation material.

## **IV. Blueprint Project Status Report**

Mr. Robert Kaelin presented a status update on the CJIS Blueprint project. Mr. Kaelin presented four slides, which outlined what has been accomplished so far for the Blueprint project, the future direction for the Blueprint project, the Blueprint project timeline, and the risks and issues associated with the Blueprint project.

- The Gap Analysis has been completed; MTG is just about finished with the Blueprint project. The challenges have been identified and laid out; once the decision has been made about the RFP, they can begin the process to procure a vendor.
- Mr. Kaelin presented an estimated schedule and timeline for the remaining tasks to be completed for the Blueprint Project. He talked about the tactical risks and strategic issues for total cost, even with economic constraints, to work towards the agencies' interface. It will require agencies' commitment for the CJIS Information Sharing System (CISS) to be a priority. Further details of this presentation can be obtained in the presentation material.

## **V. CIDRIS Project Status Report**

Mr. Bill Saypalia gave thanks to Mr. Schnure, especially for his work with obtaining funding for the CIDRIS project, hiring him, and getting the entire project started. Mr. Saypalia requested that Mr. Schnure come back to help the CIDRIS Team celebrate when they have completed the CIDRIS project. Mr. Saypalia presented five slides, which gave a status update on where the CIDRIS project stands at this point, where they plan to go with the CIDRIS project, the critical success metrics, risks and issues with the CIDRIS project.

- Mr. Saypalia reiterated the importance of the National Highway Traffic Safety Administration (NHTSA) demonstration scheduled for September 17, 2009. He spoke about aligning the CIDRIS Project with the CISS Project.
- Mr. Saypalia briefly discussed what has happened with CIDRIS from July 2009 and beyond this date. He identified and spoke about the four risks and issues that are very critical to the CIDRIS Project. Further details of this presentation can be obtained in the presentation material.

- Undersecretary Austin further discussed the CIDRIS project budget with the need to use the \$950,000 State money and preserve the Federal money from this year. The State budget showed a line item of zero for the CIDRIS project. Come August 1, 2009, there will be another line item of zero shown for the CIDRIS project. This does not reflect an ending of the CIDRIS project on the OPM side, but if the State budget does not pass by September 1, 2009, the Federal grants will begin to run out.

#### **VI. OBTS Project Status Report**

Ms. Linda DeConti, from the Office of Policy and Management (OPM) has taken over the role of Mr. Terry Schnure as the CJIS Business Manager. She presented five slides, which provided an update on where the OBTS project stands at this point, the direction and status of the OBTS Transition Plan, and an overview of the risks and issues associated with the OBTS project. She discussed the accomplishments, the benefits of the OBTS System, and she reviewed the schedule plan with Sierra Systems during the one year Warranty Period. Further details of this presentation can be obtained in the presentation material.

#### **VII. Performance Target for Current 180 Days:**

Mr. Thakkar discussed the 180 days performance targets that will need to be completed and accomplished for CJIS. Mr. Thakkar requested that the CJIS Governing Board members send him an email with their thoughts and ideas for the entire CJIS community.

- Ms. Jeanne Lee spoke on behalf of CIO Diane Wallace of the Department of Information Technology. CIO Wallace was not able to review the Gap Analysis prior to leaving on her vacation. CIO Wallace would like to provide her comments on the Gap Analysis at this CJIS Governing Board meeting. She requested that the minutes reflect her desire to provide comments on the Gap Analysis upon her return from her vacation.
- Mr. Thakkar responded by stating there will be a special CJIS Governing Board meeting in August and hopefully CIO Wallace will be able to give her comments at this meeting.

#### **VIII. CMIS Rewrite Presentation:**

Ms. Celia Siefert and Mr. Doug White presented the CMIS Rewrite and its interfaces with other projects and applications. Ms. Siefert discussed the project plan and Mr. White discussed the architecture design of the CMIS Rewrite.

- Ms. Siefert stated the Judicial Branch Court Support Services Division (CSSD) is in the process of rewriting the Case Management Information System (CMIS) for Adult Probation, Family Civil, Family Criminal, Bail, Juvenile Detention, Juvenile Probation, Juvenile Court, and the Judicial Administrative Monitoring System (JAMS). CSSD has a project plan for the rewrite, which is in three phases. Phase 1, Family Civil, is the smallest component and should be ready for production in the fall 2009. Phase 2, Juvenile Court, Juvenile Probation, and Juvenile Detention have the smallest number of users and the less interfaces with other systems. These three components are slated for production by the winter 2009. The Business Analysts are currently working on the business specifications for the three components of Phase 3, Adult Probation, Bail, and Family Criminal.

- CSSD is moving forward with a user friendly application from a business perspective that is very intuitive with electronic multi-tasking, easy navigation, and easy data entry. Ms. Siefert mentioned the video conference capabilities available in New London, Bridgeport, New Haven, Waterbury and Hartford. Video conference allows them to conduct interviews, meetings, and conferences. Ms. Siefert stated they have identified fourteen items, which are transferable functionalities when transferring someone's record from juvenile to adult. CSSD also purchased the address software from the United States Post Office to be used to verify addresses.
- Mr. White and his consultanting team have the task of developing the design of the CMIS Rewrite system. The Data Model is a significant piece, which will bring the existing data into a relational schema that is NIEM compliant and will serve as a filter for critical data and data migration. Mr. White spoke about the architecture, the design patterns, data mining, integration of data, and the data analysis for the CMIS Rewrite. Further details of this presentation can be obtained in the presentation material.

**IX. Electronic Signature Legislation Update:**

Judge Carroll stated the Electronic Signature Study group is currently not a functioning study group. Commissioner Robert Ward's Department of Motor Vehicles Bill did get through the Senate, but the Electronic Signature Bill was not able to make it through the Senate floor before the eleventh hour. A campaign was launched to have the Electronic Signature Bill addressed. Chief Richard Mulhall of the Connecticut Police Chief Association got the word out to all the other Chief of Police; they sent written statements to the legislatures. There has been great cooperation from OPM and the Lt. Governor's office; they will do what they can in the next budget to make sure that the component of the Court Operations Bill, which allows for electronic signature, will be addressed.

**X. Other Business**

Judge Carroll gave recognition to Mr. Thakkar on his efforts and the work he has been doing on behalf of the CJIS Governing Board.

**XI. Dates of Next Meetings**

Thursday October 22, 2009

Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT

Meeting was adjourned by Co-chairman Judge Carroll at 3:08pm.