

State of Connecticut
CJIS Governing Board
Draft Meeting Minutes
Record of Proceedings, July 29, 2010

Members/Designated Representatives Present: Lt. Gov. Michael Fedele; Co-Chair; Judge Patrick L. Carroll III, Co-Chair; Deputy Chief Court Administrator, Judicial Branch; Senator John Kissel, Senate 7th District, Judiciary Committee; Designee Michael Pollard for Senator Andrew McDonald, Senate 27th District, Judiciary Committee; 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; Chief Richard Mulhall, Connecticut Police Chief Association; CIO Diane Wallace, Department of Information Technology; Designee Brian Carlow, Division of the Public Defender Services; Commissioner James Thomas, Department of Public Safety; Michelle Cruz, Office of the Victim Advocate; Commissioner Robert Ward, Department of Motor Vehicle; and Commissioner Peter Boynton, Department of Emergency Management and Homeland Security

Others Present: Richard Bailey, Elizabeth Bickley, Tracy Brown (Recorder), Bryan Cafferelli, Chris Duryea, Evelyn Godbout, Major Phil Halibozek, Darryl Hayes, Joan Hilliard, Robert Kaelin, John Morrisson, Susan Naide, Capt. Patrick O'Hara, Denise Poncini, John Russotto, Celia Siefert, Thomas Sutkowski, Mark Tezaris, Terry Walker, George White, Gary Wollman

I. Welcome and Minutes

The CJIS Governing Board called to order by co-chair Lt. Governor Michael Fedele at 1:42pm. Lt. Governor Fedele proposed the minutes from the April 22, 2010 CJIS Governing Board meeting be moved as presented at the meeting. Lt. Governor Fedele moved the motion to accept the minutes; the motion was seconded by Commissioner Robert Ward, Department of Motor Vehicles and unanimously accepted by the voting members present.

II. Project Status Updates

Mr. Sean Thakkar reviewed the business objectives and goals set for doing CJIS business. He put emphasis on slide one, bullet number 2 of the presentation; "optimize existing IT investments and infrastructure within CJIS agencies."

Connecticut Information Sharing System (CISS):

Mr. Robert Kaelin stated the CISS Project Steering Committee (PSC) held two meetings recently on June 8, 2010 and June 25, 2010. On June 25, 2010, the CISS PSC held a phase end meeting towards the System Development Methodology (SDM) process. This meeting resulted in a redirect decision to bring forth a few issues before the CJIS Governing Board (CGB). Primarily on how to staff the CISS project and implement CISS efforts.

Mr. Kaelin spoke about the RFP for the CISS project. The RFP is complete except for defining and including the information exchanges. MTG has been working with the CJIS community for the last six months to understand how information is exchanged, so that, the RFP can include the appropriate information exchanges to give to the potential vendors. The focus was mainly on the requirements of Public Act 08-01(PA 08-01) and how the information moves throughout the justice community. Therefore, a Focus Group was created to look at ways to approach the matter. The Focus Group completed a process diagram, which was distributed at the meeting. The process diagram shows how information is exchanged between the agencies. The next step for

the Focus Group is to identify the information exchanges that will be included in the RFP. At this point, the Focus Group has identified these items: arrest report paperwork, docket number request, UAR and other paperwork, and Notice of Arrest. The most recent distribution of the RFP was on June 30, 2010. Within the RFP is a place holder for the information exchanges. In addition, a crosswalk document of the PA 08-01 requirements to the RFP requirements listed on attachment 6 of the RFP was distributed at the meeting.

Mr. Kaelin has requested that the CGB give their approval of the RFP with the additional information exchanges included by the Focus Group and an appendix of the process diagram for the potential vendors.

- Chief State's Attorney Kevin Kane stated his concerns for submitting the RFP before taking a good look at the business process as a whole. This will allow for expanding the RFP or cutting it back, which may make a significant impact on funding the project. He asked if the RFP should be approved now or can a meeting be held in September to give the approval.
 - Mr. Kaelin responded that the scope does not change; the impact of the RFP is the staff and how fast can the UAR process begin for the criminal justice process. MTG has estimated the entire cost of the CISS project from the RFP standpoint.
- Lt. Governor Fedele asked is there any downside to waiting three to five weeks to hold another meeting before making a decision on the RFP?
 - Mr. Kaelin responded that this would delay the RFP getting out to the vendors by a month.
 - Mr. Thakkar added they would also have to request bond funds from the Bond Committee and depending on when they hold their next meeting this could affect the release of the RFP.
- Mr. Michael Pollard requested for the next meeting, that a graph of the project's timeline be provided to the CGB members, which will give them an idea of the impact over time.
- Undersecretary Brian Austin asked that the Focus Group select a few people to give a presentation on the work that has been done and will need to be completed for the CISS Project.

A special CGB meeting will be scheduled for September 2010 at the Division of Criminal Justice in Rocky Hill, Connecticut. At the meeting, MTG will supply a graph of the timeline and a presentation will be provided by individuals selected by the Focus Group.

The CISS PSC addressed some staffing concerns for the CISS project. Currently, the Business Manager position is being filled by a staff member of MTG, Gretchen Perry. The CISS PSC stated that this position should be filled by a State employee. They also addressed the concerns of having a project staff; currently no staff is available for the CISS project.

Mr. Kaelin gave his recommendations for staffing the CISS project. He suggested that the MTG consultant remain as the Business Manager until the CISS vendor has been selected. The State employee selected should have experience in the criminal justice area and have an understanding of the business process. Work with the commissioners or their designees to identify staff members to fill positions for the duration of the CISS project and back fill the agency's positions as required. Mr. Kaelin stated it will probably take four months for the RFP process and to select a vendor for the project.

Undersecretary Austin stated there are no funds available to hire someone to fill the Business Manager position. The Executive Director has a carry forward of \$1.4 million dollars for OBTS and CISS projects. There is OE money available and the CIDRIS project has funding for \$950,000 legislatively. The Governor had to take a five percent cut to get below the budget amount for the project, which is now \$905,000. There are no vacant positions at OPM designated or available for CJIS. This matter will need to be addressed with the Governor to have the Business Manager position filled.

Lt. Governor Fedele stated they should do some parallel tracking. Whereas, have the commissioners look within their agencies to see if they have someone available for the position. If so, that person's position will have to back filled. There will be a need to get approval to have the position filled and funded.

At this time, no action was taken on the CISS Business Manager position. They will speak to each CJIS agency to see if they have someone who possibly can fill the position. As well as, put together a Business Manager description. MTG will continue in the Business Manager role for the CISS project.

The CISS PSC second concern is to have a CISS project staff in place to work on and maintain the project. Mr. Kaelin distributed a handout outlining the roles and responsibilities of the eight proposed CISS project staff. Mr. Kaelin recommended that the CISS staff be hired as State employees. These eight positions need to be filled and in placed by March 2011.

Judge Carroll asked the CGB members if they were in disagreement with hiring staff for the CISS project. CIO Diane Wallace requested that a full staffing plan be provided to the CGB members, which should include the State staff and the contractors to be hired for the CISS project.

At this time, no action was taken on staffing the CISS project. This topic will be continues at another meeting.

Lt. Governor Fedele had to excuse himself for another meeting at 2:35pm.

Mr. Kaelin addressed the six risks and issues to the CISS project:

1. Have a mechanism in place for items purchased for the CJIS efforts that cost over a \$1,000 dollars and have a useful life cycle of five years or more.
2. CISS does not have a commitment for DOIT resources, although the CISS team began to stakeholder the DOIT resource commitment on April 1, 2010.
3. An area needs to be identified for the CISS staff to be able to conduct their work.
4. There is a need to get CISS approved on the agenda for the State Bond Commission.

5. The data stored for CISS needs to be legislatively exempt from the Freedom of Information Act (FOIA). The Administrative Committee is currently working on this matter.
6. DOIT has applied fees to any new solutions that need to be supported by DOIT. The cost for incurring the additional DOIT fees is not included in the CISS budget. The type of service required for the CISS project would be to support new servers, technologies, and network devices.

III. MOU Discussion with OPM and DOIT

Undersecretary Austin spoke about the MOUs between OPM and the CGB. OPM will provide the business management functions they normally supply to the agencies. The Division of Administration will provide support to the CJIS Executive Director for the following:

- budget functions,
- record keeping,
- paying bills, and
- help with purchase orders.
- Once the CGB members have agreed, the CJIS Executive Director will be able to execute this process without consulting with the CGB.
- The CJIS Executive Director will need one part-time or full-time administrative person to assist him.

Undersecretary Austin discussed the MOU with DOIT for services they will supply for infrastructure and application development to the three CJIS projects. In addition, DOIT will provide support to the CJIS Executive Director for program management.

Judge Carroll stated he does not have any issues with the OPM MOU. The MOU will be posted on the OPM website for the CGB members to review.

Undersecretary Austin suggested that Mr. Thakkar discuss the MOU for DOIT at the October 21, 2010 CGB meeting.

Mr. Thakkar asked the CGB members if they can give a recommendation as to who to talk to get legal assistance with the DOIT MOU. Undersecretary Austin suggested he speak to someone at the Attorney General Office.

IV. Other Business

Chief State's Attorney Kevin Kane spoke about the PSC and if they are able to bring forth any issues or concerns, they may have before the CGB members. He was given a response of yes.

Mr. Thakkar discussed the critical milestone coming up on September 30, 2010, which is part of the conditions of the NHTSA grant for the Connecticut Impaired Driver Records Information System (CIDRIS). The project was to be up and running by September 30, 2010. It is now in its fifth year; the team is working diligently to meet this deadline. Recently, CIDRIS has gone from the design phase to the construction phase as part of the SDM process. The CIDRIS PSC is already aware of the deadline; Mr. Thakkar wanted to make the CGB members aware of the critical date. There is a meeting scheduled next week between the CIDRIS team and DOIT to identify any potential risks and get DOIT's help to develop a mitigation plan.

CIO Wallace asked Mr. Thakkar to add this item to the agenda. There are numerous issues with the CIDRIS project including the standards, testing, and security on the firewall. She suggested contacting NHTSA to see if they are able to obtain an extension date for the CIDRIS project.

Mr. Thakkar state added that the project was given a four year grant they are now in their fifth year. Through the efforts of the CGB members, they were able to get a six month extension. If they require additional support for the project, Mr. Thakkar will reach out to the CGB members for assistance.

Undersecretary Austin stated that if they do not meet the deadline date of September 30, 2010, they may be required to pay back the \$1.6 million dollars and/or asked to return the portion of the money that has not been spent.

Judge Carroll added that they are moving toward an electronic version for processing citations from the Bureau of Infractions. This will allow citations tickets to be processed electronically and sent to the courts online in a timely manner.

V. Executive Session

Undersecretary Austin made a motion to go into executive session at 3:19pm, to discuss a personnel matter. Chief State's Attorney Kane seconded the motion and it was unanimously accepted by the CJIS Governing Board members present. Executive Session ended at 3:32pm. Judge Carroll reconvened the regular CJIS Governing Board session at 3:34pm. Judge Carroll included that no action was taken on the personnel matter. The next regularly scheduled CGB meeting will be on October 21, 2010. There will be a special CGB meeting in September 2010, information about this meeting will be sent out in the near future. This meeting was adjourned by Judge Carroll at 3:36pm.