State of Connecticut
CJIS Governing Board
Draft Meeting Minutes
Record of Proceedings January 19, 2012

The following are the CJIS Governing Board Committee members in attendance on January 19, 2012:

Board Members	
Lawlor, Michael P., Co-Chair, Under Secretary Office of Policy and Management	Carroll, III, Patrick L. Co-Chair, Deputy Chief Court Administrator, Judicial
Bradford, Reuben, Commissioner Department of Emergency Services & Public Protection	Kane, Kevin, Chief State's Attorney Division of Criminal Justice
Carlow, Brian Office of Public Defender Services	Cepelak, Cheryl, Designee, Deputy Commissioner Department of Correction
Sparaco, Richard, Designee Board of Pardons and Parole	Cruz, Michele, Office of Victim Advocate
White, George, Designee Department of Motor Vehicles	Mulhall, Richard, Chief Connecticut Police Chiefs Association
Raymond, Mark, Designee, Chief Information Officer Department of Administrative Services	Pollard, Michael E., Designee Judiciary Committee
Kissell, John A, Ranking Senator Judiciary Committee	

Other Attendees: Thakkar, Sean; Austin, Brian; Conen, Phil; D'Amico, Lori; Godbout, Evelyn; Harris, Tammi; Kaelin, Robert; Lewis, Karl; McCauley, Nance; Medeiros, Shirley; Morrisson, John; Mull, Jason; Poncini, Denise; Russotto, John; Sticca, Mark; Tezaris, Mark

I. Welcome

Co-Chair Mike Lawlor brought the meeting to order at 1:40pm.

Mr. Lawlor welcomed everyone and suggested a round of introductions. He made a special note that it was Mark Raymond's first participatory meeting and a very welcomed addition to the administration.

Mr. Lawlor commented on recent discussions in the press, which is relevant to CISS project, regarding the Traffic Stop statistics and data collection effort. He noted they are working to take advantage of a federal Department of Transportation highway grant to ensure the statutory obligation is met. He noted they will be meeting with Mr. Thakkar to see how the CISS project could be helpful in collecting that data going forward. He asked if anyone had concerns, questions or suggestions on the topic.

II. Minutes

Judge Carroll requested a change to the October 20, 2011 meeting Minutes concerning his statement about his expectation of the project's timeline for completion.

Kevin Kane also requested changes to the October 20, 2011 meeting Minutes concerning his comments on the agency's needs to make CISS work.

Mr. Lawlor requested a motion to adopt the minutes as clarified. The motion was made, seconded, and unanimously approved.

III. Project Status Updates

The meeting was turned over to Mr. Thakkar who introduced Mr. Conen, Program Manager for ACS, who is the vendor implementing CISS.

a. **CISS**

Mr. Conen commented on the state of CISS today and where CISS is going for the rest of this calendar year.

- Mr. Conen commented that the development methodology is a Rolling Wave Progressive Elaboration. He noted they plan 3, 6, and 9 months forward at a time and will refresh this project plan continuously. He commented on the CISS accomplishments to date, and mentioned that the Initial Project Plan is now published on the CISS SharePoint Site.

- Mr. Conen also talked about the CISS Delivery Sequence and noted that we are currently in the framework and infrastructure phase. He noted that a Proof of Concept phase is planned and he will present a preview at the next board meeting if a model is ready.

- Mr. Conen mentioned that the first deliverable is the OBTS Search with the basic SharePoint Portal and is scheduled for deployment in the August/September timeframe of this year.

- Mr. Conen commented on the next steps and noted that the design process is underway. He noted that the Security design will be finished by the middle of February. Mr. Conen introduced Jason Mull from ACS who will work with the team to developing the security solution.

- Mr. Conen asked for any questions from the Board members. Michael Pollard had one question on whether there is a Governance model in place with regards to the data repository and maintaining the integrity of the data repository as the project is being developed. Mr. Conen answered yes, absolutely.

Mr. Conen introduced Nance McCauley to discuss CISS Requirements.

- Ms. McCauley stated they were currently in the Requirements Phase. She commented that the team is reviewing the requirements and are meeting with the agency representatives to validate the requirements.

- Ms. McCauley commented that there are 312 Requirements that have been broken down into 58 categories. She noted that in order to meet the expectations ACS has laid out for them; they are reviewing the Requirements and Use Cases with the agency representatives on a weekly basis. She stated that they are using the SharePoint site to publish the Requirements in advance for review. They then meet to go through the Requirements to ensure that everything is clearly stated, is comprehensive, there are no misunderstandings, and that nothing is left out.

Ms. McCauley thanked the Board members for allocating the agency representatives and then turned the presentation over to Mark Tezaris.

- Mr. Tezaris outlined the CJIS Strategic Plan which includes the Governor's Vision for Technology, how we are aligning that with the CJIS Objectives and Goals, the CJIS Governing Board Strategic Plan, the overall Program Management strategy for CISS, OBTS and CIDRIS, and some of the benefits of this strategy.

- Mr. Tezaris also commented that the team wanted to change the name of CISS Team and CSG (CJIS Support Group) that we have been using to one name so that it is one team. The new name is going to be CJIS Governing Board Operational Team.

- Mr. Tezaris continued with the alignment of the CJIS Business Objectives and Goals with the Governor's Vision for Technology. He commented on the Forced Multiplier that Mr. Thakkar brought out a little while back where we try to use the existing resources and leverage them in such a way so we are getting a lot more return on our investment – "do more with a lot less."

- Mr. Tezaris summarized the CJIS Program Management Plan and the alignment of the resources to obtain those the goals. He also commented on the Governance Model for the Program Management Office for OBTS, CISS, and CIDRIS. He stated that Mr. Thakkar will be reviewing the model and once it is finalized implementation will begin.

b. CIDRIS

Mr. Tezaris provided a project status for CIDRIS.

- Mr. Tezaris noted that they have implemented the pilot deployment of Troop B and Troop L. He commented that there are some issues that have surfaced. DESPP has implemented additional training to address entry of Bond information on one of the issues. He noted the other issue is with the ability to capture a companion UAR and pass it on to CIDRIS for OUI arrests that also have criminal charges. He commented that NEXTGEN will produce a field to capture the companion UAR. He stated that CIDRIS has that programming in place and will test it, and put it into production over the next several weeks

- Mr. Tezaris commented on the deployment of the remaining troops and the transition of CIDRIS to production support by the operation team.

- Mr. Tezaris noted that they will continue working with the CJIS website that we have and the OBTS Dashboard, Graphs and Key Performance Indicators. He mentioned that it is internal right now and noted that Mr. Thakkar is looking at the usability and the value of the information. He noted that once they have

something that is valuable to the CJIS community it will be published.

Mr. Tezaris introduced Shirley Medeiros to discuss OBTS.

c. OBTS

- Ms. Medeiros noted that it is extremely critical for future releases of OBTS to focus on two major areas to prepare for CISS. She noted the first is the performance tuning so that you get fast searches in the database and the second is the data quality so that you not only get fast searches but you retrieve accurate data.

- Ms. Medeiros commented on the current status of the OBTS Quarterly sprint Release 7.1. She noted the two focus areas of this release are the Performance Tuning and Data Integrity Initiatives. She also commented on defects being corrected this release which is a fix for the Erasure Application.

- Ms. Medeiros commented on the OBTS User Group which is in the process of forming. She noted that Chief Fuch's and Chief Mulhall are finalizing their list for the CT Police Chief Associations and we put together a list of power users which is a cross section for state and municipal entities. Ms. Medeiros noted that she expects to have the first User Group in mid-February.

IV. Other Business

Mr. Lawlor opened the meeting to discuss other business.

- Judge Carroll stressed the importance of impact analysis and stressed that the CISS needs to be developed by the business staff and it is critically important that the business provide input. He also commented that it is important that the system not be developed around them but be developed by them with their active involvement.

  He asked the board members to keep tabs on the agency staff who are participating in the business requirements component to ensure they are fully briefed about what's happening and if there are issues to make sure that they brought back to the table.

- Mr. Lawlor commented on Kevin Kane's issue raised earlier about the impact to the agencies and what the individual agencies will require in order to take full advantage of the system. He noted that maybe there is a misunderstanding of what might be needed, and feels it might be worthwhile to discuss it further.

- There was much discussion on the various needs of DCJ, and other agencies. There was discussion on the electronic availability of all information, however, Mr. Kane, stated that some court files will be a mix of electronic and hard copies, at least until we get through the e-Signature issue.

- Evelyn Godbout offered insight to the technology status at many of the court rooms. She also offered that when CISS starts, there will be many locations that will not have

the infrastructure in place to take advantage of the new system.

- Mr. Thakkar commented that the implementation of CISS will not be a big bang deployment but will be deployed slowly and lessons learned from each rollout will be translated to the next wave of implementation.

- Brian Carlow offered that the question from the agency's perspective is what is CISS able to deliver? The other question is what are the agencies ready and able to receive? He commented it would be incumbent upon the agency to ensure they can take full advantage of the system.   He stated that it becomes a question of maximizing the use of the new system.

- Mark Raymond reiterated Brian Carlow's comments and offered that the information within CISS will provide the opportunities to conduct agency business in a new way. He further stated that it doesn't mean you have to do it differently.

- Michael Pollard offered that he sees the need for each agency to have a Transition Plan. He continued that the topics discussed are not technology issues, but rather a pure process issue. He again stressed agencies need for a Transition Plan and identifying ownership of such a plan.

- Discussions ended with agreement that there is a need to look at both the big picture and to recognize how each agency may have to make changes within its operation.

- Mr. Lawlor concluded that he will work with Mr. Thakkar to begin the outreach to figure out if there are resources that need to be made available.

V. **Next Meeting Dates (at DCJ, 300 Corporate Place in Rocky Hill):**

- April 19, 2012
- July 19, 2012
- October 18, 2012

The Meeting adjourned at 3:20pm.