



CJIS Governing Board members in attendance:

Judge Patrick L. Carroll, III, *Co-Chair, Deputy Chief Court Administrator, Judicial*; Michael P. Lawlor, *Co-Chair, Under Secretary, Office of Policy and Management*; Leo C. Arnone, *Commissioner, Department of Corrections*; Reuben F. Bradford, *Commissioner, Department of Emergency Services & Public Protection*; Brian Carlow, *Designee, Office of Public Defender Services*; Michelle Cruz, *Victim Advocate, Office of Victim Advocate*; Sharon Geanuracos (attending for Melody Currey, DMV), *Chuck Hoadley, Designee, Department of Administrative Services/BEST*; Kevin Kane, *Chief State's Attorney, Division of Criminal Justice*; Richard C. Mulhall, *Chief, Connecticut Police Chiefs Association*; Michael Pollard, *Designee, for Sen. Eric Coleman, Co-Chair of the Joint Standing Committee of the General Assembly on Judiciary*; and Erika Tindill, *Chair, Board of Pardons and Paroles*.

CJIS Staff and Contractors

CJIS Team: John Cook, Rick Ladendecker, Lucy Landry, Nance McCauley, Shirley Medeiros, Margaret Painter, Mark Tezaris, Sean Thakkar, Elizabeth Ugolik, and Steven Wallick; Phil Conen (Xerox), Bob Kaelin (MTG), George Perron (NEOS), Steven P. Salaway (Microsoft), Farhat Saleem (Microsoft), Tanya Stauffer (AIC), and Iveta Topalova (Microsoft).

Other Attendees

Brian Austin (DCJ), Chick Bistany (DESPP), Sue Brown (DPDS), Bob Cosgrove (DOC), Larry D'Orsi (Court Operations), Darryl Hayes (DESPP), Joan Hilliard (DESPP), Karl Lewis (DOC), John Morrisson (DPDS), Jason Rosa (DESPP), John Russotto Esq. (Chief State's Attorney's Office), Celia Siefert (CSSD), Richard Sparaco (BOPP), Steven Spellman (DESPP), Thomas Sutkowski (DJS IT), Steven Verbil (DESPP), and Terry Walker.

I. Welcome

Co-Chair Judge Carroll brought the meeting to order at 1:40 and welcomed everyone.

- Co-chair Mike Lawlor also welcomed everyone. He first thanked Elizabeth Ugolik for the beautiful cookies she made especially for the meeting with the new CJIS logo.
- Mr. Lawlor said that he and Judge Carroll had seen the CISS system demonstrated for the first time a day before this meeting, and were very impressed to see the new system in action. The demonstration the group would be seeing was the most exciting thing on the agenda. He said it's encouraging for several reasons. "We've been frustrated with the OBTS system; it hasn't been helping everybody the way we wanted it to."
- Mr. Lawlor stated that as much as anything else, it may frighten you that so much information is available. Keep in mind that when this project is over, all of the data will be available only for those people who have the proper credentials. The system will be able to audit and track users; it's going to leave an electronic trail of breadcrumbs so we can see who was accessing what information when and where. You can imagine the ways that this could potentially be abused, but the security built into the system won't allow it. If you see some piece of information today [that alarms you] understand that what we will see today is a wide open search, which will not be available.

There are 120 million records in here. You will see that in the blink of any eye, it's going to search through them all. Just think what it's going to be like when this is operational.



- Mr. Lawlor noted that Chief Mulhall was present for the initial demonstration; they had discussed accident reports; there's going to come a time when the information will be instantly available. He noted that this would be the first real-time demonstration and by November, everyone will understand how to use CISS. He noted that all share the same goals in common — less crime and increased public safety.

II. Minutes of previous meeting

- Judge Carroll asked if there were any additions or corrections to the minutes of the previous meeting, April 19, 2012. There being none, Judge Carroll motioned to approve, seconded by Erika Tindill, and unanimously approved.

III. Administrative Committee Report

- Mr. Larry D'Orsi, Chairman of the Administrative Committee delivered the following report:
 - The Administrative Committee met last week and came up with proposed language to FOIA to amend the current language in regulations because it applies only to OBTS. Because CJIS information is from *all* agencies, language changes are needed.
 - Department of justice assisted with the new proposed language, which says that any request for information from a CJIS system be redirected back to the originating agency. Mr. D'Orsi asked for approval by the board. Motion to approve the proposed language changes that will be recommended to the legislature, moved and seconded. Unanimously approved.
 - Mr. D'Orsi: The committee looked at a proposed draft of a form for non-disclosure. Two different forms are needed— one for the end users and another for those who are working on the database itself. The form presented here is a very preliminary draft; further revisions and recommendations will be made.
- Judge Carroll said that many have expressed some concerns about confidentiality. We all have the same concerns and are working on this incrementally.
 - There are confidentiality agreements and restrictions, which many of the vendors/contractors working on this project have already executed. The agreement has been revised so Xerox can execute it, and they probably have already done that. It is important that the programmers have access to information in the system so they can do their work. We've made good progress. So if you have any questions about any of that, you can ask either Sean or me.
- Mr. Lawlor — I think it's important to express, that we have Administrative, Technology and Implementation committees in place who are researching and working through these issues. So if you are interested in any of these issues, this is where you could potentially have the most impact. Ideally when these issues come before us here, they've already been completely vetted.

IV. Project Status Update

- Mr. Sean Thakkar — We're taking the first step on the CISS project that we've been working on for three-and-a-half years. Mr. Thakkar stressed that there will be strictly defined business rules and cutting-edge security governing all of this information.
 - The security we will employ is conformant with FIPS 140-2 (Federal Information Processing Standard) the computer security and encryption standards used by the CIA and FBI.



- PowerPoint Presentation—[The PowerPoint is in the appendix of these minutes — information on the slides is not duplicated in these minutes.]
- Mr. Thakkar reviewed several points of the agenda [Slide 2] —project updates, culminating with the live CISS (Connecticut Sharing Information System) demonstration. He stated that CISS will be a very large project, spanning five years, and this is just the first small segment. The project will be developed in such a way that it will go online in stages, and it will be presented to the Governing Board and end-users incrementally.
- Mr. Thakkar reviewed the Governors’ vision for technology [Slide 3] and CJIS goals and objectives. [Slide 4] He emphasized that users would be able to access information any way they want it, and on whatever device they use.
- Mr. Thakkar introduced Shirley Medeiros, CJIS Operations Director, who reviewed the OBTS program. OBTS accomplishments [Slide 5]. Ms. Medeiros pointed out that her team has delivered on time and on budget. She described the recently-acquired Nastel product, which does end-to-end transaction monitoring. It’s currently in our testing environments. She mentioned the end-user group meetings and thanked Chief Mulhall for hosting these meetings at the new CPCA facility. The next meeting of this group will be August 15.
 - Ms. Medeiros described where OBTS is right now, preparing for release 7.3, including case activity events 18 and 31 [Slide 6].
 - At the same time, the team is working on the data purity initiative, looking at the data environments from the source systems, and went through the diagram, and working to fix discrepancies. The next 90 days will be busy with work on Releases 7.4 and 7.5 and continued work on Judicial’s data. She mentioned there has been a strong demand for OBTS training classes, scheduled for August 2 and September 21.[Slides 7 & 8].
 - Ms. Medeiros introduced Mr. John Cook, new Project Manager for legacy applications including OBTS and CIDRIS.
- Mr. Cook reviewed CIDRIS project deployment to State Police Troops, which has been progressing and will be completed in September 2012. OUI (Operating Under the Influence) data will be available electronically when implementation is complete. [Slides 9 & 10]
- Mr. Cook introduced Mr. Bob Kaelin, of MTG Management Consultants, which works with CJIS, to describe the IV & V (Independent Validation and Verification)— services for the project.
 - Mr. Kaelin described the chart showing deviations and the risks represented. The good news, he said, is that there are five areas where the risk has gone down. The state staff has “paid a lot of attention” to reducing risk. There are only two areas where the graph shows an increase. That was primarily because as the project moves along, time is running out, and expectations increase. Mr. Kaelin also explained that his job is to look for “the burrs under the saddle.” This report reflects period ending June 30. The state has been working very closely with Xerox. This risk area is being addressed, he said. [Slide 11]
 - Ms. Erika Tindill, Chair of the Board of Pardons and Paroles asked about contractor performance risk (as the graph indicates risk) how concerned Governing Board members should be about areas where increased risk is indicated, such as scope, user involvement, and project controls. Mr. Kaelin explained that the risk for “scope” will always be high because “we’re doing an awful lot.” This risk is decreasing as the team refines its scheduling (rolling wave concept) and “confidence increases” about CJIS’s ability to deliver. “As product is delivered, and we see more and more of that (demo), the risk will go down,” he said.



- Sean Thakkar interjected that MTG was engaged to do IV&V to make sure that CJIS is transparent, so their job is to point out all potential problems.
- Mr. Thakkar introduced Mr. Mark Tezaris, CJIS Project Manager, who began by reviewing the Success Metrics for CISS, Phase I [Slides 12-14], the program management model, and project milestones [Slides 15-16].
 - He reviewed communication efforts, including the newly-redesigned newsletter and CJIS logo, the work of Ms. Margaret Painter, Senior Communications Specialist. He noted that the CJIS staff works diligently to report its activities in bi-annual reports to the State Legislature, in Quarterly Reports to this Governing Board, the monthly “Roadmap” newsletter, and in periodic presentations to other groups (e.g., CRCOG). He noted that on August 1, 2012, CJIS will hold the first of a series of monthly project status meetings to keep stakeholders abreast of CISS progress; this will include hands-on workshops. CJIS is going to publish a list of workshops to engage the business community, so as the technology is built, stakeholders will be invited to come in to get hands-on and get technical. [Slide 17]
 - Sean Thakkar mentioned that the metrics and gauges shown on these slides represent transparency. Anyone who wants to see a measure of how CJIS is doing, can see these on the website.
- Mr. Thakkar then introduced Ms. Nance McCauley, CJIS Business Manager. Ms. McCauley said the business team has been hard at work gathering information, use cases, work flows, forms, and processes that will be used and shared within the CISS application. This material has been gathered from all the people from [your] agencies [represented at the meeting] who are telling us where the processes begin; they are the system experts. This is a process of defining all of the triggers; what are the business processes that kick off the workflows; who sends the data; who receives it.
 - She also described going on “ride-alongs” with state and local police, as well as going out into the courts to get a better understanding what the application business processes are. The team is starting to define security rules to continue to build out the foundation for CISS. The work will continue through the next quarter, to: define the security and business rules, create all the search records, what are the files are, and what the restrictions and rules are, among other things. [Slides 18-19]
- Ms. McCauley introduced Mr. Rick Ladendecker, Technology Architect, who was presenting to the Governing Board for the first time.
 - Mr. Ladendecker said it’s a pleasure to be working on this project. He summarized progress [Slide 20] by saying that most of the equipment needed has been purchased, architectures are being established to support the initial waves, and to define the methodologies to integrate agency data with CISS. There’s a lot of information that’s being brought to bear here. He said, “If you want to see it, feel it, touch it, we’re going to be setting up workshops.”
 - Mr. Ladendecker reviewed technology milestones [Slide 21] and reiterated that security is one of his greatest concerns as this project moves forward.
- Mr. Thakkar took a moment to stress the importance of sharing information within the board members’ respective agencies and to think about anyone else from their organizations that could benefit from learning more [Slide 22].
- Mr. Thakkar introduced Mr. Phil Conen of Xerox, Project Manager for CISS.
 - Mr. Conen reviewed the current situation with data flow between agencies (“Communication spaghetti”) and what CISS will look like [Slides 23-24].



- Mr. Conen touched on the benefits of streamlined and efficient communication CISS will provide when the work is complete. [Slides 34-36]
- Mr. Thakkar reminded all those in attendance that CJIS would like feedback. The last two slides provide email addresses for senior staff, and a reference page of acronyms for Connecticut criminal justice organizations and systems.
- At this point in the meeting, Mr. Conen was joined by George Perron, from NEOS, to give a live demonstration of CISS and its initial capabilities. Mr. Conen also introduced the invited Xerox partner representatives behind the work: On the Microsoft team: Steven P. Salaway, Farhat Saleem, and Iveta Topalov; and Tanya Stauffer of AIC (Analysts International).
- **Demonstration of CISS**
- Mr. Conen went through a live demonstration starting with an explanation of the security and authentication processes. He reviewed simple, advanced, fast, and wild-card searches, as well as unstructured searches — all of which showed the system’s powerful speed and indexing abilities. For example, he had the system sort roughly 4.1 million names (120 million records) based on date of birth; that search took approximately 4/10 of a second. During the presentation, Mr. Conen answered a number of questions, most of which concerned security issues. The live CISS presentation lasted roughly 30 minutes.
- Mr. Lawlor stated that if everything goes right, OBTS will be fully searchable in November 2012.
- Mr. Lawlor introduced Ms. April Capone, Intergovernmental Coordinator, in the Office of Policy and Management. As a former Mayor of East Haven, she has experience working with municipal governments and that experience will be helpful as these systems are built and we work closely with city and town governments.
- Chief State’s Attorney Kevin Kane asked a question about confidentiality, for instance regarding juvenile information. Answer: anyone using the system will have to have credentials that allow them to see specific information.
- Commissioner Reuben Bradford asked who would determine who has access to what information? Answer: Whoever “owns” the particular data.
- Judge Carroll — in many respects, that [question of access] is set forward in the statutes.
- Mr. Lawlor — as a technical matter, there are certain things that are public information; and there is a lot of information that is already governed by existing law.
- Mr. Thakkar said he wanted to personally recognize Mr. Farhat Saleem for his work on the CISS system thus far.
- Mr. Thakkar urged anyone with any questions, comments, or suggestions to contact him or any member of the staff.
- Judge Carroll— The Governing Board’s next meetings will be at DCJ, 300 Corporate Place in Rocky Hill:
 - Thursday, October 18, 2012
 - Thursday, January 17, 2013
- Judge Carroll — if there is no other business to come before the meeting, I will accept a motion to adjourn.
- Motion to adjourn was made by Chief State’s Attorney Kane and seconded.
- The meeting was adjourned at 3:13 p.m.