



Criminal Justice Information System

Governing Board Meeting

July 17, 2014



Agenda

- Xerox Contract Update
 - Xerox Contract Approval Vote
- CISS Project Update
 - Governance Committee Update
 - MCA Approval Vote
 - AG's Office Recommendations/Mitigation Approval Vote
 - Agency Business Liaison and Agency Technology Liaison Confirmation
- Independent Verification & Validation Update

Xerox Contract Amendment Vote

Motion to accept the Xerox Contract Amendment based on the recommendations made by Karen Buffkin.

Governance Committee Update

Issues Log

Description	Assigned to	Due Date
Amended Attachment 3	Karen Buffkin David Wright	TBD
Finalize Security Policy	Darryl Hayes	11/30/2013
Draft MCA	John Russotto	11/15/2013
Use of State ID Number	Sean Thakkar	TBD

Governance Committee Update

Issues Log (continued)

Description	Assigned to	Due Date
State needs to hire a durational project manager	Sean Thakkar	TBD
Fill nineteen state positions	Sean Thakkar	TBD
The finalized Project schedule proposed by vendor has not been completely vetted out by CISS stakeholders.	Terry Walker John Russotto John Cook Jim Harris	6/16/2014

Governance Committee Update

Issues Log (continued)

Description	Assigned to	Due Date
Upon finalization of contract amendment, get cooperation and collaboration from stakeholders for planned meetings and activities	Sean Thakkar	5/1/2014

Governance Committee Update

Action Items

Description	Assigned to	Due Date
FBI Document – Draft MCA; bulleted list	John Russotto	2/7/2014
Darryl stated that he will be able to complete the CT CJIS Policy document in six weeks.	Darryl Hayes Antoinette Webster	8/23/2014

Management Control Agreement

Pursuant to the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services Security Policy (CJIS Security Policy), it is agreed that with respect to the administration of that portion of the Connecticut Information Sharing System (CISS) computer systems and network infrastructure that connects CISS to the Public Safety Data Network (PSDN) for the exchange of criminal justice information as defined by the FBI in the CJIS Security Policy (hereinafter referred to as "CJI"), the Department of Emergency Services and Public Protection (DESPP), CJIS Systems Officer (CSO), shall have the authority, via managed control, to set, maintain, and enforce:

1. Priorities in network traffic related to quality of service.
2. Standards for the selection, supervision, and separation of personnel who will access CISS, but only to the extent that such personnel access CJI within the PSDN and/or the CISS.
3. Policy governing operation of the PSDN and/or the CISS, its computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunications network to include but not limited to CJI within the PSDN and/or the CISS, insofar as the equipment is used to access or transmit CJI within the PSDN and/or the CISS, guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.
4. Restriction of unauthorized personnel from access or use of equipment accessing the PSDN and/or the CISS.
5. Compliance with all rules and regulations of the CJIS Security Policy in the operation of all information received.

The CSO shall be responsible for management control of the CISS-specific PSDN infrastructure and/or the CISS criminal justice function, as defined in the CJIS Security Policy.

This agreement covers the overall supervision of the CISS-specific PSDN infrastructure and/or the CISS, equipment, systems design, programming, and operation procedures associated with the development, implementation, and maintenance of the PSDN and/or the CISS system, insofar as they are used to access or transmit CJI within the PSDN and/or the CISS.



Management Control Agreement Vote

Motion to accept the MCA.

AG Report Update - Complete

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #1:</u> Assess whether, due to complexity and time demands of the project, Board members should appoint designees with the available time and experience necessary to ensure the Board is fulfilling its statutory responsibilities. (See Connecticut General Statutes 54-142q(f)(2)(requiring establishment of an Executive Committee staff with criminal justice agency and/or non-criminal justice agency personnel with the requisite technical and operational experience).</p>	<p>Governance Committee</p>	<p>The CJIS Governing Board organized a Governance Committee that is composed of a small group of Governing Board members and designees that meets bi-weekly to address important issues</p>	<p>Completed</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #2:</u> Direct the CJIS Executive Director to communicate all significant issues, both positive and negative, to the Board in a comprehensive, easily understood and timely manner, including by providing the Board with complete copies of all past and future Quarterly Risk Assessment Detail reports issued by MTG.</p>	<p>Sean Thakkar</p>	<p>All IV&V reports have been sent to Board members.</p> <p>CISS plain language description from the Working Group is now included on all future reports and presentations.</p> <p>Executive Director is providing all significant issues, both positive and negative, in easy to understand updates to the CISS project to the Governance Committee on a bi-weekly basis.</p>	<p>Ongoing</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #3:</u> Direct the Executive Director to report the status and timeline for completion of the contract discussions with Xerox, including the status of any revised work plan, the timeline of deliverables and the status of payment issues. Representatives from Xerox should participate in such a presentation.</p>	<p>Karen Buffkin, Sean Thakkar</p>	<p>A Release Plan proposed by Xerox has been validated by CJIS and the CJIS stakeholder community. It will become one of the artifacts of the amended contract. Karen Buffkin has apprised the Board of contract negotiations.</p>	<p>In Progress</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #4:</u> Direct the Executive Director to provide a detailed briefing on the current budget and timeline of the project, to include an explanation for any differences between the current work plan, budget and projected timeline with the original work plan, budget and project timeline.</p>	<p>Sean Thakkar</p>	<p>At the regularly scheduled Board meetings, the Executive Director has been providing the projected budget and project timeline.</p> <p>CJIS, Xerox, and stakeholders have agreed on a tentative Release Plan.</p> <p>When a contract agreement with Xerox is finalized, the Release Plan will include an agreed upon schedule.</p>	<p>Ongoing</p>

AG Report Update - Complete

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #5:</u> Review information developed through the contract status report and/or budget and timeline briefing in order to determine whether corrections or clarifications should be made to the July 2013 Report to the Legislature and, if so, provide any necessary corrections.</p>	<p>Co-Chairs, Sean Thakkar</p>	<p>The Legislative report with a copy of the FBI letter attached was sent to the CJIS Governing Board for their approval. It was then sent to the AG's office.</p>	<p>Completed</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #6:</u> Address and resolve all payment issues with Xerox.</p>	<p>Karen Buffkin</p>	<p>A document outlining changes to the Xerox contract will be presented to Governing Board members at the July 17, 2014 Governing Board Meeting. It describes the financial and non-financial changes to the Xerox contract recommended by Karen Buffkin. A Board vote will be taken to accept the changes on July 17, 2014. Ms. Buffkin continues to work with Xerox to finalize a contract amendment.</p>	<p>In progress</p>
<p><u>AG Recommendation #7:</u> Consider implementing frequent quality assurance reviews.</p>	<p>Sean Thakkar</p>	<p>Sean Thakkar, CISS project manager(s) and our Independent Verification and Validation consultant are meeting monthly to address quality assurance issues.</p>	<p>Ongoing</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #8:</u> Assess the current status of the durational program manager and, if necessary, engage in a search for a permanent CISS program manager with a strong IT background and the ability to effectively communicate and collaborate with the stakeholders, consultants, and contractors. Such an individual should possess a practical understanding of the criminal justice process, including how a matter develops in the criminal justice system and how documents are developed and used by the various criminal justice agencies.</p>	<p>Co-Chairs, Sean Thakkar</p>	<p>This position has been reopened as of July 2, 2014 and will close on July 17, 2014. Potential candidates will be reviewed at that time. The Governance Committee has adopted a three step process for hiring the next durational project manager:</p> <ol style="list-style-type: none"> 1. Sean Thakkar and Mark Raymond (DAS-BEST) will interview the candidate. 2. Mike Lawlor, Judge Carroll and Karen Buffkin will interview the candidate. 3. Key Board members - Kevin Kane (DCJ), Chief Mulhall (CPCA) and Dr. Dora Schriro (DESPP) will interview the candidate. 	<p>In progress</p>

AG Report Update - Open

AG Recommendations	Assigned To	Mitigation	Status
<p><u>AG Recommendation #9:</u> Evaluate whether changes, including the addition of personnel, are necessary in the CJIS Leadership and CSG.</p>	<p>Co-Chairs, Sean Thakkar</p>	<p>This issue has been addressed by CJIS Governance Committee asking OPM to convert 19 consultant positions to state employee positions.</p> <p>The organization chart has been modified to reflect the change.</p>	<p>Ongoing</p>

AG Recommendations-Vote

Motion to accept the mitigation plan on the recommendations made by the Office of the Attorney General and approved by the Governance Committee.

Agency Liaisons

CISS Agency Delegation of Authority Contact List				
Agency	Business Primary	Business Secondary**	Technical Primary	Technical Secondary**
BEST			Dean Myshrall	
BOPP	Richard Sparaco	Micha Mann	Bob Cosgrove	
CPCA	Chief Richard Mulhall	Chief James Cetran		
DCJ	John Russotto	Michael Gailor Leonard Boyle	Evelyn Godbout	
DMV	George White	Cindy Zuerblis	Melissa Connery	Naveen Prathikantam
DOC	Karl Lewis	Brian Bradway	Bob Cosgrove	
DPDS	Susan Brown	Jennie Albert Jen Loo	Frank Dimatteo	
DESPP	George Battle		Daryl Hayes	
JUD	Larry D'Orsi	Chris Duryea	Terry Walker	Tom Sutkowski
OVA	Merit Lajoie	Hakima Bey-Coon		

**All communications are to include the Secondary contacts.

Agency Liaisons

- Confirmation of proposed list of Agency Business and Technology Liaisons
- Please review the Delegation of Authority forms in your packet

CISS Budget

6/30/2014

Expenditures	April	May	June	Planned for Quarter	Total Project Expenditures through 6/30/14
Staff *	\$114,603	\$726,891	\$305,934	\$1,352,200	\$6,582,685
IT Hardware	-	\$198,934	\$8,640	\$310,700	\$941,792
IT Software	-	-	-	\$220,500	\$5,100,158
Development	\$33,237	\$195,316	\$41,482	\$330,600	\$2,082,483
IT Hardware/Software Maintenance	\$109,752	\$363,671	\$290,876	\$905,500	\$2,824,020
Project Totals	\$257,593	\$1,484,812	\$646,932	3,119,500	\$17,531,138**

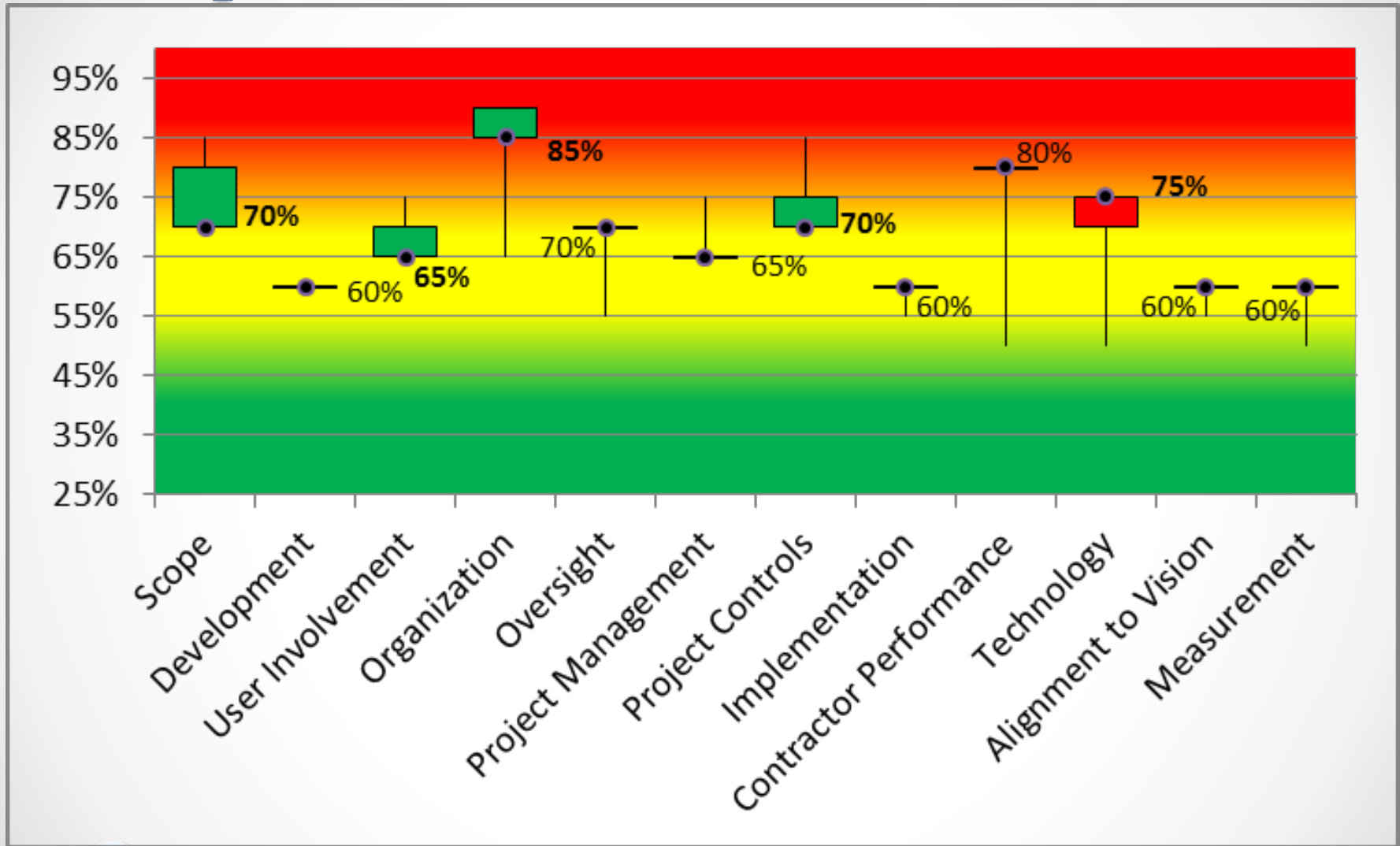
* OPM State Employees and Consultant Services (excluding ACS/Xerox)

** Operational funding not yet received:

FY 2012 \$2.15M, FY 2013 \$3.15M, FY 2014 \$3.75M, FY 2015 \$3.85M



Independent Verification and Validation



Independent Verification and Validation

Key Note

- Incremental progress continues with the Release Plan being a significant deliverable; however, significant progress is still dependent on completing the Contract Amendment with Xerox

Key Issue 1

- The Xerox Contract Amendment is not complete

Recommendation

- Complete the Contract Amendment ensuring that the milestone and payment plans match CISS goals and objectives

Independent Verification and Validation

Key Issue 2

- The CISS durational project manager position is not filled

Recommendation

- Hire a long-term durational project manager. In the short term, the CJIS group has divided the responsibilities while the search and hiring process is under way

Independent Verification and Validation

Key Issue 3

- Key staff needs to be replaced

Recommendation

- Hire a replacement or replace the function of the Business Manager
- Hire a Project Manager (to replace the one that resigned) to assist with the project management of future phases (started July 7th)
- Ensure that the new Technical Architect is up to speed with the proposed architecture and CISS vision (he has been on board for two months)

Questions