SAC Meeting
OPM – 450 Capitol Ave
July 18, 2008
10:00 AM to 1:00 PM

Chair: Linda DeConti, Research Unit Manager (OPM)

Present: John Forbes, Assistant Division Director, Linda DeConti, Research Unit Manager, Ivan Kuzyk, Research Unit Assistant Manager, Kyle Chaffee, Intern, Kelly Sinko, Intern (OPM)

Excused: Lyndsay Ruffolo, Research Specialist (CCSU, Cody Hyman, Intern (OPM), Steve Cox, CT SAC Director, Rachel Tirnady, University Assistant (CCSU); Jody Barry, Associate Research Analyst, Mary Lansing, Associate Research Analyst (DOC)

Excused:

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Discussion of the Research Compendium	An update was not given on the progress of the compendium. There was discussion on the possibility of creating policies that would make future additions to the compendium mandatory.	On the next SAC meeting, an online demo of what has been completed in the compendium and how it will be used will be shown.	7/25
Monthly Indicators Report	A draft of a new layout for the Monthly Indicators Report was shown by Ivan, Kyle, and Kelly. This new format and structure will cut down the number of pages dramatically and make it more user-friendly, while still meeting all mandates. • Annual gross figures were removed, with a new focus on monthly changes • A new input/output model was created that will eliminate the needs for tables and charts of data; this data will be kept historically online for public use; the new model not only shows the monthly numbers, but also shows a relationship between the numbers, which increases understanding • Race, gender, and age demographics were removed from the monthly; they do not change significantly from month to month and can be put in the annual report • Any other extraneous and supplementary information will be kept online in fact sheets that can be viewed by the public. We will direct them to this information by URL. The current population and forecast data was discussed. It was decided that the line graph depicting the monthly	The new Monthly Indicators Report layout will be further revised and presented to Undersecretary Brian Austin. The new Monthly Indicators Report layout will be further revised and presented to the Forecast Research Workgroup.	7/23 8/13

	changes in the last year should stay in the report because these numbers are significant to our internal readers. The appropriateness of the scale was confirmed. There was concern over whether the elimination of charts and tables would make us miss important changes. It was suggested that we create a focus group that meets quarterly to review the data in order to examine potential significant changes and patterns.		
AGENDA ITEM	**DISCUSSION**	**ACTION ITEMS and DELIVERABLES**	**DATE**
Forecast Study/ Methodology	The matrix of other states' forecast methodologies has not yet been completed.	John will review and revise the matrix.	
Annual Recidivism Study	A suggested draft for the layout of the study was briefly reviewed. We discussed whether it would be useful to include summary data that rolls up basic recidivism rates. We also discussed including a graphic that displays rearrest, reconviction, and return to prison with a new sentence rates on the same axes. Ivan posed questions regarding what our readers expect and want to see in the report: 1. What do you expect to see in the Recidivism Report? 2. Who is reading and is familiar with the report? 3. Since we have more data than is mandated, is there any special population or sub-population that you need data on or are interested in?	Linda will discuss sending an email to CJPAC members will Brian Austin to determine what factors the audience wants to see in the report.	
Meeting Schedule:	July 25, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon) August 01, 2008 – OPM, Room 2A (9:00 AM -12:00 noon) August 08, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon) August 15, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)		