SAC Meeting
OPM – 450 Capitol Ave
July 25, 2008
9:00 AM to 12:00 PM

Chair: Linda DeConti, Research Unit Manager (OPM)

Present: John Forbes, Assistant Division Director, Linda DeConti, Research Unit Manager, Kyle Chaffee, Intern, Kelly Sinko, Intern (OPM); Steve Cox, CT SAC Director, Rachel Tirnady, University Assistant (CCSU); Jody Barry, Associate Research Analyst (DOC), Fred Levesque, Director (DOC)

Excused: Lyndsay Ruffolo, Research Specialist (CCSU); Cody Hyman, Intern (OPM); Mary Lansing, Associate Research Analyst (DOC); Ivan Kuzyk, Research Unit Assistant Manager (OPM)

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Acceptance of Minutes:	The Minutes from the July 18 meeting were accepted as written.		
Research Compendium Updates	Slides of the developing online research compendium were shown at the meeting. Rachel has been visiting the state library and returning to OPM to scan documents for electronic viewing. The webpage layout divides up the documents by topic. It was brought up that many of the links do not have "Connecticut" in the title, because librarians will only reference the documents as their official title, so if a report does not include the state name in its title page, it will not be labeled that way. John suggested the addition of juvenile system documents in the research compendium. A potential obstacle may be that the information is protected and not available for public viewing. Any documents that are not located directly on an agency's website cannot be used by the librarians, because they prefer to directly reference documents from the agency source. DOC publications that are not located on their website, and therefore, are currently not being used in the compendium.	At the Forecast Research Workgroup Meeting, an online demo presentation will be given on the research compendium. For those who cannot attend, a PowerPoint presentation will be distributed. Obtain documents from Program Review Committee and Office of Legislative Review, and NCJRS Rachel will contact Brian Hill and DCF for more information regarding juvenile system documents. Brian Garnett, director of external affairs, will be contacted to facilitate the posting of DOC documents on the website. Rachel and Cody will work on policy documents and title pages for easier cataloguing.	8/13

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Monthly Indicators Report	A draft of the new layout of the monthly report was presented. In future reports, special parole, transfer parole, and parole numbers will no longer be reported as a single total value, to reflect the significant differences in each program. The current input/output chart was discussed and suggestions for revision were given. The new chart in the draft shows both movement values and snapshot values. It was discussed whether there should be two separate charts to represent the different kind of data in order to avoid confusion. The new report also lacks data values for the accused population that bond out of jail prior to arraignment.	The draft of the monthly report will be further revised and improved based on suggestions. An email will be sent to Bob Cosgrove to request that OPM have RT screen access in order to collect snapshot data more efficiently. Meanwhile, Jody will send OPM the special parole snapshot data. In order to facilitate OPM in data gathering, it was suggested that we try to obtain access to the DOC CRT sign-in data and population screens. Jody will determine whether it is feasible for this data to be provided. Judy Lee, from Court Operations, will also be contacted to see if she can provide OPM with this data.	
Forecast Study Methodology	It was recommended that it may not be cost-efficient to use a simulation model to forecast population, based on the information we know at this time. OPM will continue to research all existing methodologies for forecasting populations to find the most effective strategy. It was suggested that the purchase of an off-the-shelf simulation package may be helpful in letting OPM examine the potential options. This simulation package will allow the forecasting to be accumulating by small components, which can be analyzed as a group on a larger scale to examine total populations. The various factors that affect the criminal justice system were discussed. The current case backlog at BOPP, the number of crimes, the return numbers, the reason for returns, and unique community circumstances, such as drug sweeps, were the most important variables.		

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Annual Recidivism Study	An email was sent out on July 24th to the CJPAC members, requesting their participation in facilitating discussion about the layout of the recidivism report. The movement code data for end of sentence was discussed. The same code "end of sentence facility" is used to describe those offenders who reach end of sentence in incarceration and those who reach end of sentence in halfway houses. Also, if an offender is both in a halfway house and on parole, the code for parole is used to describe his/her movement. In general, 51 males and 9 females who are on parole are also in halfway houses. In past reports, recidivism data has been summarized by only counting the 1st release and return of an offender. In this year's report, we are going to track out the offender's total history, including multiple returns and releases. Steve has received the total 1997 data sets from Jody. In order to determine the total effective sentence of an offender, it is important to recognize how much time they spent in jail pre-trial. Potential obstacles to getting this data are that offenders can spend time in jail and then be nolled of charges without a conviction.	Linda will meet with the select CJPAC members to discuss the audience of the report and what people expect and want to see in the report. Jody will be sending Ivan and Steve the translation table (Table 49) for inactive offense codes. Steve will remind Jody of this. Steve expects that he will obtain all the data he needs for the report by the last week in August. Steve will work with the syntax file data to obtain the total time served, including pre-trial jail time.	
Meeting Schedule:	August 01, 2008 – OPM, Room 2A (9:00 AM -12:00 noon) *Internal OPM meeting only* August 08, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon) August 15, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon) August 22, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)		