SAC Meeting
OPM – 450 Capitol Ave
August 1, 2008
9:00 AM to 12:00 PM

Chair: Linda DeConti, Research Unit Manager (OPM)

Present: Linda D. DeConti, Research Unit Manager, Ivan Kuzyk, Research Unit Assistant Manager, Kelly Sinko, Intern, Cody Hyman, Intern, Kyle Chaffee, Intern (OPM); Steve Cox, Connecticut SAC Director, Rachel Tirnady, Research Assistant (CCSU)

Excused: John Forbes, Assistance Division Director (OPM); Lyndsay Ruffolo, Research Specialist (CCSU)

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Acceptance of Minutes:	Edits were made to the minutes from the July 25 meeting.	Corrections will be posted	Done
Research Compendium Updates	Rachel gave a progress report of her work with the state library on the compendium project. They are working on getting the documents broken down by agency. They currently have about 40 documents scanned and uploaded, with around 20 more on various agency websites. The plan is to format the state library site with pre-constructed searches to enhance searching and the relevance of the findings as the current database contains documents from other sources than CT state agencies.	Rachel will contact Brian Hill Rachel and Cody will fix the title pages of ambiguously labeled documents to facilitate cataloguing. Rachel and Cody will create a document checklist. Rachel has been working with the State Library to construct a demonstration of the library project to present to the Forecast Research.	Done Done August 13

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Monthly Indicators Report	Steve and Ivan received the RT screens from Jody and began to make adjustments accordingly. Kyle and Ivan reformatted the monthly prison population projection report to resemble a newsletter format. They condensed the information to include the necessary data and removed any extraneous graphs and charts. Ivan would like to compile a mailing list and subscriber list to receive hard copies of the monthly to determine who the interested audience is. The document will also be available on the website for other interested viewers. Steve recommended keeping a newsletter separate from the monthly or to fill the back page with a fleshed out blurb about a specific, relevant topic. There was a discussion as to whether the chart should have both admissions and snapshots, and if so, how to differentiate between the two. Furthermore, it was discussed whether to include last month's numbers or a percentage change between the two months. It was argued that it was easier to see change with a percent, but eventually numbers were decided on because percent change is greatly impacted by the size of the population in question and it is easier for agencies such as DOC to view concrete numbers.	Kyle will distribute a hardcopy and electronic copy of the final draft of the newsletter-style monthly to Brian Austin for his review. He will CC this draft to the rest of the SAC meeting attendees. He will begin to create next month's monthly report to determine how long it will take to update the document on a monthly basis. The regularly formatted monthly report will also be produced. Steve will look into forecasting the community supervision for the next few months so that OPM can produce a 6 month projection of prison population. Linda will change the color on the monthly report to blue to better reflect other CT state produced documents. Linda wants a comparison of the old and new methods for forecasting via seasonal changes. Steve will call Rich.	Done In Progress To be explained Done
Forecast Study Methodology	Kelly and Cody are creating an expanded version of the survey answers regarding the forecasting models used in other states. Ivan has created a condensed version of this summary.	After these documents are completed, they will take a look to determine the best models. Create a separate evaluation model	
Annual Recidivism Study	Meetings are being set up with select CJPAC members to determine the effectiveness of OPM's mandated documents. John's compilation of MA, CT, and BJS recidivism study topics was distributed. It will be looked at to determine what we want to include in our future reports.	Steve is working on the time-served calculation methodology	To be done

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Re-entry Studies	Steve met with the individuals responsible for overseeing the residential services for DOC. He feels the report should focus on more than just halfway houses, it should also include: scatter houses, treatment facilities, and mental health facilities. Currently data is available for many of these facilities.	Steve will create a methodology/outline to discuss with Randy.	When Randy returns from vacation
New Business	Next weeks meeting has been moved from Friday, August 8th to Wednesday, August 6th. It will be another small meeting between Steve and Ivan.	Cody will draft a progress report for the 1st quarter for the newly awarded SAC grant. Steve will look into contracting with Kelly for work in the future.	
Meeting Schedule:	August 06, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon) August 15, 2008 – OPM, Room 3A (9:00 AM – 12:00 noon) August 22, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)		