

**State of Connecticut**  
**CJIS Governing Board**  
**Meeting Minutes**  
**Record of Proceedings December 8, 2008**

**Members/Designated Representatives Present:** Lt. Gov. Michael Fedele, Co-Chair, Lieutenant Governor's Office; Representative William Tong, 147th District, Judiciary Committee; Undersecretary Brian Austin, designated Co-Chair, OPM; Chief State's Attorney, Kevin Kane, Office of the Chief State's Attorney, Division of Criminal Justice; Deputy Commissioner Carol Salsbury, Department of Correction; Deputy Chief Public Defender Brian Carlow, Office of the Chief Public Defender Services; Designee Suzanne Niedzielska, Department of Information Technology; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner John Danaher, Department of Public Safety; Michelle Cruz, Office of Victim Advocate; Chief James Cetran, Connecticut Police Chief Association; and Designee Ernie Bertothy, Department of Motor Vehicles, Sean Thakkar, CJIS Executive Director was in attendance.

**Others Present:** Steve Alvey, Beth Bickley, Tracy Brown (Recorder), Bryan Cafferelli, Bob Cosgrove, Joseph D'Alesio, Larry D'Orsi, Chris Duryea, Bill Fusick, Evelyn Godbout, Clyde (Buck) Grimes, Major Phil Halibozek, Joan Hilliard, Chuck Hoadley, Jeanne Lee, John Murphy, Dean Myshrall, Denise Poncini, Jason Rosa, John Russotto, Bill Saypalia, Terry Schnure, Celia Siefert, Marilyn Solikoski, Richard Sparaco, Terry Walker, Paulette Whipple

**I. Welcome**

The meeting was called to order by Co-chairman Lt. Gov. Michael Fedele at 1:32 PM. Lt. Gov. Fedele welcomed and thanked everyone for attending the CJIS Governing Board meeting. Lt. Gov. Fedele stated he would have to leave the meeting early and would turn over co-chair to Undersecretary Brian Austin.

**II. Minutes**

There were no changes or objections made to the October 30, 2008 CJIS Governing Board meeting minutes. Commissioner John Danaher of Department of Public Safety made a motion to accept the minutes; the motion was seconded by Chief State's Attorney Kevin Kane and unanimously accepted by the voting members present.

**III. CJIS Information Sharing System**

Department of Information Technology Designee Suzanne Niedzielska presented an overview of the CJIS Blueprint RFP selection process and the method used for selecting the vendor. She explained the benefits the CJIS Blueprint will have for the CJIS initiatives and the expected strategies for the design and implementation. A presentation handout titled "CJIS Information Sharing – Blueprint RFP" was distributed at the meeting.

Ms. Niedzielska stated that the RFP Review Team recommended to the CJIS Executive Director, Sean Thakkar that MTG Management Consultants, LLC be the selected vendor. The RFP Review Team based their recommendation on MTG due diligence, technical experiences and cost criteria to provide the best value for the CJIS Blueprint project.

**IV. Consideration of MTG Management Consultants, LLC for the Development of the “Blueprint” Plan to Design and Implement a CJIS Information Sharing System:**

Mr. Thakkar thanked each member of the RFP Review Team individually for assisting with the CJIS Blueprint RFP selection process. In consideration of the work of the RFP review team, Mr. Thakkar recommended the CJIS Governing Board direct the award of the contract to MTG Management Consultants, LLC based on the due diligence, technical and cost criteria to provide best value for the CJIS Blueprint project.

Separately, Mr. Thakkar spoke about the initiatives he has been making regarding the CJIS projects and the evaluations of the CJIS governance structure and committees. Mr. Thakkar is investigating systems used by other states like Pennsylvania, Colorado and Indiana to determine best practices for the CJIS projects.

He gave an update on the OBTS and CIDRIS projects. OBTS has completed Performance Phase I and is proceeding with Performance Phase II. The CIDRIS project is currently on-time, on budget and on schedule thanks to agency co-operation and collaboration. Mr. Thakkar gave recognition to Mr. William Saypalia, OPM and Ms. Marilyn Solikoski, Sierra System, both Project Managers, who have done an excellent job with the CIDRIS Project.

He had the opportunity recently to view Court Operation’s system that may be considered for future development of cross agency technology exchanges and collaboration to maximize current IT investments. He is working on a collaboration with Chairman Robert Farr of Board of Pardons and Paroles and Deputy Chief Public Defender Brian Carlow of Division of Public Defender Services.

The work is continuing on Sharepoint, once the application is up and running individuals will be able to view and monitor the project status, milestones and other information pertaining to the CJIS projects. Mr. Thakkar made the recommendation to the CJIS Governing Board to direct the award of the CJIS Blueprint RFP contract to MTG Management Consultants, LLC.

- Lt. Gov. Fedele asked the CJIS Governing Board members present for a motion to approve the recommendation of the CJIS Blueprint RFP contract with MTG Management Consultants, LLC.. Chairman Farr made a motion to approve the selection of MTG Management Consultant, LLC as the vendor; the motion was seconded by Commissioner Danaher and unanimously approved by all voting members present.
  - Lt. Gov. Fedele wished everyone a happy holiday; he thanked the members present for their work on the CJIS Governing Board and looks forward to moving ahead in 2009. Lt. Gov. Fedele excused himself from the meeting and turned over the chair to Undersecretary Austin.

**V. Judicial – Criminal Records Motor Vehicle System (CRMVS):**

Ms. Terry Walker and Mr. Larry D’Orsi both of the Judicial Branch presented information about the legacy application, Criminal Records Motor Vehicle System (CRMVS) and how it is an integrated data source system for multiple agency systems. Ms. Walker gave an overview of CRMVS that included facts and statistics; including the current CJIS applications and future applications which depend on CRMVS for data and infrastructure.

Mr. D'Orsi discussed CRMVS output and explained how CRMVS feeds specific criminal data to several agencies. Mr. D'Orsi concluded with a synopsis of the information required for the Defendant Data, Arrest Data and Charge Data screens that are input from the Uniform Arrest Report by Court Operation staff. A handout titled Criminal Motor Vehicle System (CRMVS) Facts and Figures was distributed at the meeting.

**VI. Electronic Signatures Study Group:**

Mr. Joe D'Alesio stated Judicial Branch is waiting to set-up a meeting to further discuss the electronic signatures.

**VII. CJIS Enterprise and Agency Projects:**

Mr. Thakkar stated Chief Public Defender Susan Storey asked that the Division of Public Defender Services (DPDS), Case Management System appear on the Projects Management Structure chart. The CJIS Governing Board concurred; DPDS Case Management is the current addition to the Projects Management Structure Chart.

**VIII. CJIS Policy Committee – Recommendations / Approvals:**

- Mr. D'Orsi stated the Policy Committee met on December 3, 2008 to discuss issues brought before the committee. The first item pertained to New Britain Police Department's request that a policy be developed regarding convicted felons access to the OBTS System. The Policy Committee reviewed the current Federal National Crime Information Center (NCIC) and Department of Public Safety COLLECT standards, which are applied to OBTS and do not allow for convicted felons to access NCIC or other criminal history record databases. The Policy Committee recommended that there be no change in the policy and that no convicted felons be provided access to the OBTS.
  - Mr. D'Orsi asked the CJIS Governing Board to accept the recommendation made by the CJIS Policy Committee regarding no OBTS access for convicted felons. Commissioner Danaher made a motion to accept the recommendation; the motion was seconded by Chief State's Attorney Kane and unanimously accepted by the voting members present.
- The second item was a request was made by the Office of the Victim Advocate (OVA) regarding expanding the staff's OBTS roles' privileges to a wider range of case categories. There are twelve different categories of case types within the OBTS System. OVA is requesting access to the following categories in addition to their current authorized access, Category 7: Post-finding Conviction Information.
  - Category 1: Cases with Continuances More than Thirteen Months Old
  - Category 5: Post-finding Alcohol Education, Drug Education, School Violence Sealed Case Information
  - Category 6: Post-finding Case Information Awaiting Erasure
  - Category 9: Pre-finding Case Information
  - Category 10: Pre-finding Alcohol Education, Drug Education, School Violence Sealed Case Information

The CJIS Policy Committee recommended that OVA be given additional authorized access to categories 1, 5, 6, 9 and 10 in the OBTS System. The Policy Committee is not recommending that OVA be granted authorized access to categories containing erased case information including pardon cases, sealed juvenile transfer cases until cases are accepted as

adult court cases, and Youthful Offender cases. The Youthful Offender information pursuant to CGS 54-761 authorizes Youthful Offender records to be disclosed to victim's advocate appointed to section 54-221, where such a person is generally not staff from OVA. The concern is that not all Youthful Offender cases involve victims; therefore, this consideration by the CJIS Policy Committee be on hold pending further review.

- Mr. D'Orsi asked the CJIS Governing Board to accept the recommendation made by the CJIS Policy Committee granting OVA authorized access to categories 1, 5, 6, 9, and 10 in the OBTS System and place on hold OVA access to Youthful Offender cases, erased case information, sealed juvenile transfer cases. Chairman Farr made a motion to accept the recommendations; the motion was seconded by Representative William Tong of the Judiciary Committee and 147th District and unanimously accepted by the voting members present.

#### **IX. Other Business**

No other business was reported.

#### **X. Dates of Next Meetings**

##### **CJIS Governing Board**

Thursday January 22, 2008

Mr. Thakkar asked the CJIS Governing Board members present if they would like to host the next meeting at their agency. Commissioner Danaher accepted the invitation, the next meeting will be held at the Department of Public Safety, 1111 Country Club Road, Middletown, CT 06457 (time to be determined).

##### **CJIS Implementation Group**

Wednesday December 17, 2008 at 1:30 PM

Department of Information Technology, 101 E. River Dr., Rm. 1002A, East Hartford, CT.

The meeting was adjourned at 2:35 PM by Undersecretary Austin. Further details of this meeting can be obtained in the presentation materials.