

**CJIS Governing Board  
Record of Proceedings  
July 31, 2008**

Members/Designated Representatives Present: Lt. Gov. Michael Fedele, Co-Chair, Lieutenant Governor's Office; Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Senator John Kissel, Senate 7<sup>th</sup> District, Judiciary Committee; Senator Andrew McDonald, Senate 27<sup>th</sup> District, Judiciary Committee; Representative William Tong, 147<sup>th</sup> District, Judiciary Committee; Designee Ernie Bertothy, Department of Motor Vehicles; Chief State's Attorney, Kevin Kane, Office of the Chief State's Attorney, Division of Criminal Justice; Deputy Commissioner Carol Salisbury, Department of Correction; Commissioner John Danaher, Department of Public Safety; Deputy Chief Public Defender Brian Carlow, Division of Public Defender Services; Designee Suzanne Niedzielska, Department of Information Technology; Designee Dennis Kwasnia, Board of Pardons and Paroles; Commissioner James M. Thomas, Department of Emergency Management and Homeland Security; Michelle Cruz, Office of Victim Advocate; and Chief Richard Mulhall, Connecticut Police Chief Association

Others Present: Beth Bickley, Adrienne Bocker, Tracy Brown (Recorder), Bryan Cafferelli, Joe D'Alesio, Nick Demetriades, Evelyn Godbout, Clyde (Buck) Grimes, Major Phil Halibozek, Jerry Johnson, Dean Myshrall, Capt. Patrick O'Hara, Jose Romero, Jay Rousseau, John Russotto; Terry Schnure, Terry Walker, Ron Yakimishan

**I. Welcome and Introduction**

The meeting was called to order by Co-chairman Lt. Gov. Michael Fedele at 9:07 AM. Lt. Gov. Fedele thanked everyone for attending the meeting.

**II. Minutes**

There were no changes or objections made to the May 22, 2008 CJIS Governing Board minutes. Commissioner James Thomas made the motion to approve the minutes. The motion was seconded by the Chief State's Attorney Kevin Kane and unanimously approval by the CJIS Governing Board members present.

**III. CJIS Governing Board Executive Director:**

Lt. Gov. Fedele outlined the CJIS Governing Board Executive Director position selection process. At the March 25, 2008 CJIS Governing Board meeting, a Search Committee was formed to recruit for the CJIS Executive Director position required by statutes. The CJIS Governing Board members serving on the Search Committee are Lt. Gov. Fedele, Judge Patrick Carroll, Senator Andrew McDonald, Undersecretary Brian Austin, Chief State's Attorney Kane, CIO Diane Wallace, and Commissioner Thomas. The position was posted on April 6, 2008 and closed on April 28, 2008. Forty-three applications were received; only forty applicants met the outlined posted requirements. The Search Committee met on May 16, 2008 to review the forty applications. From the review process, the Search Committee reduced the number of applications to twelve. The Search Committee members developed questions relating to the areas of importance for the CJIS Executive Director position. The questions were used to have the applicants expand upon their knowledge base for the position and demonstrate their organizational and written skills. The responses to the questions were due back on May 30, 2008. The Search Committee met on June 10, 2008 to review the eleven received responses. After reviewing the responses, the Search Committee interviewed six of the eleven applicants. From the interviews, three applicants were selected for additional consideration. Background and reference checks were initiated on the three prospective candidates selected for further consideration. One prospective candidate's background check

and reference information remains to be completed before the Search Committee can make a recommendation. It is anticipated, at the next CJIS Governing Board meeting, the recommendation will be made for their approval.

**IV. Request for Proposals – Consulting Services for the Development of a Plan to Design and Implement a Criminal Justice Information System:**

- ❑ Designee Suzanne Niedzielska spoke on behalf of CIO Wallace to give an update regarding the RFP to hire a consultant to develop and design a blueprint for CJIS. The RFP is mandated in legislation, PA 08-01 of the January 2008 Special Session, and builds upon the work of the Governor's Sentencing and Parole Task Force. The RFP had to be constructed and submitted by July 1, 2008; it was completed and posted on June 30, 2008. The legislation required a consultant be sought to design the system which would lead to the issuance of a successive RFP based on the CJIS requirements for implementation of the design. Under the Federal and state guidelines, a company or person, who develops the RFP and gives the requirements, can not bid to develop and maintain the system. The vendors were given until July 14, 2008 to submit questions; four vendors responded. On July 22, 2008, the RFP Review Panel answered all but two questions submitted by the vendors. The two remaining questions will be addressed by August 8, 2008. The vendors will be given until August 30, 2008 to return their responses to the RFP Review Panel.
- ❑ Designee Niedzielska read a note written from CIO Wallace to the CJIS Governing Board asking if the Department of Information Technology will do the selection review for the consultant, support the RFP and issue a the RFP for the actual development and implementation of the system. Building upon the note, Designee Niedzielska asked the Co-Chairs whether the RFP review process be placed on hold until the CJIS Executive Director is hired. Judge Carroll, Co-Chair, recommended not delaying the RFP review process but to accelerate the process by conducting the initial review tp be able to make recommendations involving the CJIS Executive Director once he/she is in position. Chief State's Attorney Kevin Kane indicated his concurrence. Hearing no objection from any present members of the CJIS Governing Board, Lt. Governor Fedele, Co-Chair, asked about the recommended size of the review team. Designee Niedzielska suggested the composition of the review team include herself, Terry Schnure, OPM, CJIS Program Director; Terry Walker, IS Judicial, Deputy Director, Applications; and Dean Myshrall, DOIT, CJIS Support, Program Coordinator. [Post meeting note: The review team has been expanded to six to enable a stronger, more representative recommendation by including Robert Cosgrove, IS Director, Correction and Chief Richard Mulhall, CPCA.] She added the review start date will be September 2, 2008 and will take most of September to complete. She estimated the RFP Review Panel should have their findings to the CJIS Governing Board Executive Director Governing Board by October 10, 2008.
- ❑ Lt. Gov. Fedele indicated that after having a special meeting of the CJIS Governing Board to receive the recommendation from the Search Committee and the appointment of the CJIS Executive Director, the new CJIS Executive Director can participate with the RFP planning and development process.

**V. Victim Notification – Statewide Automated Victim Information and Notification (SAVIN) System**

- ❑ Judge Carroll gave a progress report on the Statewide Automated Victim Information and Notification (SAVIN) System. The Steering Committee has been meeting regularly to focus on the project's funding and Governance Committee which are in place, as well as, the appointment of a consultant/project manager for the SAVIN System. The Steering Committee includes representatives from the Connecticut Police Chief Association, Department of Public Safety, Department of Criminal Justice, Judicial Branch, Division of Probation, Board of Pardons and Paroles, Office of Victims Advocate, Office of Policy and Management, Sexual Assault Crisis Center, Survivors of Homicide, Survivors of Child Abuse, MADD, Family Violence Victims Advocates and Legal Aid. The project is moving along due to the legislative mandated deadline to have SAVIN implemented by July 1, 2009. Judge Carroll asked Ms. Terry Walker to comment further on the SAVIN System.
- ❑ Ms. Walker gave a brief update on what the SAVIN Subcommittee has completed. The Subcommittee initial focus was to come up with a draft project plan, followed by a statement towards a selection of a consultant/project manager. The Subcommittee also gathered information and wrote a RFP. The draft of the RFP is currently under review, it is expected to be presented at the next Steering Committee meeting. If approved, it will then be released.

**VI. Electronic Signatures Study Group**

Judge Carroll gave an update on the Electronic Signatures Study Group. The Study Group met on July 15, 2008, it is comprised of nine agencies, Department of Public Safety, Department of Motor Vehicles, Department of Correction, Connecticut Police Chief Association, Office of Policy and Management, Department of Information and Technology, Office of the Chief State's Attorney, and the Judicial Branch Court Operations and Information Technology Divisions. Several presentations were presented at the July 15, 2008 meeting. Through Commissioner John Danaher of Department of Public Safety, Assistant United States Attorney John Hughes, spoke about the PACER System used within the Federal Government agencies. Information of the Connecticut Uniformed Electronic Transaction Act passed early 2000 was presented; this Act is enabling legislation for agencies to implement electronic signature procedures. The Study Group also discussed the legislative proposals and changes to allow DMV to accept the A-44 DWI reports from law enforcement agencies and allowing these agencies to submit their arrest reports electronically to the Office of the State's Attorney, the court, and other agencies. A paperless citation system would eliminate the need for the Centralized Infractions Bureau of the Judicial Branch, to manually process more than 400,000 infraction tickets issued by law enforcement agencies each year. The processing of electronic mittimus to the Department of Correction would minimize paperwork which accompanies inmates being transported to/from court proceedings. The Study Group would be moving toward developing ways to eliminate the duplications of paperwork. Small working groups are to be organized to review and address some of the matters discussed by the Study Group. Judge Carroll explained he will be assisted by Undersecretary Brian Austin and Mr. Terry Schnure in the future work of the Study Group.

**VII. CJIS Enterprise and Agency Projects**

- ❑ Lt. Fedele spoke about the additions made to the CJIS Projects Management Structure chart. The chart explains the current criminal justice system and shows the current projects being worked on as part of an enterprise system. The first update made to the chart was the

addition of the Municipality section. At the June 2008 Connecticut Police Chief Association meeting, it was recommended that two modules be added to the chart. These two modules are E-911, to be added under the Municipality section and E-911 OSET, to be added under the Department of Public Safety section. The Connecticut Police Chief Association requested the new additions be brought before the CJIS Governing Board. Lt. Fedele asked Chief Mulhall to address the importance of the additions.

❑ Chief Mulhall stated E-911 is inherent the justice system process and is a basic business module. The Connecticut Police Chief Association wanted E-911 to be reflected under the municipal and state system. E-911 is a core function in law enforcement operations.

#### **VIII. Offender Based Tracking System (OBTS)**

Mr. Jerry Johnson, Project Manager of the Offender Based Tacking System (OBTS) at the Department of Information Technology, CJIS Support Group and Mr. Ron Yakimishan, Trainer at the Judicial Branch, Judicial Information Technology Training Unit presented and demonstrated the OBTS System. Both Mr. Johnson and Mr. Yakimishan explained how the OBTS System works, its functions, and showed the multiple screens to obtain an offender's profile and summary. Further discussion of the OBTS System by the CJIS Governing Board members followed the presentation. In the discussion, the role, need, and uses of the OBTS by municipal law enforcement was reviewed by Chief Mulhall; he explained the OBTS as being a significant tool in crime investigations.

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

No other business matters were discussed at the meeting.

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

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

A special session of the CJIS Governing Board is to be held, for the CJIS Executive Director Search Committee to make a recommendation and to have the CJIS Governing Board appoint the CJIS Executive Director. The next scheduled CJIS Governing Board will be scheduled either in September or October 2008, an email notification will be sent.

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

Thursday June 19, 2008 at 1:30 pm

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

Commissioner Thomas made the motion to adjourn; it was seconded by Chief Mulhall. The CJIS Governing Board meeting was adjourned at 10:45 pm by Lt. Gov. Fedele.