

State of Connecticut
CJIS Governing Board
Meeting Minutes
Record of Proceedings October 30, 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 7th District, Judiciary Committee; Senator Andrew McDonald, Senate 27th District, Judiciary Committee; Representative William Tong, 147th District, Judiciary Committee; Undersecretary Brian Austin, OPM; Commissioner Robert Ward, Department of Motor Vehicles; Chief State's Attorney, Kevin Kane, Office of the Chief State's Attorney, Division of Criminal Justice; Deputy Commissioner Carol Salsbury, Department of Correction; CIO Diane Wallace, Department of Information Technology; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner James M. Thomas, Department of Emergency Management and Homeland Security; Designee Hakima Bey-Coon, Office of Victim Advocate; Chief Richard Mulhall, Connecticut Police Chief Association; and Brian Carlow, Deputy Chief Public Defender, Office of the Chief Public Defender Services; Sean Thakkar, CJIS Governing Board Executive Director

Others Present: Beth Bickley, Tracy Brown (Recorder), Bryan Cafferelli, Bob Cosgrove, Joseph D'Alesio, Larry D'Orsi, Chris Duryea, Evelyn Godbout, Clyde (Buck) Grimes, Darryl Hayes, Joan Hilliard, Gerard Johnson, Jeanne Lee, Dean Myshrall, Suzanne Niedzielska, Capt. Patrick O'Hara, John Russotto, Terry Schnure, Marilyn Solikoski, Richard Sparaco, Terry Walker, Steve Wallick

I. Welcome and Introduction

The meeting was called to order by Co-chairman Lt. Gov. Michael Fedele at 1:34 PM. Lt. Gov. Fedele welcomed and thanked everyone for attending the CJIS Governing Board meeting.

II. Minutes

There were no changes or objections made to the July 31, 2008 CJIS Governing Board meeting minutes and the August 26, 2008 CJIS Governing Board Executive Session minutes.

Commissioner James Thomas made the motion to approve the two sets of minutes; the motion was seconded by CIO Diane Wallace and unanimously approved by the CJIS Governing Board members present.

III. CJIS Governing Board, Executive Director

- Lt. Gov. Fedele introduced the CJIS Executive Director Mr. Sean Thakkar. Mr. Thakkar was selected by the CJIS Governing Board to oversee the entire CJIS enterprise. Lt. Gov. Fedele requested that each CJIS agency assist Mr. Thakkar by providing him with status updates, focal points, and other information relating to CJIS. Mr. Thakkar will be a part of the CJIS integration, helping the CJIS agencies to work together as a team towards a common goal.
- Mr. Sean Thakkar stated three areas of experience that will help with managing CJIS: 1) his work in the management consulting will give him an understanding of the IT strategy for the future IT perspectives; 2) his experience and use of technology in the public sector, from a client perspective, will be helpful in obtaining the requirements needed to exchange information; and 3) his work in the vendor community will help with understanding and securing the procurement segment. Mr. Thakkar spoke briefly about his testimony he gave before the Judiciary Committee and his findings he concluded from interview assessments

with some of the CJIS agencies. He mentioned that forty percent of the IT employees within DOIT and the other CJIS agencies are eligible to retire in the next five to seven years.

- Mr. Thakkar gave a synopsis of four business objectives: 1) provide an independent opinion and recommendation on how to structure items to move forward and, at the same time, optimize resources and expenditures; 2) optimize the investments that have already been made in technology to leverage existing infrastructure; 3) develop an easy implementation with newer technologies, so that the agencies are able to implement smoothly; and 4) develop a secure environment, so when information is exchanged, it not only meets state standards for security, but it also meets the federal standards for security. Mr. Thakkar concluded with his objectives and goals as CJIS Executive Director: 1) he has met and plans to meet with all of the CJIS Governing Board Members; 2) he will evaluate and recommend any changes to the governance structure indicated on the Projects Management Structure Chart; and 3) he will review staffing/resources for the OBTS and CIDRIS and provide input to the CJIS Governing Board.. Mr. Thakkar added that he would like to present to the CJIS Governing Board by January 2009, the vendor who will be conducting the analysis and developing the CJIS Blueprint, the initial step for the Information Sharing System specified in the Criminal Justice Reform Act. He thanked Mr. Dean Myshrall and Ms. Suzanne Niedzielska for their leadership and plans regarding setting up a pilot for Sharepoint. As part of the pilot, information will be available to members of the CJIS Governing Board to access status and updates on CJIS projects, financial spending, schedules, milestones, statistics, critical information, and production dates.
- Judge Patrick Carroll stated Mr. Thakkar has been asked to provide a critical assessment as to where everyone is currently, their weaknesses, their strengths, what has to be done to get effective applications and systems up and running quickly and the cost. Judge Carroll requested that all agencies provide Mr. Thakkar unlimited access to their systems, information on their personnel, their full cooperation and assistance, and instruct their employees to do the same.

IV. Request for Proposals – Consulting Services for the Development of “Blueprint” a Plan to Design and Implement a CJIS Information Sharing System:

- CIO Wallace asked Ms. Niedzielska to discuss the proposal for the consulting services for developing the CJIS Blueprint. Ms. Niedzielska stated pursuant to Public Act 08-01, a RFP was developed to plan and design an integration criminal justice information system, based on full identification of the business and technical requirements. The RFP was completed and posted on June 30, 2008. An RFP Review Team, representing a cross-section of the CJIS community, has been meeting to review and score vendor responses. During this time, the CJIS Executive Director was appointed by the CJIS Governing Board. Mr. Thakkar and the RFP Team reviewed the scope of the RFP to ensure that Mr. Thakkar’s scope expectations of the RFP are being met. The RFP was issued through DOIT procurement; therefore, the RFP Review Team will make the initial recommendation for the vendor consultant.
- CIO Wallace added she is not involved in any of the selection process and decision making with the RFP. The statutes are very strict; her role is to sign-off on the recommendation and not to interpret, influence, or persuade any decisions being made in the process. CIO Wallace

asked the CJIS Governing Board if they would like to make the choice for the vendor or delegate that process to Mr. Thakkar.

- Sen. Andrew McDonald suggested that a presentation be made to the CJIS Governing Board to provide an understanding of what the vendor proposes; their qualifications, and their recommendation. Lt. Gov. Fedele agreed with Sen. McDonald's suggestion; a meeting was set for Monday December 8, 2008 at 1:30 PM, at the Judicial Learning Center in East Hartford. It was determined that Ms. Niedzielska will make the presentation, after she reviews it with Mr. Thakkar, the CJIS Governing Board Executive Director.

V. Electronic Signatures Study Group:

Judge Carroll gave an update on the Electronic Signature Study Group. The Judicial Branch is working with the Department of Correction and Deputy Commissioner Carol Salsbury on an electronic Mittimus. The Judicial Branch in addition is working on electronic citations projects with Department of Public Safety and with municipalities under the auspice of the Capitol Region Council of Governments. These and other projects need electronic signature procedures. The Judicial Branch has no basic problems with electronic signatures, except for search warrants and arrest warrants, and how these items are interpreted in the courts. Judge Carroll explained that there was no reason for the Electronic Signature Study Group to meet until legislative proposals were developed by Judicial legal staff.

VI. CJIS Enterprise and Agency Projects:

Lt. Gov. Fedele stated there have been no updates made to the CJIS Projects Management Structure chart. Lt. Gov. Fedele has delegated the responsibility of this chart to CJIS Governing Board Executive Director, Mr. Thakkar.

VII. Connecticut Impaired Driving Records Information System:

Undersecretary Brian Austin spoke about the Connecticut Impaired Driving Records Information System (CIDRIS). A three page document titled "Briefing paper for the Criminal Justice Information System (CJIS) Governing Board" was distributed at the meeting. CIDRIS is a clearing house for all Operating Under the Influence (OUI) arrests. In the State of Connecticut there is no real time or posted real time database for OUI information to be shared among State agencies and local law enforcement agencies. CIDRIS will provide automation and electronic exchange of OUI arrest data and documents among local law enforcement, Department of Public Safety, Department of Motor Vehicle, Division of Criminal Justice, and Judicial Branch Superior Court Operations Division. Through the DOIT Procurement process, a contract with the Sierra Systems Group, Inc. was executed in August 2008. The vendor is on site at DOIT; the project has been in development for several years. The genesis of the project was a \$1.6 million dollar federal grant from the U.S. Department of Transportation and the National Highway Traffic Safety Administration. The CIDRIS Team has adjusted the process to meet the newly implemented System Development Methodology (SDM); the second SDM review is scheduled for Monday November 24, 2008. As part of the SDM requirements, a CIDRIS Steering Committee consisting of stakeholders state agencies' heads and/or their designees have been created. The CIDRIS Steering Committee meets every other Wednesday at DOIT. CIDRIS has recently completed the Business Requirements Phase of the project and is now in the Design Phase. The Design Phase is expected to continue until late January 2009. Undersecretary Austin anticipates the CIDRIS project will be implemented by January 2010.

VIII. Other Business

No other business was reported.

IX. Dates of Next Meetings

CJIS Governing Board

Monday December 8, 2008 at 1:30 PM, Presentation of vendor for CJIS Blueprint
Judicial Learning Center, 99 East River Drive, Room 707, East Hartford, CT 06108

The CJIS Governing Board meeting dates for 2009 will be provided to all board members.

CJIS Implementation Group

Thursday November 20, 2008 at 1:30 PM
Department of Information Technology, 101 E. River Dr., Rm. 1002A, East Hartford, CT.

Rep. William Tong made the motion to be adjourned; it was seconded by Commissioner Thomas and was unanimously approved.. The meeting was adjourned at 2:33 PM by Lt. Gov. Fedele.