State of Connecticut
CJIS Governing Board
Meeting Minutes
Record of Proceedings, October 22 2009

Members/Designated Representatives Present: Lt. Gov. Michael Fedele; , Co-Chair; Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Senator John Kissel, Senate 7th District, Judiciary Committee; Representative William Tong, 147th District, Judiciary Committee; Undersecretary Brian Austin, Office of Policy and Management; Sean Thakkar, CJIS Executive Director; Chief State's Attorney, Kevin Kane, Division of Criminal Justice; Chairman Robert Farr, Board of Pardons and Paroles; Chief Richard Mulhall, Connecticut Police Chief Association; Deputy Commissioner Carol Salsbury, Department of Correction; Commissioner Robert Ward, Department of Motor Vehicles; CIO Diane Wallace, Department of Information Technology; Michelle Cruz, Office of the Victim Advocate; Designee John Morrisson, Division of the Public Defender Services; Commissioner John Danaher, Department of Public Safety; and Commissioner Peter Boynton, Department of Emergency Management and Homeland Security

Others Present: Len Boyle, Tracy Brown (Recorder), Bryan Cafferelli, Robert Cosgrove, Linda DeConti, Chris Duryea, Evelyn Godbout, Tina Good, Buck Grimes, Major Phil Halibozek, Darryl Hayes, Joan Hilliard, Jerry Johnson, Robert Kaelin, Stephen Looney, Michael Murphy, Susan Naide, Capt. Patrick O'Hara, Denise Poncini, Jason Rosa, John Russotto, Len Smith, Marilyn Solikoski, Terry Walker

I. Welcome and Introductions
The CJIS Governing Board was called to order by co-chair Judge Patrick Carroll at 1:35pm. Judge Carroll welcomed and thanked everyone for attending. He explained that Co-chair Lt. Gov. Michael Fedele will be arriving late for this meeting due to a prior meeting with Governor M. Jodi Rell. Judge Carroll will be leaving early to attend another meeting at the Judicial Branch.

II. Electronic Signature Status
Judge Carroll announced that the portion of the eSignature legislation for Court Operations was passed by the General Assembly on October 2, 2009 and signed by Governor Rell on October 5, 2009. The proposal was included in Section 22 and 23 of the House Bill 7007. The legislation takes effect immediately. Judge Carroll thanked Undersecretary Brian Austin and Chief Richard Mulhall for their effortless work to get the eSignature passed. He added we can now move forward with the items that required eSignature.

III. Motion for Board Approval
Judge Carroll stated that the Division of Criminal Justice (DCJ) is requesting to become a permanent member of the CJIS Governing Board subcommittees and that the CJIS Executive Director will have the authority to vote in the event of a tie vote in any of the subcommittees. Judge Carroll moved for a motion for DCJ to become a permanent member of the subcommittees. There were a few concerns made regarding this motion:
1) It is very critical that problems be resolved prior to being presented before the CJIS Governing Board.
2) Why should the Executive Director break the tie of a vote, shouldn't the agencies designated representatives be able to have a consensus for the vote? If the vote is not going to work then close the consensus.

Judge Carroll responded that DCJ will give an even number of votes for the subcommittees. Having the Executive Director break the tie will prevent the matter from being presented to the CJIS Governing Board to have the members break the voting tie. All agencies can bring their issues or concerns to the CJIS Governing Board to be addressed and discussed before the CJIS Governing Board members.

Senator John Kissel made the first motion to approve, seconded by Chairman Robert Farr to have DCJ become a permanent member of the CJIS Governing Board and for DCJ to have representation on the CJIS Governing Board subcommittees. This motion was unanimously approval by the CJIS Governing Board members present.

IV. **CJIS Support Group (CSG) Moving Forward Strategy**

Mr. Sean Thakkar spoke about the CJIS business objectives and goals, which are:
- Provide each agency the IT autonomy to achieve their business goals
- Provide services that are boringly predictable
- Optimize the existing IT investments and infrastructure within the CJIS agencies
- Create a security model that meets State and Federal standards
- Develop a universal adaptor (dial tone) type service for CJIS agencies to connect to the Information Sharing (IS) System

Mr. Len Smith gave an update on the current initiatives with the CJIS Support Group (CSG). CSG is responsible for providing services to the CJIS community. The staff within CSG is highly motivated individuals, who are well qualified. CSG consist of three management people, Mr. Len Smith, Ms. Tina Good, and Mr. Jerry Johnson and five support staff Ms. Paulette Whipple, Mr. Steve Wallick, Ms. Nancy Grzesiuk, Ms. Marcia Rogers and Ms. Tracy Brown. CSG is able to evaluate the needs of outside agencies to get projects completed through the work intake process. CSG is trying to develop a governance process, which will include the DoIT priorities to manage and plan by bridging the gaps through the SDM.

A few accomplishments:
- September 11, 2009, the OBTS Application Steering Committee approved the finalized OBTS Transition Plan Narrative.
- September 17, 2009, CSG provided technical support to properly position the State for a successful demonstration and assisted with the CIDRIS/ NHTSA demonstration.
- October 2, 2009, a detailed Project Plan for the OBTS Transition was completed. Currently awaiting a final resolution on the funding needs before the plan is published.

The plan for the next six to twelve months is to successfully transition OBTS from the vendor to the State. Ms. Whipple is diligently working on the Data Purity analysis. CSG will be supporting the testing efforts for the OBTS changes for Performance and Offender Status. They will be providing technical support for the CIDRIS Project. CSG will be working to implement SharePoint to use as a tool for knowledge transfer and access to critical information. CSG is looking into a cost saving tool, which will save on travel to attend meetings. Funding for software licenses and essential training is critical for CSG to properly support the OBTS and CIDRIS Projects, which relay on the same resources.

V. Project Status Updates:

Mr. Robert Kaelin gave an update on the CJIS Blueprint Project. At the August 24, 2009 CJIS Governing Board meeting, approval was given to move forward with the RFP strategies. They recommended establishing a Savings Validation Committee to review and validate ways to save in the CJIS community. The Savings Validation Committee was formed and people gave information on cost saving resources. The Savings Validation Committee is in the process of finalizing the information that has been gathered. A draft of the Legislative Report is ready for review; the report includes information on CJIS Information Sharing System (CISS), the costs and savings benefits. Mr. Kaelin presented slides, which showed $59 million in benefits over five years by implementing CISS. The justice agencies will be able to streamline the internal business processes.

Ms. Linda Deconti gave an update on the CIDRIS Project. There was a change in the structure of the Project Manager for CIDRIS. Ms. DeConti introduced the new CIDRIS Project Manager Mr. Steve Looney to the group. Mr. Looney is working to rebase line the CIDRIS Project. On September 17, 2009, the NHTSA Pilot demonstration was successfully completed. The Department of Public Safety, Connecticut Police Chiefs Association, Department of Motor Vehicles, Judicial Branch Information Technology, and the Division of Criminal Justice all came together to participate in the NHTSA Pilot demonstration to show CIDRIS capabilities. CIDRIS has to be aligned with building in the NHTSA Information Quality Metrics. CIDRIS will be integrated into CISS initiative and should be able to support all arrests statewide. Presently, Ms. DeConti is working to obtain more Federal grants to fund the project. On November 6, 2009, there will be a CIDRIS Information Sharing Workshop at the DCJ, 300 Corporate Place, Rocky Hill, Connecticut.

Mr. Len Smith gave an update on the OBTS Project. The code from Sierra System has been migrated to the system. The benefit to the OBTS System is that it has provided the stage for CISS. Mr. Smith has identified basic data purity issues with OBTS. The risk to OBTS is the lack of adequate staffing and funding. There is one System Administrator, who is a single point of failure for OBTS. CSG is in the process of working with DoIT to identify someone to be a backup to the System Administrator. The lack of confidence in the data purity impacts the overall use of the OBTS System.

- Chief Mulhall brought up the sharing of Department of Motor Vehicle's (DMV) photos. He is looking for this component to be implemented in the OBTS System.
- Commissioner Robert Ward of DMV stated that the Federal State Driver's Act addresses that photos can be shared with other agencies and more than one or two people can access the file.
- CIO Diane Wallace clarified, that DoIT is going to provide OBTS application maintenance support.

VI. CJIS Governing Board Committees' Updates

Mr. Thakkar discussed the activities of the Administrative Committee in the absent of Chair Larry D'Orsi. The first Administrative Committee meeting was held on October 8, 2009 at the Judicial Branch Superior Court Operations, Administrative Office, 225 Spring Street, Room 204, Wethersfield, Connecticut. There was an open discussions on how to put together a Business Case Template for the CJIS community. Chairman D'Orsi discussed the committee's roles; he

did an overview of the mission and charter for the Administrative Committee. The targets for the Administrative Committee are to develop Performance Metrics, complete the Business Template, and obtain a list of the current CJIS Projects to be used to identify the primary agency contacts for each project.

Ms. Evelyn Godbout gave an update on the recent activities of the Technology Committee. The Technology Committee held their first meeting on September 24, 2009 at the DCJ, 300 Corporate Place, Rocky Hill, Connecticut. Subcommittees need to be established to allow the Technology Committee to focus on specific areas of interest in the CJIS community. The Technology Committee will develop a documented process for evaluating and adopting technology standards. Plans are to form the Enterprise Content Management subcommittee to identify the content management requirements within the CJIS community. Also, an eSignature subcommittee will be formed to identify the processes and standards required to implement eSignatures. The Technology Committee will work with DoIT and adopt the JIEM, Global JRA, and GFIPM standards. The Technology Committee recommended that the CJIS Governing Board adopt the Federal National Information Exchange Model (NIEM) data standard across the CJIS community.

- The CJIS Governing Board suggested continuing the discussion on NIEM, to give the members some time to research and review the Federal NIEM Standards. The members recommended taking the vote on adopting the Federal NIEM Standards at the next CJIS Governing Board meeting January 21, 2010.

Ms. Godbout requested to have CJIS representation on the DoIT Architecture Domain Teams. She presented a slide of the nine DoIT Architecture Domain Teams. Ms. Godbout asked that a representative from each CJIS agency be on at least one of the teams. Ms. Godbout has put together a document outlining the teams and what they will be covering. Individuals can contact Ms. Godbout to obtain a copy of the document.

Chief Mulhall discussed the Implementation Committee's activities. The Implementation Committee held its first meeting on September 26, 2009 at DoIT, 101 East River Drive, East Hartford, Connecticut. The vision and mission statements were distributed at the meeting. OBTS and CIDRIS are the first two priority projects. The Implementation Committee discussed establishing User Groups for each of the CJIS and CISS Projects. The OBTS User Group will be the first group to be established. The Implementation Committee plans to organize and set six months goals and objectives to focus on the priorities.

Mr. Thakkar gave an overview of the performance targets for the last 180 days. He also discussed additional achievements, which were accomplished within the CJIS Community. Further details of the presentations can be obtained in the presentation material.

VII. Other Business
No further CJIS business was discussed at this meeting.

VIII. Dates of Next Meetings

The following CJIS Governing Board meeting dates have been established for calendar year 2010. All meetings will be held at the DCJ, 300 Corporate Place, Rocky Hill, Connecticut.

Thursday January 21, 2010

Thursday April 22, 2010

Thursday July 22, 2010

Thursday October 21, 2010

Meeting was adjourned by Co-chairman Lt. Gov. Fedele at 2:58pm.