State of Connecticut
CJIS Governing Board
Meeting Minutes
Record of Proceedings, January 21, 2010

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; Designee Michael Pollard for Senator Andrew McDonald, Senate 27th
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 James Cetran, Connecticut
Police Chief Association; Deputy Commissioner Carol Salsbury, Department of Correction; CIO
Diane Wallace, Department of Information Technology; Designee Brian Carlow, 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: Lt. Christopher Arcieri, Tracy Brown (Recorder), Bryan Cafferelli, Robert Cosgrove,
Linda DeConti, Larry D'Orsi, Chris Duryea, Evelyn Godbout, Tina Good, Buck Grimes, Major Phil
Halibozek, Darryl Hayes, Lt. Sam Izzarelli, Joan Hilliard, Jerry Johnson, Robert Kaelin, John Lahda,
Brian Lockhart, James Lobb, Stephen Looney, John Morrisson, Susan Naide, Suzanne Niedzielska,
Capt. Patrick O'Hara, Denise Poncini, Jason Rosa, John Russotto, Thomas Sutkowski, Terry Walker,
Paulette Whipple

I. Welcome
The CJIS Governing Board was called to order by co-chair Lt. Gov. Michael Fedele at 1:44pm.

II. Minutes
There were no changes or objections made to the October 22, 2009 CJIS Governing Board
meeting minutes. Judge Patrick Carroll made a motion to accept the minutes; the motion was
seconded by Undersecretary Brian Austin, Office of Policy and Management. The motion was
unanimously accepted by the voting members present.

III. CJIS Community
Mr. Sean Thakkar was asked to provide some insight into the progress of the CJIS community
and the CISS Project at the Judiciary Committee's Oversight hearing on Tuesday January 19,
2010. Public Act 08-01 was created to bring the CJIS community together to exchange
information and to assure that tragedies like Cheshire will not happen again. Mr. Thakkar
discussed the five objectives and goals for the CJIS community.
- Provide each agency the IT autonomy to achieve their business goals
- Optimize existing IT investments and infrastructure within CJIS agencies
- Develop a universal adaptor (dial tone) type service so that CJIS agencies can connect
  to Information Sharing (IS) System easily
- Create a security model that meets State and Federal standards
- Provide services that are boringly predictable

Mr. Thakkar also discussed the six recommendations he gave at the Judiciary Committee's Oversight hearing. A full discussion of recommendations 1 and 2 at the meeting. The recommendations are as follows:

1. To change the language in Public Act 07-4 JSS, Section 36, to specify that the CJIS Governing Board, rather than DOIT, receive the $1.3 million in revenue for the CJIS initiatives and allocate this revenue to the CJIS agencies.

2. To have the CJIS Support Group and other needed staff, report directly to the CJIS Governing Board's Executive Director. They currently are part of DOIT.

   ■ CIO Diane Wallace commented on recommendations 1 and 2. She expressed her disappointment because Mr. Thakkar did not stakeholder his recommendations with her. She addressed Mr. Thakkar's recommendation to have the CJIS Support Group report directly to him without stakeholdering this recommendation with her. CIO Wallace addressed the impact recommendations 1 and 2 will have at DOIT. The $1.3 million is money from the Pay Phone Revenue, money generate from calls made from pay phones. The Pay Phone Revenue pays for the staff of 11 people that support CJIS and several CJIS applications. CIO Wallace stated she would have to possibly layoff the 11 people whose salaries depend on the $1.3 million, if no alternative was available. CIO Wallace distributed two handouts at the meeting. These handouts included the CJIS Support Group – Positions and Funding Streams and CJIS Project Management Structure Chart.

     • Undersecretary Brian Austin comment if DOIT lost the $1.3 million it would create a vacuum. Therefore, the 11 people who support CJIS would have to move to other assignments or DOIT would have to find other revenue resources to fund the 11 people.

     • Representative William Tong asked Mr. Thakkar if the money was redeployed by the CJIS Governing Board to pay for the 11 people to implement OBTS, CIDRIS and CISS, could the 11 people be shifted over to work on these projects?

       o Mr. Thakkar responded, only if they have the qualifications that are needed, then he would be happy to accommodate the 11 people. The $1.3 million would pay for personnel that are needed for the OBTS, CIDRIS and CISS projects; such as, developers, business and technical architects, and software engineers.

   ■ Ms. Linda DeConti put together a spreadsheet called the Revolving Fund Resource Analysis for CJIS. Ms. DeConti stated that the spreadsheet shows 20 percent of the revolving funds hours the 11 DOIT people put in for work they completed on CJIS projects in the months of July, August and September 2009. Ms. DeConti stated this is a rough estimate because she is not sure if everyone charged to the correct project code.

- CIO Wallace stated, DOIT does not have a time reporting application and they do not have requirement, which requires every DOIT employee to put in time according to a project. CIO Wallace was asked to provide a better estimate of the hours worked by the 11 people to the CJIS Governing Board members.

- Representative Tong stated, the intent of Public Act 08-01 was to save lives and make people in the state safer. As well as, fix long-term structural problems in the sharing of information and unacceptable technology gaps statewide in getting the various criminal justice agencies the information they need quickly in real time. The intent is not to micro manage the DOIT staff but to make sure the CJIS Governing Board have the resources and personnel they need to address the specific problems, which are to make the people of the state safer after the incidents in Cheshire, New Britain, and West Hartford.

  - CIO Wallace was in agreement with recommendation 3, which stated that the CJIS Governing Board should work with DOIT to establish a Service Level Agreement for the services requested. Additional information can be viewed in the presentation for this meeting,

IV. Project Status Updates

Mr. Robert Kaelin gave an update on the CJIS Blueprint Project. They have reviewed all the funding and the requirements for the CISS Application. They have worked the requirements through the committees and have gotten the CISS RFP to the point where it can now be inserted into the SDM process and to DOIT to be issued. The initial draft of the CISS RFP is now available for review. The cost benefits shows the benefits to the state and what it will cost to implement CISS. The next step is to start the SDM process so it will catch up with where the Blueprint Project is at currently. The critical piece is when a vendor is selected; the project can move forward and be compliant with the SDM process. Also they want to update the communication plan and broaden the communication with the stakeholders by talking about what other states have done to have a better context beyond the CJIS community. A key issue is the timing of the funding for the CISS RFP. When the vendors are looking at providing service to the State, it would be good to state the funding has been identified and is committed, so that, the vendors can identify the risks. Mr. Kaelin will schedule a special meeting to discuss the content of the CISS RFP before it is released. He will send out the revise draft of the CISS RFP to the CJIS Governing Board members.

Mr. Steve Looney provided an update on the CIDRIS Project. In the last 90 days he has conducted a Gap Analysis on where the project is currently. He plans to re-baseline the project to move it forward. Mr. Looney presented three options to where he believes are the gaps at the January 12, 2010 CIDRIS Project Steering Committee. The three options for the moving forward strategy are:

1) Complete construction, put project on indefinite hold, dismiss vendor and reassess with the CJIS Governing Board at six months intervals.
2) Re-baseline and remedy known risks and issues.
3) Cancel the project.

Mr. Looney also discussed the eight critical success factors for the CIDRIS project. At the CIDRIS Project Steering Committee meeting the risks and issues of the project were identified. They include funding, resources to transition the project to the CJIS Support Group, DOIT's commitment of resources, completion of the Detailed Design documentation, build out of the UAT, staging and production environments, and completion and implementation of the cookbooks. The next steps are to hire a Business Analyst, a Technical Analyst, and a Developer for the CIDRIS Project. As well as, address the findings from the November 6, 2009 CIDRIS Workshop in Rocky Hill.

- Mr. Thakkar stated there is money available to hire the Business Analyst, Technical Analyst and obtain a Developer for the CIDRIS Project.

Mr. Thakkar gave an update on the OBTS Project. The knowledge transfer is taken place currently between the DOIT Developers and the vendor Sierra System. The OBTS Project has now migrated to the SDM Standards. Sierra System plans to turnover the code in late February 2010. During the one year warranty, DOIT will need to document, verify and validate the test metrics being used by Sierra to determine if it is acceptable. They are looking to unify CIDRIS and OBTS architectures for a more seamless integration and support. The OBTS Transition Plan needs to be completed to begin implementation of tasks within the detailed timeline. Testing will not be able to take place by the end of the Warranty Period May 14, 2010. Therefore, he would like to ask Sierra to extend services past the Warranty Period. There are two risks for OBTS; the first is severity 1 incidents with lack of reporting and assurances. Mr. Thakkar is working with CIO Wallace and DOIT staff to clarify the expectations for incident reporting. The second risk is the OBTS transition, whereas, the project timeline will extend past May 14, 2010. The OBTS Administrator will need to negotiate with Sierra if they will extend past the one year Warranty Period.

V. CJIS Governing Board Committees' Updates

Mr. Larry D'Orsi, chair of the Administrative Committee stated the Administrative Committee did not have an opportunity to meet. They do have a few issues to address regarding eSignature and data retention. He plans to schedule a meeting for the Administrative Committee members to meet and discuss these issues.

Ms. Evelyn Godbout, chair of the Technology Committee, gave an update from their last meeting December 17, 2009. Ms. Godbout stated that the members agreed there needs to be a strong representation of CJIS agencies on the DOIT Domain teams. She thanked all the CJIS agencies for their cooperation to assist with this effort. Ms. Godbout spoke about the efforts with DPS and DCJ as primary and secondary leaders of the statewide Enterprise Content Management team's Collaboration and Directory Services domain. She stated that a subcommittee needs to be formed from the CJIS community to address the issue of eSignature. Ms. Godbout discussed the six steps that need to take place for eSignature. The Technology Committee reviewed the adoption process for standards. They have drafted a checklist to use as the basis for the adopting standards. They are now working towards redefining the process. The Technology Committee has contacted SEARCH to request training for the CJIS community and provide them with diverse products, services, and resources, which focus on information sharing, high-tech crimes, criminal history policy, and public safety. Ms. Godbout revisited the Technology Committee's recommendation to the CJIS Governing Board to adopt and approve the National Information

Exchange Model (NIEM) standards and conformance for exchange with CISS, OBTS, CIDRIS and future CJIS projects.

> Senator John Kissel made the first motion to adopt and approve NIEM for information exchange between state agencies, other states and the federal government. This motion was seconded by Lt. Gov. Fedele and unanimously approved by the CJIS Governing Board members present.

Mr. Thakkar spoke on behalf of Chief Richard Mulhall, chair of the Implementation Committee. Mr. Thakkar stated at the December 18, 2009 Implementation Committee meeting, they were able to create two users groups, the OBTS User Group and the AFIS User Group. The names of the individuals participating in both groups were given by their agency heads. These two user groups were created from an end users perspective. The Implementation Committee plans to meet their six month goals and objectives and prepare for new projects forwarded to them by the Technology Committee.

VI. Performance Target for Current 180 Days

Mr. Thakkar gave an overview of the performance targets for the last 180 days. He also stated further feedback from the CJIS Governing Board members can be emailed to him.

VII. Other Business

- CIO Wallace discussed how negotiating state contracts can take up to one year, because contracts can get held up at the Attorney General's Office (AG).

  - Commissioner Robert Ward added that agencies negotiate with the vendors directly for contracts. No one from the AG Office sits in on the negotiating process with the agencies. Once an agreement between the agency and the vendor has been established, then it goes to the AG Office for review and approval. There are times when the AG Office does not approve the contract; therefore, the agency and the vendor have to re-negotiate the contract again.

  - CIO Wallace added that they have requested assistance from the AG Office for representation early in the negotiation process.

  - Representative Tong stated he will speak to the Attorney General's Office about being more involved in the negotiating process for state contracts.

- Mr. Thakkar introduced and welcomed Mr. Michael Pollard, Senator Andrew McDonald's designee for the CJIS Governing Board.

- Judge Carroll recommended Mr. Thakkar look into putting together a small group to look into eSignature to include people from all the CJIS communities. As well as, have the business people involved in this process.

- Undersecretary Brian Austin included they have worked with the Criminal Justice Advisory Commission to leverage grant money to get the Board of Pardons and Paroles (BOPP) and the Division of Criminal Justice (DCJ) IT systems up and running. The Board of Pardons and

Paroles received a $600K grant in October 2009 to upgrade their case note system. Division of Criminal Justice received a three year $3M grant for them to be able to upgrade their IT system. Further details of the presentations can be obtained in the presentation material.

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 April 22, 2010

Thursday July 22, 2010

Thursday October 21, 2010

Lt. Gov. Fedele requested a motion to adjourned, granted by Representative Tong. The CJIS Governing Board meeting adjourned at 3:29pm.