



Criminal Justice Information System
Governing Board
State of Connecticut
55 Farmington, Hartford, CT 06105 • www.ct.gov/cjis

CJIS Governing Board Special Meeting
November 13, 2015, 10:00 am
55 Farmington Avenue, 11th Floor - CR11005, Hartford, CT 06105

CJIS Governing Board Members and Designees in attendance:

Michael P. Lawlor, *Co-Chair, Under Secretary, Office of Policy and Management*; Judge Patrick L. Carroll, III, *Co-Chair, Chief Court Administrator, Judicial*; Brian Carlow, *Deputy Chief, Division of Public Defender Services*; Cheryl Cepelak, *Deputy Commissioner of Administration, Designee, Department of Correction*; James Cetran, *Chief, Connecticut Police Chiefs Association*; Brian Clonan, *Chief Information Technology Officer, Designee, Department of Emergency Services and Public Protection*; Kevin Kane, *Chief State's Attorney, Division of Criminal Justice*; and Mark Raymond, *CIO, Department of Administrative Services, Bureau of Enterprise Systems and Technology*; Richard Sparaco, *Executive Director, Designee, Board of Pardons and Paroles*; and George White, *Division Chief, Designee, Department of Motor Vehicles*.

Other attendees:

Kate Casaubon (JUD), Darryl Hayes (DESPP), and Eleanor Michael (JUD)

CJIS staff and contractors:

Phil Conen (Xerox), Theresa Czepiel (CJIS), Christopher Lovell (CJIS), Mark Morin (CJIS), Todd Priest (Qualis), Mark Tezaris (CJIS), and Elizabeth Ugolik (CJIS)

I. Introduction

- Mr. Mike Lawlor, Governing Board Co-Chair, began the Special Board meeting at approximately 10:10 AM to discuss the Operational MOU, and asked that everyone in attendance introduce themselves.

II. Operational MOU Discussion

- Judge Patrick Carroll opened the discussion by saying that Ms. Karen Buffkin, with other attorneys from her office, along with Mr. Martin Libbin from Judicial, worked together to establish an Operational MOU between the CJIS Governing Board and the Department of Emergency Services and Public Protection (DESPP). He informed the Board that Commissioner Schriro had significant input into the document as did he, along with Mike Lawlor. He added that, although, for administrative purposes CJIS is housed in DESPP, the agreement is clear that the Governing Board should retain its independence and autonomy.
- Mr. Lawlor asked for a motion to approve the document as it was submitted, and then to discuss any potential revisions or additions. Mr. Kevin Kane made a motion to approve and Mr. Mark Raymond seconded the motion.
- Mr. Lawlor stated that he assumed everyone had ample time to review the document, and asked if there were any suggestions or concerns. None were mentioned.
- He asked if the Board was ready to approve the draft as submitted, but then Eleanor Michael, Associate General Counsel at the Governor's Office introduced a needed revision. Attorney

Michael informed the Board that the document's title was missing the proper reference to the Office of Policy and Management (OPM), and that it needed to be added.

- Mr. Lawlor agreed that a signature line existed at the end of the document for OPM approval.
- Mr. Lawlor asked if someone would offer a motion to amend the title to include OPM. Mr. Mark Raymond moved to amend the title to include OPM. Mr. George White seconded the motion. A unanimous vote from the membership to amend the title followed.
- Mr. Lawlor asked for further suggestions or concerns.
- Mr. Kane referred to a typo in the document (pg. 3, # 6-e., i). The word, "fulfil" was misspelled.
- Mr. Lawlor offered that no vote to amend was needed to correct the typo in the document. He proceeded to reference the fact that many people had been involved in the preparation of the document, and he thanked the two legal offices for their extensive work in writing the MOU. He cited that it was a complicated but needed process to ensure that the autonomy of the Governing Board continues.
- At that point, Mr. Lawlor asked the Board for a vote to approve the Draft as amended. The vote by the Board was unanimous.

III. Adjournment

- With no further business, Mr. Lawlor adjourned the meeting at 10:18 AM.