

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

**Members/Designated Representatives Present:** Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Undersecretary Brian Austin, Office of Policy and Management; Sean Thakkar, CJIS Executive Director; Senator John Kissel, Senate 7<sup>th</sup> District, Judiciary Committee; Representative William Tong, 147<sup>th</sup> District, Judiciary Committee; Chief State's Attorney, Kevin Kane, Division of Criminal Justice; Deputy Commissioner Carol Salsbury, Department of Correction; Chief Information Officer Diane Wallace, Department of Information Technology; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner John Danaher, Department of Public Safety; Designee Merit Lajoie, Office of Victim Advocate; Chief James Cetran, Connecticut Police Chief Association; Commissioner Robert Ward, Department of Motor Vehicles; and Commissioner James Thomas, Department of Emergency Management and Homeland Security

**Others Present:** Sgt. Kevin Albanese, Beth Bickley, Tracy Brown (Recorder), Bryan Cafferelli, Joseph D'Alesio, Larry D'Orsi, Chris Duryea, Evelyn Godbout, Clyde (Buck) Grimes, Major Phil Halibozek, Darryl Hayes, Joan Hilliard, Tim Johnson, Robert Kaelin, Jeanne Lee, Eileen LeRoy, Sgt. Hank Lindgren, Mahesh Madhusudanan, Jeff Marvin, Tim Murray, Dean Myshrall, Mario DiNatale, Capt. Patrick O'Hara, Denise Poncini, John Russotto, Sgt. John Scalise, Lt. Tony Schirillo, Terry Schnure, Bill Seymour, Steve Sidoruk, Marilyn Solikoski, Richard Sparaco, Jon Trivisono, Terry Walker, Lee Wezenski

**I. Welcome**

The meeting was called to order by Co-chairman Judge Patrick Carroll at 1:34 PM. Judge Carroll welcomed and thanked everyone for attending; Judge Carroll asked the members present to introduce themselves. Judge Carroll explained that Co-Chair Lt. Governor Fedele would not be in attendance.

**II. Minutes**

There were no changes or objections made to the December 8, 2008 CJIS Governing Board meeting minutes. Chief State's Attorney Kevin Kane made a motion to accept the minutes; the motion was seconded by Chairman Robert Farr, Board of Pardons and Paroles. The motion was unanimously accepted by the voting members present.

Judge Carroll spoke about a meeting between Judge Carroll, Lt. Governor Michael Fedele and Mr. Thakkar to discuss the activities Mr. Thakkar has taken on behalf of the CJIS projects. Judge Carroll wanted to ensure that high level of cooperation among all state agencies involved in the information sharing project continues as CJIS moves into information sharing between all agencies. Judge Carroll turned over the meeting to Mr. Sean Thakkar, CJIS Executive Director Sean Thakkar.

**III. The CJIS Information Sharing System Vendor Introduction – Blueprint Project**

Mr. Thakkar introduced Mr. Robert Kaelin, Project Officer for MTG Management Consultants. MTG began the CJIS Blueprint Project last week; they are working from the Department of Information Technology. The purpose for the CJIS Blueprint Project is to fully map and do an analysis of all the criminal justice agencies to build an RFP for the information sharing system.

Mr. Kaelin presented MTG's presentation "Plan for the Design and Implementation of a Criminal Justice Information System". In this presentation, Mr. Kaelin gave a brief background of MTG and the services they provide. He discussed the initiatives planned by MTG, the scope and benefits of the project, and the business processes for the CJIS Information Sharing System. He spoke about Information Exchange Model tools to move data through a collaborative environment from one exchange to another. Mr. Kaelin mentioned two strategies MTG wants to achieve for best practices.

- 1) Work with the CJIS Community to determine the "as is" scenario and provide a "to be" model for the CJIS solution.
- 2) RFP to accomplish the goals for an information sharing system based on the responsibilities from the criminal justice agencies to better respond to their clients' needs.

MTG has created a SharePoint website for sharing information; they will draft communication plans, post notes, newsletters, project developments and more. Each member of the CJIS Governing Board will be provided a login and password to the website. MTG will be conducting interviews with the technical and business experts from each agency. They will also be hosting two and half hours Justice Information Exchange Modeling (JIEM) Sessions the week of January 30, 2009 and the week of February 13, 2009.

#### **IV. CJIS Governing Board Moving Forward Strategy and Achievement of Set Goals**

Mr. Thakkar provided a presentation on the "CJIS Governing Board, Partner with Stakeholders to Drive Innovation and Smart Growth". Mr. Thakkar discussed the CJIS business vision, objectives and goals along with best practices for the CJIS mission, vision and goals. Mr. Thakkar explained the four phases for the moving forward strategy. He talked about the need to execute on the strategy and set goals for "smart growth" for information sharing. Mr. Thakkar mentioned that Connecticut will be the first state in the nation to have the State and Federal Standards rolled into one. He also outlined the accomplishments he has achieved in the last 120 days as CJIS Governing Board Executive Director.

Mr. Thakkar stated his objectives and made two sets of recommendations to the CJIS Governing Board.

Mr. Thakkar's objectives are to:

- 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.

He recommended there be two committees, the Administration and Technology Committees. The Administration Committee will oversee the business, policies and finances of CJIS and the Technology Committee will oversee the technology and security aspects of CJIS.

Review of CJIS Committees Recommendations:

1. There are five committees that can be combined into two committees, Administration and Technology.
2. The committee charters need to be updated.
3. Since we have a focused moving forward strategy these committees should be activated on a quarterly or adhoc basis to maximize committee member's time.

Judge Carroll asked if the members present had any objections to Mr. Thakkar's CJIS Committees recommendations to combine the five committees into two committees. CIO Diane Wallace suggested that the CJIS Finance Committee's functions be built into the structure of the committees. Upon Judge Carroll's recommendation, the CJIS Governing Board accepted by unanimous consensus the adoption of Mr. Thakkar's recommendations and CIO Wallace's suggestion.

Governance Recommendations:

1. Adopt a Federated Model of governance where by each of the individual agencies can maintain autonomy and control over their own systems.
2. CJIS Board should plan, design, procure and implement enterprise systems that have CJIS wide impact i.e. OBTS, CIDRIS, etc.
3. CJIS Board should set standards for technology and security for CJIS agencies that connect to CJIS Information Sharing Systems in concert with DOIT.

There were no objections to Mr. Thakkar's governance recommendations; therefore, Judge Carroll indicated the acceptance and adoption of Mr. Thakkar's recommendations by unanimous consensus.

Mr. Thakkar recognized Mr. Chris Duryea from the Judicial Branch for his work in drafting the committees' charters.

**V. Department of Public Safety (DPS) – Demonstration and Update of Connecticut On-Line Law Enforcement Communication Teleprocessing (COLLECT) System:**

Commissioner John Danaher thanked the CJIS Governing Board for allowing DPS to host the meeting. He introduced Ms. Joan Hilliard, Manager of the COLLECT Project and Mr. Darryl Hayes, Project Manager of the COLLECT Project.

Ms. Hilliard presented overviews and explained the screens of the current COLLECT and the new COLLECT Systems. She defined COLLECT as an institutional system that is dedicated to the criminal justice agencies throughout the state. The primary goal of COLLECT is to promote public and law enforcement services.

Mr. Hayes presented and gave a demonstration of the new COLLECT V2 System currently in progress. He spoke about meeting the national standards with the new system and the changes made to the system. Mr. Hayes mentioned that they need to retrieve more data to assist with identifying criminals through the content manager for an enterprise system across the state.

**VI. DPS – Presentation on Data Sharing:**

Sgt. Kevin Albanese gave a synopsis of the data sharing process. The primary input is done through mobile terminals to the dispatching unit and a record management system. The officers in the field have the capability to create their own events and do all the applications. The Department of Public Safety (DPS) is in partnership with the vendor NexGen, through a federally funded Connecticut Department of Transportation project for the National Highway Traffic Safety Administration (NHTSA) to provide a record management system capability for accident reports.

Mr. Lee Wezenski, Director of Development and Lead Programmer at NexGen, discussed the data sharing and the evolution of the DPS Law Enforcement Administration System (LEAS).

**VII. Electronic Signatures Study Group:**

Judge Carroll stated he had a handout which outlines the activities from the January 14, 2009 Electronic Signature Study Group meeting. The Judicial Branch has already drafted their electronic signature legislation. Judge Carroll and Judge Barbara Quinn, Chief Court Administrator, had a brief meeting with the co-chairs of the Judiciary Committee, Senator Andrew McDonald and Representative Michael Lawlor in which the proposed legislation was explained. Each of the constituent agencies of the CJIS Governing Board has electronic signature needs and these needs should be advanced by the individual agencies through their respective legislative committee. Each agency should make sure that legislators understand how important electronic signatures are to their agency. Judge Carroll additionally explained that although the Judicial Branch may end up with legislation for electronic signature, the Judicial Branch may still have technical inability to accept the electronic file information in the court system.

Undersecretary Brian Austin further explained legislative requirements in initiating legislation and that separate bills are assigned to various committees.

**VIII. Offender Based Tracking System (OBTS), Project Steering Committee:**

Mr. Terry Schnure of the Office of Policy and Management (OPM) spoke about Offender Based Tracking System (OBTS) and the introduction of the System Development Methodology (SDM) requirements under the Executive Order Number 19 to the OBTS. Though OBTS work has been underway, the OBTS Team is initiating a release and this provides an opportunity to implement the SDM requirements. He discussed some history of the OBTS Project. With SDM, the project needs a Steering Committee to carry out, provide governance, and make decisions pertaining to the OBTS Project. SDM provides for business partners or agencies participation in this process. A letter asking each agency to name a primary and secondary designee to serve on the OBTS Project Steering Committee was distributed to the CJIS Governing Board members. Judge Carroll asked that agencies respond as indicated in the letter by February 4, 2009.

**IX. Other Business**

Mr. Thakkar recognized two persons, Mr. Terry Schnure from the Office of Policy and Management and Ms. Tracy Brown of the Department of Information Technology, who have helped him through the transition process as the CJIS Executive Director

**X. Dates of Next Meetings**

**CJIS Governing Board**

Thursday April 23, 2009

Chief State's Attorney Kevin Kane offered to host the next CJIS Governing Board at the Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

**CJIS Implementation Group**

Thursday February 19, 2009 at 1:30 PM

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

The meeting was adjourned at 4:05 PM by Judge Carroll. Further details of this meeting can be obtained in the presentation materials.