



Criminal Justice Information System
Governing Board
State of Connecticut
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CJIS Governing Board Meeting

April 16, 2015, 1:30 pm

Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

CJIS Governing Board Members and Designees in attendance

Michael P. Lawlor, *Co-Chair, Under Secretary, Office of Policy and Management*; Judge Elliot Solomon, *Designee, Deputy Chief Court Administrator, Judicial*; Andres Ayala, Jr., *Commissioner, Department of Motor Vehicles*; Brian Carlow, *Designee, Division of Public Defender Services*; Cheryl Cepelak, *Designee, Department of Correction*; Carleton Giles, *Chairperson, Board of Pardons and Paroles*; Kevin Kane, *Chief State's Attorney, Division of Criminal Justice*; Natasha Pierre, *State Victim Advocate, Office of the Victim Advocate*; Mark Raymond, *Designee, CIO, Department of Administrative Services, Bureau of Enterprise Systems and Technology*; Dr. Dora Schriro, *Commissioner, Department of Emergency Services & Public Protection*; and Scott Semple, *Commissioner, Department of Correction*.

Other attendees

Sue Brown (DPDS), Bob Cosgrove (DOC), Frank DiMatteo (DPDS), Chris Duryea (JUD), Darryl Hayes (DESPP), Jacob Kozak (DPDS), Karl Lewis (DOC), Toby Padegenis (JUD), Terry Schnure, Celia Siefert (JUD), Richard Sparaco (BOPP), and Thomas Sutkowski (JUD).

CJIS staff and contractors

Phil Conen (Xerox), Craig Holt (Qualis), Patty Meglio, Mark Morin, Mark Tezaris, Elizabeth Ugolik and David Wright (Xerox).

I. Welcome

- Mike Lawlor, Governing Board Co-Chair, brought the meeting to order at 1:44 pm and welcomed everyone. He mentioned that Judge Carroll could not be there because he was attending a JJPOC meeting. He said that Judge Solomon is filling in for Judge Carroll. He went on to announce Sean Thakkar's resignation, thanked him for his service, and wished him well in his new position. He also said that Mr. Thakkar's leaving has created an opening in the Executive Director position.

II. Introduction

- Mr. Lawlor brought up that Commissioner Schriro is thinking about the option of taking CJIS into her agency. He cited the Crime Lab model's successful transition to a standalone division within the agency. The Board should consider recommending that the APO status be transferred to DESSP. Mark Raymond, Commissioner Schriro, Kevin Kane, Judge Carroll, Ben Barnes, Karen Buffkin, and members of the governor's office discussed this option. Mr. Lawlor believes it should be considered. Before they search for a new Executive Director, they are going to rethink the way this entity will fit in to state government. After working through some major obstacles such as the

Xerox contract amendment, and being at ninety-nine percent with the FBI concerns, it might be the opportunity to rethink the new structure.

- Mr. Lawlor mentioned that they may need to make a few changes to the statute such as changing the part that says it's APO to OPM, which is a relatively minor change, but it would not mean rewriting the whole statute. He reiterated that the role of the Governing Board is critical to the project. He said that because there are so many stakeholders, everyone needs to have a seat at the table. If the Board is comfortable with exploring this possibility, it would factor into finding an Executive Director. The goal now is to form a subcommittee to come up with a search process for the Executive Director.
- Dr. Schriro said that she was happy to take on the new responsibilities. She said that she spoke to Mr. Mark Raymond and Mr. John Vittner about this. She said that she spent a fair amount of time looking at the consolidation of the six agencies under DESPP. One idea is to detach the IT department from the State Police and have it responsible for all six divisions of DESPP. Also having a strong unit with a lot of subject matter experts coming from the existing project as well as what the DESPP can bring to it along with the their relationship with the FBI and the Chief's Attorney Office should solidify the work that they have already completed and the heavy lifting they still need to do. She also said that the DESPP has six organizations, three of which have commissions by policy direction. This is natural to how they conduct business today. POST has the POST Council, for example. It is logical and that there will be some overlap with these groups. One area to make improvement is to make the best use of resources of the state.
- Mr. Lawlor said that they will address any perceptions on the part of folks currently working on the project. One concern is that the current consultants might look for other work if they thought there was some uncertainty to the project once the word got out. He wanted to assure everyone that there would be no changes or scaling back of personnel, except on the upper level in terms of management of the project. When state positions open, the current consultants would have a chance to apply for them. For some, it's a goal. He plans on going over to CJIS next week to speak to the group about this. If anyone wants to participate, they are welcome.
- Mr. Lawlor said that, speaking on behalf of the entire board, Mr. Raymond is the top command for CJIS for now.
- Mr. Raymond said that for the next few months he will be relying heavily on the team and will not be the steward. He is working closely with Mr. Mark Morin, Mr. Mark Tezaris, and Ms. Elizabeth Ugolik on the program. He also said that the DESPP idea makes sense and that he looks at it as a center of excellence on criminal justice technology. He added that it would go a long way to move the project forward. He feels it's a positive outcome and one that would ensure that the system gets done in the timeframe allocated.
- Mr. Lawlor asked for comments. Given that they need to identify a new Executive Director, he mentioned that if anyone on the Board would like to join the Governance Committee Meetings, they are welcome. As soon as they know that there are no issues switching from OPM to DESPP, they will convene the CJIS Governing Board for a special session in one to three weeks to approve the direction. They will also look into what needs to change in the legislative process.

III. Minutes of Previous Meeting

- Mr. Lawlor asked for any additions or corrections to the minutes of the previous meeting held on January 15, 2015. A motion was made to approve the minutes by Mr. Kevin Kane and seconded by Mr. Carleton Giles. With a vote the minutes were approved unanimously.

IV. Statement of Understanding

- Mr. Lawlor asked the Board to look over the handout titled Statement of Understanding. It is a

section that was added to the CISS Overview document.

- Dr. Schriro said that she had conversations with the FBI, and she made a suggestion that the Governance Committee produce a list of core principles – those fundamental roles, responsibilities and relationships – that the agencies have with one another. Since the steering committee members have changed over time, it's a succinct way to provide the rules of engagement to new members. The document was circulated with the Governance Committee and then sent it to the Board in advance for their review. Dr. Schriro said that they would include the Statement of Understanding with the documentation that would be sent to the FBI.
- Mr. Lawlor asked for a motion to incorporate the Statement of Understanding into the current document. Mr. Raymond made the motion and Mr. Giles seconded the motion. A vote was taken and the motion was passed unanimously.

V. PowerPoint Slide Presentation

- Mr. Mark Morin began the CJIS slide presentation with an overview of the CISS project (slides 3 & 4). He thanked the Governing Board Members for their commitment and leadership as the project moved forward after the contract was signed. He said that he is getting very good cooperation from the agencies. Meeting notices are being sent at a minimum of two weeks to up to five weeks to help everyone plan their time. Everything is moving smoothly and work has begun on the second workflow. The vendor and Project Management team are working with Judicial and all is going well. He reviewed the list of working sessions that were completed in the last two months and those scheduled for the coming weeks.
- Mr. Phil Conen, referring to slide 5, said that they are on schedule and in some cases ahead of schedule, after eight weeks into the project. While they may not be early to deliver, they probably will not be late. He mentioned that they got signoff on PRAWN design. Everything is going as well as it possibly could.
- Mr. Raymond added that the primary place where things go off the rails for projects like this is in the requirements and design phase. The fact that we are completing the PRAWN Design on time is a good indicator. He asked about the size of issues out of Design phase that are being pushed downstream.
- Mr. Conen said that he is not going to pretend that there are no issues, but that the current issues relate to Release 4. He said that they have a process that flushes issues out. Mr. Raymond said that it is important to know that the team should not let things go downstream from the Design phase.
- Mr. Brian Carlow said that he was a part of the Focus Group Session yesterday and that the process is moving along. There are issues being discussed that have been in the parking lot for over five years. He was pleased to hear that the approach to the access of materials is that if there is not a reason why they (agencies) shouldn't have them, then they should receive them.
- Mr. Carlow said that he has confidence that things will be resolved though he is concerned about *how* they will be resolved. He was most concerned about the Probable Cause document, and when and who will have access to it. If the document is received late since necessary for the arraignment, the entire arraignment process will be delayed. It is important to avoid bottlenecks that would slow down the exchange of information and impact all agencies.
- Another issue that Mr. Carlow mentioned was the redaction of documentation. Any document that is taken under oath cannot be redacted. The probable cause document that goes to the judge is taken under oath and therefore cannot be redacted. So far, there is no agreement on how redactions will be managed. CISS is not document of record. If they are relying on it, it is important to know if the document received is in its original form or if it was redacted. What they are hearing so far is that if redactions are made, they would not have knowledge of it. If this issue is

resolved in the wrong way, local law enforcement may need to do more than they do now and the process will become less efficient.

- Mr. Morin said that he met with Terry and she presented the list of parking lot issues to Larry to review this week. She will talk to Judge Carroll about who they can bring into the meeting on April 30th to resolve the issues. This group will put some structure in place and determine how the workflow changes.
- Mr. Kane said that it is important to test the process in one area initially before it is released to all agencies. Mr. Morin agreed and said that only GA15 will be involved initially.
- Mr. Morin went on to describe Community Portal and the SharePoint sites for each agency (slide 6). This will provide project level documentation to the community. Agency sites will give each agency the ability to track their own resources and tasks. Also, the group will continue to track concerns in the CISS Monthly Status Meetings.

Project Health Check

- Craig Holt from Qualis gave his Health Check Services report for the CISS project. He made it clear that the report covered the period before the Xerox Contract Amendment was signed.
- Mr. Holt said that the report is based on feedback from ten agencies, the PMO, and the vendor and from answers to fifty-five survey questions.
- Mr. Lawlor said that there was a discussion and it was determined that the type of consultation was not broad enough at the last session. He wanted to know if there were any changes.
- Mr. Holt said that there were no changes on this session. The next Health Check Services report will consist of information gleaned from the agencies, the PMO, and the vendor.
- Mr. Holt went on to mention the differences between the second and third quarter reports, including the strengths and weaknesses (slides 9 and 10). He said that the differences were almost inconclusive and that there were no drops across the board. The lower figures were directly related to the project start time. He said it is noteworthy how good the numbers are considering the contract was not signed. He also said that he is still receiving 100 percent return on the surveys. Referring to slide 11, Mr. Holt reviewed the risks. They are currently working on the parking lot issues. However, issues on the unfilled state positions and the loss of project management staff are big risks that are not going away. He mentioned that the subcommittee may want to address the hiring of state positions. He conceded that it is going to be difficult to find money to fund this. He included in the report some alternative ideas for funding. He also said that they should look at certain functions and contract them out.
- Mr. Lawlor said that the budget is less an issue. Salary and the hiring process, however, are stuck in an old fashioned civil service hiring process with collective bargaining. It might make it easier once CJIS is under DESPP as they may be able to consolidate some DESPP functions. It is unfortunate that there are more attractive offers elsewhere with substantive pay increases and benefits, making it more difficult to appeal to qualified applicants.
- Mr. Holt said that it might be a good idea to look at other ways to address this issue. For instance, they might consider agency outsourcing or a functional outsource. The Board may also want to consider dividing the agency into project management, technical, and application sections. He cautioned against outsourcing to a monopoly. He did say that not doing anything is not an acceptable option.
- Mr. Holt said that looking forward (slide 12), the Board should expect numbers to improve in the next quarter and then to drop. It is important, he said, to minimize the drop. He thanked everyone for doing the surveys and interviews. He said that there is good communication between all parties and that the PMO is responding well to the agency concerns.

VI. Adjournment

- Mr. Lawlor said that he would confer with Judge Carroll and work on the options brought before the Board today. He said that members should contact him if there are any concerns. He announced the next meeting dates. There being no further business, the meeting adjourned at 2:44 pm.