

MINUTES
Planning Committee of the Victim Notification System Project
August 13, 2008

The Planning Committee of the Victim Notification System Project met at 225 Spring Street, Wethersfield, in the Office of Victim Services administrative conference room on Wednesday, August 13, 2008, from 1:10 p.m. to 2:04 p.m.

Members in Attendance:

Linda J. Cimino, Chair, The Honorable Patrick L. Carroll, Faith Arkin, Adrienne Brochu, Jack Brooks, Jessica Bullard, James Cetran, Nick Cimmino, Robert Cosgrove, Michelle Cruz, John Duffey, Mitch Forman, John Lahda, Dean Myshrall, and Terry Walker

Members Excused or Absent:

Joseph D'Alesio, Rick Dunion, Suzanne Niedzielska, Terry Schnure, and Celia Siefert

Guests:

Dean Skevas, Director, Budget and Planning Unit, Office of the Chief Court Administrator, Administrative Services

Agenda:

1. Welcome and Introductions
Linda J. Cimino welcomed members. Members introduced themselves.
2. Review of June 23, 2008 Meeting Minutes
Judge Carroll asked for a motion to accept the minutes of June 23, 2008. The motion was moved and seconded and the minutes were accepted as presented.
3. Budget Update
Linda provided members with a recap of the appropriation: Public Act 08-01 had a fiscal note attached appropriating \$750,000 for implementation of "SAVIN." Dean Skevas informed Linda that the appropriation was reduced to \$650,000 and if not expended by June 20, 2009, the funding would be unavailable.

Linda stated that she spoke with Dean regarding submitting a budget option of \$750,000 for fiscal year 2009/2010 to realign the state appropriation with federal grant funds.

Dean added that justification for the budget proposal is needed and sought clarity on what the project will cost, more specifically will there be additional expenditures than the cost currently anticipated, as well as the basis of the fifty percent federal match and timeframe to receive federal funding.

Faith Arkin responded that according to the Department of Justice (DOJ), Bureau of Justice Assistance (BJA) announcement last year, the fifty percent match would be based on the estimated cost submitted. She added that at this time, the time frames are unknown. There is an expectation that an announcement will be made in October 2008 and the application would be due in early January 2009.

Dean stated that by November/December, Adrienne would need to have an understanding of the pricing model.

Linda remarked that the federal funding for last year BJA contracts are not available; it is unknown if the funding was released. She added that the DOJ is responsible for distribution of Victim of Crime Act (VOCA) funds. The 2008 VOCA funding cap reduced available funding, resulting in a seventeen percent reduction to subcontractors.

Faith stated that the Committee should be mindful of the limitations on federal funding, more specifically the different provisions allowed for consultants such as rates and caps.

Terry remarked that caps are imposed on direct hires as opposed to a consulting firm.

Faith stated that at the current rate, it is projected that \$172,000 will be expended for the consultant and restated that the Committee should be watchful of grant guidelines regarding consultant rates as the project goes forward.

Jack stated that the project might be attainable without federal funding through research of similar sized projects that were only \$300,000-\$400,000. The \$750,000 does not include other systems; infrastructures would be developed in a different form. Is it possible to seek consideration to use funds for consultant and carry forward balance as the Committee continues to plan the project?

Dean responded that carrying forward is a different issue.

Judge Carroll suggested that the Committee pursue available funding sources, considering rescissions from the crime bill have occurred.

Members then briefly discussed the capability of the Offender Based Tracking System (OBTS) handling feeds. Judge Carroll stated that the Committee seeks the expertise of the informational technology members. Terry stated that she and Dean Myshrall agree that OBTS would be the most effective means for a vendor to tie into a single feed than multiple feeds.

4. Project Manager Introduction

Terry reported that she, Linda Cimino, Suzanne Niedzielska, and Ceila Siefert interviewed ten candidates for the project manager position prior to offering the post to Adrienne Brochu.

Adrienne provided a brief overview of her consulting and academic experience: she has spent thirty years in the information technology field with more than twenty years as a project manager. She received masters' degrees in computer science and business administration from Rensselaer Polytechnic Institute.

5. Project Manager Update

Terry reported that she and Adrienne developed a Request For Information (RFI), under the advisement of the Judicial Branch Purchasing Department as the most

effective way to obtain blanket information on potential vendors. Terry stated she was looking for the committee's feedback and permission to submit the RFI. Members discussed the RFI and request for proposal process and agreed on the submission of the RFI with the addition of addressing the need to meet National Interfacing Standards.

6. Governance Committee Structure

Linda stated that at the last Committee meeting a governance committee structure was proposed and on June 24, 2008, an informal draft of the proposal was emailed to members. Linda made available to members copies of the informal proposal and stated that the document does not reflect the removal of Suzanne as staff to the Committee and the addition of Dean Myshrall.

Michelle commented that in any type of governing board it is important to set membership terms. Judge Carroll suggested a three-year staggering term.

Judge Carroll proposed legislative branch representation on the Board. Faith recommended two memberships, representing the majority and minority parties.

Faith suggested that the vendor should not serve on the Board but act as staff or serve as a resource to the Board.

Members then discussed the appointing authority. Judge Carroll recommended the Chief Court Administrator Barbara M. Quinn.

In addition to the above recommendations, members also agreed on the following:

Changing Item #2 to Public Safety
Removal of individual names under Governance Committee Members
Assigning victim slots to be recommended by various victim agencies

Linda stated that she would make the necessary changes and resend a more formal document to the Committee prior to the next meeting.

7. Meeting Schedule

Members agreed to meet Tuesday, October 7, 2008, at 1:00 p.m., at the Office of Victim Services, 225 Spring Street, Fourth Floor, Wethersfield.

8. Adjournment

The meeting was adjourned at 2:04 p.m.

Recorder: Brenda Jordan, Administrative Assistant, Office of Victim Services