

MINUTES
Planning Committee of the Victim Notification System Project
April 21, 2008

The Planning Committee of the Victim Notification System Project met at 225 Spring Street, Wethersfield, in the fourth floor conference room 4b on Monday, April 21, 2008, from 2:10 p.m. to 3:23 p.m.

Members in Attendance:

Linda J. Cimino, Chair, The Honorable Patrick L. Carroll, Faith Arkin, Jack Brooks, Jessica Bullard, Nick Cimmino, Robert Cosgrove, John Duffey, Rick Dunion, Dean Myshrall, Suzanne Niedzielska, Terry Schnure, Celia Siefert, and Terry Walker

Members Excused or Absent:

Joseph D'Alesio, Mitch Forman, and John Lahda

Agenda:

1. Welcome and Introductions

Judge Carroll, Deputy Chief Court Administrator, welcomed members. Members introduced themselves.

2. Review of March 5, 2008 Meeting Minutes

Linda J. Cimino asked for a motion to accept the minutes of March 5, 2008. The motion was moved and seconded and the minutes were accepted as presented.

3. 2nd Annual SAVIN National Conference Report

Linda reported that she, Rick Dunion, and Terry Walker attended the 2nd Annual SAVIN Conference in Arlington, VA. A summary of what was presented at the conference included:

1. The Bureau of Justice Assistance's (BJA) goal for the SAVIN movement is to have a national victim notification system (NAVIN).
2. A few states do not have SAVIN, including Kansas, which is not looking to connect to the system.
3. Appriss has a limited number of codes for activities; states had to map 100 codes into ten codes; adding a new code could cause erroneous information.
4. One state experienced an issue with individuals who inherited a telephone number that was previously registered to receive notification. Telephone notification required a pin number to discontinue notification. Louisiana provides an opt-out telephone number for this situation.
5. Another state had a situation during the Christmas holiday that sent erroneous notification. Appriss management personally called each person who received notification.

Rick distributed a breakdown of the SAVIN funding cycle and stated that:

1. In this current fiscal year, BJA received nineteen applications and expects to award eight million in May.
2. The time frame of the grant might be an issue allotting a two month window period to use the \$750,000 allocated by the legislature.

Linda stated that the allocation can be used beginning July 1, 2008. She spoke with Michael Murphy and Dean Skevas on carrying forward the majority of the allocation. Terry Schnure added that the procedure to carry forward funds is a written letter to the comptroller.

Linda stated that starting the project is not as concerning as the unknown cost to operate the system. She added that Wisconsin has 22,000 inmates in its Department of Correction and their Appriss' contract this fiscal year costs \$48,000 with notification limited to paper and email. Iowa secures on-going funding through a fourteen percent surcharge for certain fines and fees, Utah increased its fines and fees portion funded from the Criminal Injuries Compensation fund, and a .05% tax on alcohol was another source presented at the Conference.

Terry W. walked members through a web page, developed by her staff, to provide a visual image of what crime victims would experience. She stated that the web page could accommodate both an open and closed system.

4. Project Plan Development Report

Susan Niedzielska, Celia Siefert, and Terry W. developed a Senior Project Manager Outline and Project Plan that was distributed to members. Terry W. noted that the Information Technology division (IT) uses four consultant firms that would be available to the Committee. She added that the project manager search should begin in May to be onboard for July with an approximate total salary cost of \$200,000.

Celia stated the project plan has two phases; the second phase would be developed by the program manager. Phase one includes hiring a program manager, establishing a Governance Committee; the program manager would meet with various Judicial Departments to establish business needs, identifying security issues, and establishing goals.

Members discussed particulars on the program manager including:

- The program manager should not write the grant as that would cause a conflict of interest.
- Will a senior project manager's qualifications meet the needs of the project? A suggestion was offered to review the candidates' resume qualifications prior to deciding if a different need exists.
- Does the Judicial Department have funding available for a program manager to be selected in May-June. Judge Carroll stated he will speak with Tom Siconolfi.
- Who will the program manager report to? Members provided several suggestions such as the chair of the Committee, the Governance Committee, or an information technology committee member.

Members agreed unanimously to seek a durational program manager. Terry W. will submit the senior project manager outline to the consultant firms used by IT.

Dean Myshrahl requested that NIEM is added to the 4.2. Senior Project Manager bullet item *Strong understanding of the technical impact on a project of relational databases ... (exposure to GJXDM/NIEM) ...*

5. Propriety Justification Update

Linda informed members that she provided Cortez White with a propriety justification document and is awaiting his opinion.

6. Meeting Schedule

Members agreed to meet May 20, 2008, at 1:00 p.m., at a location to be announced for an overview of the Offender Based Tracking System.

7. Adjournment

The meeting was adjourned at 3:23 p.m.

8. Other – Jack inquired about other proposed invites to the Committee. Linda stated that she did invite Sam Izarelli, but has not had an opportunity to do outreach to the Connecticut Police Chiefs Association. She added that one member recommended State Victim Advocate Michele Cruz. Linda suggested that Ms. Cruz' presence would be more beneficial after the foundation has been completed.

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