

MINUTES
Planning Committee of the Victim Notification System Project
May 20, 2008

The Planning Committee of the Victim Notification System Project met at Judicial Information Systems, 99 East River Drive, East Hartford, in the seventh floor conference room on Tuesday, May 20, 2008, from 1:00 p.m. to 1:55 p.m.

Members in Attendance:

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

Members Excused or Absent:

Jessica Bullard, Joseph D'Alesio, John Duffey, and Mitch Forman

Guests:

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

Training:

Terry Walker and Judicial Information Systems' training staff provided an overview of the Offender Based Tracking System (OBTS).

Discussion:

As the intent of this meeting was for training purposes, a formal agenda was not distributed. However, members conducted business following the presentation:

Project Funding

Dean Skevas, director of Budget and Planning provided a cautionary note to members not to begin spending the \$750,000 allocated by the legislature for this project until July 1, 2008. The legislature is expected to convene a special session in June.

Terry Schnure suggested that the Committee continue with the project planning and seek legislative direction for adjustments if resources change.

Project Manager

Terry Walker reported that four resumes for the project manager position were received; three of the candidates were interviewed and two are of interest.

Governance Committee

Linda stated that the Bureau of Justice Assistance (BJA) provides guidance on the membership of the Governance Committee. Linda and Terry will develop a proposed membership to be reported at the next meeting.

Review of the April 21, 2008, Meeting Minutes

The minutes of the April 21, 2008, meeting was unanimously approved as presented.

Meeting Schedule

Members agreed to meet June 23, 2008, at 1:00 p.m., at the Office of Victim Services, 225 Spring Street, Fourth Floor, Conference Room 4b, Wethersfield.

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