

MINUTES
Planning Committee of the Victim Notification System Project
June 23, 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, June 23, 2008, from 1:10 p.m. to 1:37 p.m.

Members in Attendance:

Linda J. Cimino, Chair, The Honorable Patrick L. Carroll, Jack Brooks, Jessica Bullard, James Cetran, Nick Cimmino, Robert Cosgrove, Michelle Cruz, Joseph D'Alesio, John Duffey, Rick Dunion, Dean Myshrall, Terry Schnure, Celia Siefert, and Terry Walker

Members Excused or Absent:

Faith Arkin, Mitch Forman, John Lahda, and Suzanne Niedzielska

Agenda:

1. Welcome and Introductions

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

2. Review of May 20, 2008 Meeting Minutes

Linda J. Cimino asked for an acceptance of the minutes of May 20, 2008. John Duffey requested an amendment to the minutes, removing his name under *Members in Attendance*. The minutes were accepted as amended.

3. State Program Research Update

Terry Walker reported that she spoke with three individuals from the State of Ohio SAVIN program regarding their experience serving on their state's SAVIN governance board. The highlights of her discussion with them included:

1. Connecticut has an advantage with the establishment of the automated victim notification program in statute.
2. A recommendation that two people from every agency serve on the governance board: a staff member with business expertise and a staff member with technical expertise.
3. A recommendation to include membership from groups omitted from the Ohio fifteen-member board: law enforcement, elected officials, victims, and judges.
4. A recommendation that victim representation is broad based and not focused on one victim issue.
5. An Apriss representative attended their meetings.

Members raised concerns that the governance committee may become too large to be effective. Terry W. noted that the role of the committee would be to develop the vision, marketing strategies, and bigger issues and not the day-to-day activities that would be addressed by the subcommittees.

Members then discussed the proposed structure of the Connecticut governance committee. (See agenda item 5)

4. Project Manager Update

Terry W. reported that ten individuals have been interviewed for the project manager position and one person was of interest. This candidate is available to start June 30, 2008, and that she would be checking references.

Celia Siefert added that the four-member interview panel (Celia, Terry, Linda, and Suzanne Niedzielska) agreed this candidate was the most qualified to meet both the business and IT needs.

5. Governance Committee

Linda remarked that at the last committee meeting, Judge Carroll had requested that she and Terry W. develop a governance structure. Linda stated that despite their best efforts, the governance board might have approximately eighteen people based upon the recommendations of the Bureau of Justice Assistance (BJA) guidelines and standards, which she and Terry W. used when developing the structure.

Linda stated that according to the BJA Guidelines, the governance representation should include personnel from: law enforcement, Division of Criminal Justice, Judicial Branch clerk, the Court Administrator, the Department of Correction, Probation, Board of Pardons and Paroles, the Office of the Victim Advocate, one representative from the Office of Policy and Management, Sam Rieger, an outspoken victim rights activist whose daughter was murdered, a member of the Connecticut Sexual Assault Crisis Services Victim Advisory Council, survivor of child abuse, victim of a drunk driver, family violence victim advocate supervisor, intensive sex offender unit, and legal aid.

Linda added that the proposal included staff to the committee (Terry W., Suzanne, Rick Dunion, Nick Cimmino, the project manager, and Rhonda Stearley-Hebert from External Affairs) and four subcommittees (information technology, site design, publicity and outreach, and training).

Terry stated that the recommended meeting schedule would be twice per year as the role of this group is oversight; the four subcommittees would accomplish the day-to-day activities.

Judge Carroll inquired if a written document was available to distribute among the group as a proposal. Linda stated that there was not a formal document available, but that she could distribute copies of an informal proposal that she and Terry provided to Judge Carroll.

Linda distributed copies of the informal proposal and members discussed briefly the proposed membership with the following recommended changes: for consistency, name department heads that would appoint designees, the addition of Celia Siefert as staff to the committee, and representation of Bail Services.

Judge Carroll requested that members continue to review the document before the next Planning meeting for a discussion on changes, additions, or deletions to the proposal and if none were suggested then the proposal would be accepted as the governance structure.

6. Appropriation Update

Linda stated that she was unable to provide an update on the appropriation as the information had not yet been available. However, an email will be sent to members when the outcome is known.

7. Meeting Schedule

Members agreed to meet Tuesday, August 12, 2008, at 1:00 p.m., at the Office of Victim Services, 225 Spring Street, Fourth Floor, Conference Room 4b, Wethersfield.

8. Adjournment

The meeting was adjourned at 1:37 p.m.

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