

**MINUTES**  
**Planning Committee of the Victim Notification System Project**  
**October 7, 2008**

The Planning Committee of the Victim Notification System Project met at 225 Spring Street, Wethersfield, conference room 4b, on Tuesday, October 7, 2008, from 1:13 p.m. to 2:11 p.m.

**Members in Attendance:**

Linda J. Cimino, Chair, Jessica Bullard, Nick Cimmino, Robert Cosgrove, Michelle Cruz, Larry D'Orsi, Rick Dunion, Dean Myshrall, Suzanne Niedzielska, Terry Schnure, Celia Siefert, Dean Skevas, and Terry Walker

**Members Excused or Absent:**

The Honorable Patrick L. Carroll, Faith Arkin, Jack Brooks, James Cetran, Joseph D'Alesio, John Duffey, Mitch Forman, and John Lahda

**Guests:**

Sean Thakkar, Executive Director, Connecticut Criminal Justice Information System (CJIS) Governing Board

**Agenda:**

1. Welcome and Introductions

Linda J. Cimino welcomed members. Members introduced themselves.

2. Review of August 13, 2008 Meeting Minutes

Linda asked for a motion to accept the minutes of August 13, 2008. The motion was moved and seconded and the minutes were accepted as presented.

3. Project Manager Update

Terry Walker announced that Adrienne Brochu's assignment as project manager was terminated. A replacement would not be sought at this time.

4. Request for Information Update

Terry reported that Appriss, Inc., was the only submission received on the Request for Information. [The response submitted by Appriss was circulated to members prior to the meeting.] Appriss did not reference project cost in its response. Members discussed different variables that may influence the cost and funding.

Terry and Linda announced that they are in the process of drafting a Request For Proposal (RFP) that will be circulated to members via e-mail for comment.

Rick Dunion distributed a document entitled *Statewide Automated Victim Information and Notification (SAVIN) Program FY 2008 Grant Awards*. Terry stated that she would contact those states on the list that appear to have received funding for SAVIN implementation as a measure to capture an approximate cost of the project.

5. Technical Committee Update

Terry reported that a small committee was formed to discuss other uses of the available funding. The consensus of the Committee was to issue an RFP.

6. Governance Committee Structure

Linda distributed a revised draft of the governance committee structure, stating that Adrienne Brochu would be removed from the draft.

7. Meeting Schedule

Members agreed to meet Tuesday, November 25, 2008, at 2:30 p.m., at 225 Spring Street, Fourth Floor, Wethersfield.

8. Adjournment

The meeting was adjourned at 2:11 p.m.

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

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