



## IMPLEMENTATION BOARD

**21 May 2008**

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### **Call to order & Roll call**

Lori Levin, Executive Director of the Illinois Criminal Justice Information Authority, called the meeting to order at 10:00 a.m. Implementation Board members present were:

- Irene Lyons, Office of the Illinois Secretary of State;
- Carol Gibbs on behalf of Colonel Michael Snyders, Illinois State Police;
- Sharon Shipinski, Illinois Department of Corrections;
- Adrienne Mebane, Cook County State's Attorney's Office;
- Dorothy Brown, Clerk of the Circuit Court of Cook County;
- Rod Ahitow, Illinois Juvenile Justice Commission;
- Ronald Lewis, Illinois Public Defender Association;
- Ellen Mandeltort, Office of the Illinois Attorney General;
- Pamela McGuire, Clerk of the Circuit Court of Will County;
- Commander Jonathan Lewin, Chicago Police Department

### **Administrative matters**

After welcoming everyone, Director Levin informed the members that the goals of today's meeting are to get an understanding of the Committees accomplishments as well as their goals and objectives for 2008. She requested that these items be put in writing and submitted to the IIJIS Project Manager by June 23, 2008. Also, there will be an update from the Planning and Policy on its efforts in reviewing the Strategic Plan.

The minutes of the May 21, 2008 meeting were reviewed by the membership. The Chair, Ms Levin asked if there were any additions, corrections, or deletions to the minutes of May 21, 2008. Hearing none, she asked for a motion with respect to the minutes. A motion to accept the minutes was made by Mr. Ahitow, and seconded by Ms. Mebane. The motion was approved by a unanimous vote.

Ms. Levin announced that Mr. Robert Boehmer who served as Chair of the Privacy Policy Subcommittee has stepped down due to many other pressing commitments. Mr. Boehmer also serves as Chair of the Global Justice Information Sharing Initiative (Global), Global Advisory Committee (GAC). Colonel Michael Snyders, Chair of the Planning and Policy Committee has appointed Lt. Kathleen deGrasse, Illinois State Police Privacy Officer, as Interim Chair of the Privacy Policy Subcommittee. Sean O'Brien, Technical Advisor at ICJIA has also been lending his support and expertise to the privacy policy initiative.

### **Planning and Policy Committee**

Ms Gibbs expressed that Colonel Snyders apologizes for his inability to attend the meeting. Ms. Gibbs reported that the Police Standard Incident Report Subcommittee has completed the work assigned to it with regard to the standard information collected on incident reports. She further stated the some of the things that are happening with incident data collection, are occurring at the national level. The subcommittee is now waiting for a couple of standards that are going to be released by the federal government, which will be the foundation of the sharing of police incident data.

Ms. Gibbs explained that there is a movement by the FBI through the N-DEX program to attempt to get major record management vendors to program their systems to export data to N-DEX. The subcommittee will probably recommend that the state adopt the FBI standards once they are released, since this would be guidance from the federal government on certain specifications. Sean O'Brien reported his activities with regard to the Privacy Policy Guidance Volume 2, which deals with police incident reporting. He has been doing research on the primary areas, juvenile information, suspect information, and statistical information. He will present his findings to the subcommittee at its next meeting. The subcommittee approved for distribution Privacy Policy Guidance Volume 1. Ms. Levin suggested that Sean and the committee reach out to the various Bar Associations for membership to the Privacy Policy Subcommittee. Ms. Gibbs went on to state that the Illinois State Police through the efforts of Lt. Kathleen deGrasse, and Wil Nagel have developed a draft policy for the sharing of electronic police incident reports. It is a very new internal document which be released to the full Privacy Policy Subcommittee for vetting. It was developed because of the imminent release of the ICASE data warehouse.

Ms. Levin asked for a motion to prepare a letter/certificate of accommodation to Mr. Robert Boehmer, and Wil Nagel for their work on the Privacy Policy Subcommittee. The motion was made by Ms. Mandeltort, and seconded by Ms. Shipinski. The motion was approved unanimously.

The Standardized Booking and Rapsheet Subcommittee have expanded its membership with the inclusion of Mr. David Baitman of the Cook County Public Defenders Office, and Mr. Shareel Rizvi of the McLean County Court Services. The subcommittee has two outstanding work items leftover from 2007, (1) The Opinion Paper on Defense access to Criminal History Records and (2) The use of Livescan Technology in the Court.

Circuit Court Clerk of Kane County, Deborah Seyller, has agreed to continue to co-chair the subcommittee. The work that was done in 2007 was really focused around a system that was put into place in Kane County. It has been determined that this system many not be appropriate for the entire state. The subcommittee will be creating a scenario and a business case for warrants and orders of protection. There are a significant number of operational issues that are impacted throughout the orders of protection. Ms. Gibbs further stated that the work of the subcommittees is oftentimes driven in a top-down fashion at the enterprise level, but many times from a bottom-up fashion depending on the pain points, and this is especially true with orders of protection. A big issue with orders of protection is the expiration date is contingent upon some future event, such as a release from prison or a divorce decree. This makes it difficult to create an electronic record with an accurate expiration date, which serves both the rights of the victim, and the rights of the person named in the order. Thus there is still some work to be done in this area.

Ms. Gibbs went on to report that the Planning and Policy Committee as a whole has been extremely active, and on a very good path. The committee met several times in its efforts to review and reaffirm the IIJIS Strategic Plan, and also begin the development of a mid-level plan. She explained that the handout presented to the membership entitled Strategic Direction for Enterprise Information Sharing 2008-2012 was a mock-up of the new version of the Strategic Plan. The document would begin with a message from the Implementation Board then move into the IIJIS Enterprise Strategic Direction that would provide a brief history on the IIJIS initiative, and lead to the new Strategic Enterprise Direction of IIJIS. Ms. Gibbs explained that Planning & Policy reviewed the IIJIS Vision Statement, and left in intact. There was a slight change to the Mission Statement, which is reflected in by the wording; to provide leadership in IT planning and system development activities and enable electronic sharing of information. This is a departure from the previous version which the committee felt put too much emphasis on IIJIS managing the building of a system. The next change recommended by the committee was under the Values

Statement and the Goal and Action Orientation. The new language reads: Adopting a resolve for action, as opposed to the original wording of: Adopting a bias for action.

Ms. Gibbs stated that the committee would like to Implementation Board to adopt the format of the Enterprise Strategic Document which would address every strategic issue and the desired future state. This would be a high-level document, since there will be an operational, lower-level plan developed. The Strategic Enterprise Document will be a visionary document which would indicate what success would look like if the strategic objectives are met. The lower-level plans would have the timelines, and operational objectives. Ms. Gibbs referred to Mr. Stephen Jenner from the UK, took the same path with his plan. She further stated that this plan document would provide tasks to the subcommittees and be used as a springboard to the development of the next level plan. Ms. Gibbs then asked Mr. Herbert Johnson, IIJIS Project Manager if he wanted to make additional comments. Mr. Johnson stated that he felt the new direction would provide a gap analysis from where we are now, to the end-state vision and objectives of the IIJIS initiative. Ms. Levin questioned the language used in the Introduction to the Issue for Strategic Issue 1, where it stated that the Governing Body must have not only the authority to make and execute key decisions affecting justice integration, but also the position and influence to ensure that those decisions produce the intended actions. Her comments questioned how you would force disparate elected officials and different levels to specific actions. Ms. Gibbs agreed with the ambiguity of the language, and stated that the committee will revisit the wording.

Ms. Levin asked that in the future documents that would require the Implementation Board to vote on be emailed or mailed to the membership prior to the meeting. Clerk Brown questioned whether the committees/subcommittees/workgroups would be asked to complete multiple year plans or continue to produce 12-month action plans. Ms. Gibbs indicated that the committees and subcommittees of Planning and Policy would continue to develop 12-month action plans, and that it is listed in the document as a footnote. Ms. Gibbs restated that this section of the mock-up needs to be written.

Ms. Brown commended the Planning & Policy Committee for their efforts in moving the review and revision of the strategic plan along, and she stated that it appears to be moving in the right direction. Ms. Brown asked that the committee develop a timeline for completing the plan by the next Implementation Board meeting.

### **Outreach Committee**

Director Levin then called upon Clerk Brown, the vice chair of the Board, and Outreach Committee Chair to give her report. Clerk Brown reminded the membership that the Outreach Committee is organized to market Illinois integrated justice concepts, and to market what the various committees do. The Outreach Committee will be discussing the possibility of holding a 2009 IIJIS Summit in the northern portion of the state. Director Levin began to explain that even though the ICJIA provided funding for the previous IIJIS Summit, there have been some cuts and changes to Byrne Grant.

### **Funding Committee**

Members of the Funding Committee were unavailable at the meeting however Ms. Levin mentioned that the Funding Committee members, along with members of Planning & Policy had unsuccessfully applied for a competitive grant. The hope is that the committee will be in a better position when the next opportunity presents itself. The grant application was put together during the Summit, and was somewhat hastily done.

### **Technical Committee**

Commander Lewin indicated that the Technical Committee would get up and running and would formulate its goals and objectives. He mentioned that the Department of Justice had indicated that the Chicago Police Department had been awarded a grant to expand the CLEAR system to become a

Regional CLEAR. There have been conversations with the FBI relative to the N-Dex system. This lends itself to the opportunity to develop a pretty expansive system and the adoption of standards will be a critical issue. Ms. Gibbs mentioned to Commander Lewin that there were some specific issues that needed to be vet to the Technical Committee regarding infrastructure and technical standards.

### **Privacy Policy Subcommittee**

Director Levin introduced Sean O'Brien to the Board. Mr. O'Brien works in the Office of the General Counsel at the Authority and is part of the staffing that is being loaned to IIJIS. Since Mr. Wil Nagel passed the bar and joined another state agency, Mr. O'Brien is helping Mr. Boehmer with the Privacy Policy Guidance Development. Mr. O'Brien reminded Director Levin that the minutes of the August 22, 2006 meeting had not been approved. Director Levin asked for a motion with respect to the minutes if there were not any additions, corrections, or deletion. Ms. Shipinski made the motion; it was seconded by Mr. Lewis and the minutes were approved by unanimous vote.

Director Levin indicated that the Privacy Policy Guidance Volume No. 1 has been approved by the Planning and Policy Committee, and called upon Mr. Boehmer, chair of the Privacy Policy Subcommittee. Mr. Boehmer began by explaining that the guidance was organized by arrestees, victims and people that are in different elements of the criminal justice system. The guidance addresses the personal identifiable information and how you would handle it. It recites the law and some policy decisions. It has been used extensively by Ms. deGrasse in developing the ICLEAR policy. Mr. Boehmer further stated that the subcommittee is trying to not only share the guidance with the parties involved, but to share it in journals such as the Illinois State Bar Association Criminal Justice Newsletter to make sure that the information gets disseminated and reaches the legislators.

Mr. Boehmer suggested that the guidance be shepardized or updated on some of the citations in case changes were made. Director Levin asked for a motion to approve the Privacy Policy Volume No. 1 allowing IIJIS to tweak the guidance if something has been overruled or if there is something more recent. Ms. Mebane made the motion; it was seconded by Mr. Lewis. A call was made for any other discussion. Mr. Ahitow asked if there was enough information in the guidance about juveniles and their privacy rights are protected. Mr. Boehmer indicated that the focus of volume No. 1 is on adults because the juvenile was such a specialized area. A subsequent volume is where some of the real significant issues on the juvenile will be dealt with.

Director Levin called for a vote. The Privacy Policy Guidance Volume No. 1 was approved without opposition. Mr. O'Brien agreed to shepardized the guidance.

### **Adjourn**

The meeting adjourned at 12:10 p.m.

Respectfully submitted.