



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Regular Meeting
Friday, September 5, 2003 at 9:00 a.m.
120 South Riverside Plaza, 21st Floor Conference Room
Chicago

AGENDA

- Call to Order and Roll Call
- 1. Approval of the Minutes of the June 6, 2003 Regular Meeting
- Chairman's Remarks
- 2. Executive Director's Remarks
- 3. Budget Committee Report (*Michael Waller, Chair*)
 - a. Report on the July 30, 2003 and the August 28, 2003 Meetings
 - b. Fiscal Report
- Resolutions
- The Emergence of Methamphetamine in Illinois and the Justice System's Response
- New Business
- Adjourn

This public meeting will be accessible to persons with disabilities in compliance with Executive Order #5 and pertinent State and Federal laws upon anticipated attendance. Persons with disabilities planning to attend and needing special accommodations should contact by telephone or letter Hank Anthony, Associate Director, Office of Administrative Services, Illinois Criminal Justice Information Authority, 120 South Riverside Plaza, Chicago, Illinois, 60606-3997 at (312) 793-8550. TDD services are available at (312) 793-4170.



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Memorandum

To: Authority Members

From: *GR* Gerard F. Ramker, Ph.D.
Research and Analysis Unit

Date: August 7, 2003

Re: Research and Analysis Unit Report – September 5, 2003 Authority Meeting

This memorandum highlights some of the work performed by Research and Analysis Unit staff since the Authority's last quarterly meeting.

I. ONGOING ACTIVITIES

A. Publications

Since the last Authority meeting, R & A staff published seventy-five (75) Juvenile Justice System county profiles to the Authority's website making them available for download.

B. Briefings/Presentations

Since the last Authority meeting, R & A staff made presentations at and/or attended meetings of the:

- Illinois Department of Corrections' Illinois Returning Home Project Steering Committee;
- TEAM Illinois advisory committee;
- Illinois Alcohol and Other Drug Abuse Professional Certification Association;
- Illinois Motor Vehicle Theft Prevention Council and Grant Review Committee;
- Meetings of the Cook County Girls Link steering, education and program development committees;
- Federal Bureau of Investigation's Homicide Research Working Group;
- Chicago Police Department's Training Academy;
- Justice Research and Statistics Association's (JRSA) Research and Nominations committees;
- Association of Crime Analysts in Illinois;
- Administrative Office of Illinois Courts POLARIS advisory committee;
- Illinois Juvenile Detention Alternatives Partners;
- North Lawndale Disproportionate Minority Confinement (DMC) Forum and Data Workgroup;
- JRSA Focus Group on improving the quality of criminal justice data;
- The Authority's Violence Against Women Act (VAWA) Ad Hoc Committee;
- Juvenile Justice Forum;
- Balanced and Restorative Justice (BARJ) Summit planning committee;

- Advisory Group for the Illinois Department of Employment Security (IDES) Formerly Incarcerated Employment Study;
- U.S. Department of Justice's annual conference on research and evaluation;
- Illinois Association of Chiefs of Police summer training conference; and
- Illinois Juvenile Justice Commission's Juvenile Detention in Illinois annual report advisory committee and its Disproportionate Minority Confinement subcommittee.

C. Criminal Justice Information Clearinghouse

The Authority serves as a statewide clearinghouse for statistics and other information about the criminal justice system. During the fourth quarter (4/1/03- 6/30/03) of SFY03, R&A staff responded to 308 requests from people seeking information — an average of 103 requests per month. Most came from other government agencies (33 percent) and the general public (26 percent). Other requests came from private agencies (15 percent), researchers (12 percent), students (7 percent), news media representatives (4 percent), prison inmates (less than one percent), and legislators (less than 1 percent). About 22 percent of the requests originated in Chicago. Forty-two percent originated in other parts of the state. All other requests for information were received from outside Illinois. R&A distributed 20,383 Authority publications during this period. *[TABLE 1 (attached) provides statistics for the latest state fiscal year quarter.]*

D. Web Site Development

R&A staff also contribute toward the continued development of the Authority's Web site (www.icjia.state.il.us). We continue to expand the criminal justice data and information available on the site. We also continue to actively gather user satisfaction information and other feedback "on-line." Staff also continues to upload publications to the site and have perfected our on-line ordering forms and protocols. The site averaged over 800 daily user sessions during this period, and we now have 1,284 registered users of the Authority's email program (called "CJ Dispatch"), which automatically alerts Web site visitors to new information added to the site. Staff continue work on database applications and new software for the site which will allow visitors to download, display and graph data in a variety of formats. *[Table 2 (attached) presents website statistics for the latest state fiscal year quarter.]*

E. FSGU Support Efforts

Upon request, R&A staff review and comment on proposed program narratives submitted by potential grantees to the Federal and State Grants Unit (FSGU). The focus of R&A comments are in the areas of proposed objectives, goals, and performance measures. FSGU staff also request R&A assistance in the development of data reports for proposed programs. R&A staff has also assumed responsibility for the computerization of some program performance data and, upon FSGU request, we produce program status reports and/or profiles assessing performance over a given period of time. Some staff accompanies FSGU staff on grant monitoring site visits as well. *[Table 3 (attached) presents FSGU support statistics for the latest state fiscal year quarter.]*

F. Technical Assistance

R & A staff are frequently called on to provide a variety of technical assistance on extra-agency research and evaluation, and program implementation projects. For example, since the last Authority meeting:

- Staff continued to assist in several third-party research projects involving studies of individuals' criminal history records including those conducted by:
 - Loyola University's Department of Criminal Justice;
 - University of Illinois Urbana-Champaign, Children and Family Research Center;
 - Harvard University's Project on Human Development in Chicago Neighborhoods;
 - University of Chicago's Chapin Hall;
 - Justice Research Associates;
 - Department of Human Services and Mathematica Policy Research, Inc;
 - University of Illinois at Chicago, Jane Addams School of Social Work;
 - University of Chicago's Harris School of Public Policy Studies; and
 - Northwestern University's Medical School.
- Staff are participating on the Illinois Department of Correction's Going Home Program's Reentry Steering Committee.
- Staff are actively participating in the Governor's Sheridan Re-Opening Working Group.
- Staff are participating on the Administrative Office of the Illinois Courts' POLARIS advisory committee.
- Staff are participating on the advisory board for the Illinois Department of Employment Security's Formerly Incarcerated Employment Study.
- Staff are participating in a working group to advise the Harvard Injury Control Research Center and the Centers for Disease Control on the best way to report homicide data for practical use at the local level.
- Staff continue to collaborate with FSGU staff on the research, development and testing of alternative funding formulas for the allocation of federal monies to Illinois' multijurisdictional drug enforcement units.
- Staff are collaborating with staff of the Kankakee County Sexual Assault Center to help develop data compilation and analysis plans in support of the services provided by the federally funded center.
- Staff are collaborating with professors in Northern Illinois University's Department of Psychology who are reviewing various DeKalb County criminal and juvenile

justice data.

II. CURRENT PROJECTS

A. Special Short-Term Studies

Some R&A staff are currently engaged in developing brief Research Bulletins short-term studies on specific issues and/or trends. The following examples will be completed later this year:

DUI Trends and Issues – Short term project intended to describe significant statistical trends and issues related to driving while under the influence of drugs or alcohol.

Factors that Put Youth at Risk for Delinquency – Short term project intended to describe Illinois data on “risk factors” associated with juvenile delinquency.

Drug Arrest Trends in Illinois – Short term project intended to describe trends and related to drug arrests and substance abuse treatment in the State.

B. Illinois Substance Abuse Monitoring Network

R&A staff, in collaboration with the Department of Human Services’ Office on Alcoholism and Substance Abuse established an Illinois Substance Abuse Monitoring Network. This group functions as a special workgroup to facilitate the exchange and analysis of information regarding the nature and extent of drug use, drug abuse, and drug markets in Illinois. The inaugural meeting of the group was held at the Authority’s offices on December 16, 2002, was very successful. Planning for the next (and future meetings) continues.

C. Criminal History Record Information (CHRI) Audit

The unit’s Criminal History Record Information (CHRI) Audit Center is an ADAA-funded in-house effort to continuously examine the accuracy, completeness and timeliness of this information, and to recommend strategies for its improvement. The 2003 draft audit report is being readied for publication. Findings and recommendations in this report center on the need for integrated technology and technology friendly policy to facilitate electronic reporting.

Currently, audit center staff are working with a download of Computerized Criminal History (CCH) data to determine audit methods appropriate for analysis of electronically generated data. The project will examine data from each of Illinois’ 102 sheriff’s departments. In addition, the project will establish a baseline for future measures of juvenile CHRI reporting in the state. The audit methods report is scheduled for completion by the end of the year.

Other audit center activities include working with the CHRI Improvement Workgroup to develop and submit an updated CHRI Improvement Plan. The plan is necessary to meet

funding requirements from the U.S. Department of Justice's Office of Justice Programs relative to national criminal history record improvement grant funding.

Finally, audit center staff will be providing technical assistance to the Office of the State Appellate Defender in its implementation of the requirements of recently enacted legislation around the sealing and expungement of criminal history records.

D. Chicago Homicide Dataset Update Project

The R&A Unit maintains a comprehensive database containing information on every homicide that occurred in the City of Chicago between 1965 and 1996. This information is culled from Chicago Police Department files following a long-standing collaborative process developed with the department's Detective Division. Staff recently completed an effort to update the dataset with information for the years 1997 through 2000, and will soon begin collecting 2001 data. We expect to generate a variety of research products from this dataset and to develop an archive version for use by other researchers through the University of Michigan's National Criminal Justice Data Archive. Staff is also collaborating on various third-party projects involving use of the Chicago Homicide Dataset:

- Arson associated homicides (Mr. Dallas Drake).
- Patterns of youth homicide victimization (Dr. Kimberly Vogt).
- Intimate partner homicides (Dr. Todd Shackelford).

E. Statewide Crime Victimization Survey

Growing out of recommendations in the *State Criminal Justice Plan*, staff has initiated a state crime victimization survey modeled on the U.S. Department of Justice, Bureau of Justice Statistics' Crime Victimization Survey, and similar efforts in other states. Through a "request for proposals" process, staff selected a vendor to undertake the survey, incorporate defined sampling and methodological strategies, and provide the Authority with a data file. Data collection ended on April 30th. We have received the data file and codebook from the vendor. An analytic report will be completed in the Fall.

F. Program Evaluation and Research Projects

The R&A Unit pursues an aggressive program evaluation and research agenda through an in-house ADAA-funded grant program. Current/ongoing evaluation and research efforts supported by the Authority include the following:

1. Evaluation of the Jackson County School-Based Probation Program

Staff from the Center for the Study of Crime, Delinquency and Corrections at Southern Illinois University at Carbondale began the evaluation of this probation project in April. A preliminary meeting with project staff, the Authority and the evaluation team has taken place and the evaluators are working toward the design of instruments, data collection efforts and interviews with staff.

2. **Evaluation of Moral Reconciliation Therapy in the Franklin/Jefferson County Evening Reporting Center Program**

Staff from the Public Administration and Policy Analysis Department at Southern Illinois University at Edwardsville began the evaluation of this probation project in April. After a preliminary meeting with project staff and the Authority, the evaluation team has begun to create and review project databases. The evaluators are also working toward a documentary review of the project, refinement of outcome measures and the identification of a comparison group.

3. **Lake County Domestic Violence Probation Program Evaluation**

This is an impact evaluation of a specialized probation program in Lake County focused on domestic violence offenders, and is being carried out by Justice Research Associates (JRA). The project is a follow-up to an implementation evaluation recently completed by JRA and is focusing on the outcome differences between the program participants and a comparison group. A final report is due by August 31, 2003.

4. **Study of Disproportionate Incarceration of Minorities for Drug Crimes**

This project is a collaboration between the Authority and Loyola University Chicago, The John Howard Association and TASC, Inc. The study is examining the impact of sentencing laws and practices on the minority community, particularly in response to convictions for drug related crimes. A series of research bulletins on the project is planned, including reports on national trends, drug law changes, the nature of addiction and treatment, the Illinois perspective on minority incarceration and policy recommendations.

5. **Reintegration of Gang Offenders in the Community Study**

In collaboration with DePaul University's Department of Sociology, the Illinois Department of Corrections, and the Attorney General's Gang Crime Prevention Center, a small-scale, pilot study of the reintegration process is being conducted. The study is largely qualitative, examining how gang & non-gang offenders go about reintegrating into their communities of origin. A final report on the study is due August 30, 2003, but a no-cost extension of the project is likely due to delays in data collection.

6. **Community Mobilization: Best Practices and Lessons Learned**

This project involves the development of a series of four research briefs on different aspects of the Attorney General's Gang Crime Prevention Center Community Mobilization Program. The first of four research briefs is available on the topic of resident decision making versus representativeness in the community. The remaining report topics include the evolution of program implementation, resident involvement/coalition building and integration into the surrounding community. These reports are currently under review.

7. CAPS at Ten

This project is being conducted by Northwestern University and is the last phase of a comprehensive multi-year assessment of the Chicago Police Department's community policing program. The Authority has been supporting this evaluation for several years and this final analysis will focus on the main themes that have characterized Chicago's program. A final report on this phase of the study is to be submitted on December 31, 2003.

8. Returning Home-Illinois Research Project

This project is being carried out by The Urban Institute. It involves the development of several products including a portrait of prisoner reentry in Illinois, a briefing on pre-release expectations on returning Illinois prisoners, and an advisory report addressing how funds made available to the Illinois Department of Corrections through the Authority should be prioritized to reduce recidivism rates. The evaluation team, with the assistance of Authority staff, completed the portrait of prisoner reentry in Illinois and presented it in April. Urban Institute staff have completed 400 pre-release surveys, over 400 interviews with inmates and 69 family interviews. The final report on this project was received on July 31st and is under review.

9. National Evaluation of Multijurisdictional Drug Task Forces

In collaboration with the U.S. Department of Justice, Office of Justice Program's Bureau of Justice Assistance (BJA), staff is preparing to provide federal funds and technical assistance to participate in a national evaluation of multijurisdictional drug task forces. It is anticipated that the research will result in an advisory report to the Authority on the effectiveness and impact of these multijurisdictional task forces in Illinois, in the context of the broader national evaluation. Staff is currently awaiting further direction from BJA on the initiation of this project.

10. Supplemental Funds for Methamphetamine Enforcement: A Process Evaluation

Initiated in March, this project will be carried out by researchers at Illinois State University. In 2002 four task force programs (East Central, West Central, South Central and Quad City) received supplemental funding from the Authority to facilitate investigations related to methamphetamine production. At the time of their application these four task forces, drawing from agencies in 18 counties, were comprised of 44 officers from 29 local agencies and the

Illinois State Police. The supplemental funding allowed for hiring 7 additional officers (6.75 positions) for one year and for a variety of items in support of task force activities (e.g., bullet proof vests). This project will use site visits, face-to-face interviews, telephone interviews, and data from quarterly reports to assess how the supplemental money has been used, and to identify the uses for which it has proven most beneficial and the uses for which it has not been as helpful as originally planned.

11. Illinois Going Home Program Evaluation

In collaboration with the Illinois Department of Corrections (IDOC) and a host of other advisory entities, Authority staff have prepared a “request for proposals” (RFP) for the evaluation of Illinois’ Going Home Program. This major offender reentry program will be funded through a partnership of contributing federal agencies and in concert with a number of Chicago-area government, community and faith-based organizations. The Authority is partnering in the effort by providing federal funds and technical assistance for its evaluation. Proposals in response to this RFP are currently being reviewed. The evaluation is scheduled to begin in September and continue for 24 months.

12. Circuit Court of Cook County, Department of Social Service, Domestic Violence Intervention Program

This project is being conducted by University of Illinois at Chicago under the direction of Larry Bennet and the West Side Domestic Abuse Project (WSDAP) in collaboration with the Social Service Department of the Circuit Court of Cook County. In 1999, UIC and WSDAP developed an assessment tool for batterers aimed to increase the safety of victims and improve the ability of staff to identify men who are at high risk and intervene to reduce their risk by assertive case management. This project will use existing Cook County PROMIS data and supplemental data collected from case records on men participating in the Domestic Violence Intervention Program. Researchers will be able to collect longitudinal data on predictors of attrition and outcomes for men who batter that can be used by policy makers and staff to improve intervention services. Researchers will also be able to contribute important information to the larger criminal justice and violence against women communities about the effectiveness of justice-based intervention with batterers. Staff has initiated the contract process for the project.

13. An Evaluation of the Chicago Police Department’s CLEAR Initiative – Phase II

The continued evaluation of CLEAR, the Citizen and Law Enforcement Analysis and Reporting project, is scheduled to continue with a grant to the University of Illinois at Chicago. CLEAR is a major initiative of the Chicago Police Department to integrate information systems and processes within the department. The continued evaluation will focus on the efforts aimed at the introduction of high-priority applications, and the resources and processes needed to develop and implement the major components of CLEAR. The

project is slated to begin September 1, 2003 and continue for a year.

14. An Evaluation of Bloom Township's Neighborhood Restorative Justice Mediation Program

The Neighborhood Restorative Justice Mediation Program (NRJMP) is a volunteer-based, victim-offender mediation program. The purpose of the NRJMP is to utilize the Balanced and Restorative Justice approach in response to juvenile crime and provide an alternative to formal prosecution for first time juvenile offenders. The NRJMP brings victims and offenders together in a neutral setting with the goal being a plan for repairing harm done to the victim that both the offender and victim can agree upon. Operating since 2000 in the 6th Municipal Court District of Cook County, the NRJMP expanded into the 5th Municipal Court District in the Spring of 2001, the 2nd and 3rd Municipal Districts in the Fall-Winter of 2001, and the 4th Municipal District in early 2003. The manner in which this program has evolved provides an opportunity for researchers to conduct meaningful process evaluations of the program in the 6th, 5th, 2nd, and 3rd districts and an impact evaluation of the NRJMP as it functions in the 6th district. A request for proposals is currently under development with the expectation that the evaluation will begin in the Fall.

Other Projects

Additional external research and evaluation efforts are under development, including requests for proposals for the evaluation of these projects:

- Evaluating Peer Juries in Chicago Public Schools; and
- Analysis of Datasets Maintained/Available Through the Authority.

G. Externally-Funded Research and Evaluation Projects

R&A staff has been successful in pursuit of external discretionary grants to support research and evaluation efforts. Several current projects are or were supported by such grants:

1. NIJ Chicago Women's Health Risk Study (CWHRS)

The Chicago Women's Health Risk Project is a continuing collaboration of Chicago medical, public health, and criminal justice agencies, and domestic violence experts to identify factors that indicate a significant danger of life-threatening injury or death in situations of intimate partner violence. Collaborating agencies include the Chicago Department of Public Health, Erie Family Health Center, Cook County Hospital, Chicago Mayor's Office on Domestic Violence, Cook County Medical Examiner's Office, Chicago Police Department and the Authority. Project research included detailed interviews with abused women sampled as they entered a hospital, clinic, or health center for treatment, as well as interviews with people who knew victims of intimate partner homicide. By comparing data on abused women with similar data on people who have been killed by an intimate partner, the project helps agencies develop collaborative ways to identify and

respond to potentially life-threatening intimate violence situations. A follow-up study looked at the effects of community capacity to determine whether the violence stopped or declined in the abused women's neighborhoods. The research provides vital information to beat officers, clinical staff, and other decision-makers in the field. The Chicago Women's Health Risk Project was supported with grants from the National Institute of Justice, the Authority, and other agencies. A number of reports, journal articles and other publications have been developed from the research. Staff continues to be solicited for presentations and briefings on the research and project tools, and data continue to be requested for use by other researchers. Most recently, Carolyn Rebecca Block was asked to present relevant findings as part of in-service training efforts in the Chicago Police Department. Current collaborations on reports from CWHRS include:

- *Risk Factors for Latina Women*. Eva Hernandez and Sara Naureckas.
- *PTSD, Abused Women and Pregnancy and Miscarriage*. Gregory Laskin, National Center for PTSD Research.
- *Social Support Network and Abuse*. UIC Ph.D. Dissertation, Perla Ilagan.
- *Abused Women and the Criminal Justice System*. Kim Davies and Jacquelyn Campbell.
- *Domestic Violence Help Seeking: Implications for Intervention*. Michelle Fugate, Leslie Landis, Kim Riodan, Sara Naureckas and Barbara Engel.
- *Female Perpetrated Femicide*. Nancy Glass, Jane Koziol McLain and Jacquelyn Campbell.
- *Same Sex Intimate Partner Homicide*.
- *Help Seeking by Abused Women*.

Staff also continues to operate The CWHRS Forum, a listserv focused on research and policy issues related to the risk of intimate partner homicide. It allows members to easily share information and technical assistance.

2. IJJC Study of Disproportionate Minority Representation in the Cook County Juvenile Justice System

This project is funded by the Illinois Juvenile Justice Commission (IJJC) utilizing U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds. It is a study of disproportionate minority representation among juveniles in the Cook County Juvenile Justice System. Staff has completed collection and analysis of aggregate data from various juvenile justice system contact points, and has presented a draft of those findings at a meeting of the Illinois Juvenile Justice Commission. Staff collected case-level data on a sample of juveniles to measure the possible influence of specific factors on decisions made as the juveniles are processed through the system. A final report was completed and submitted to the Commission. We are expecting approval of the report in September 2003. *Research Bulletins* drawing from these findings are also planned.

3. BJS State Police NIBRS Grant Project

A \$1.2 million discretionary grant application developed jointly with the Illinois State Police was awarded by the U.S. Department of Justice, Bureau of Justice Statistics (BJS). The

project will lead to the development of local records management solutions and a state central repository for National Incident-Based Reporting System (NIBRS) data. In connection with this State Police grant, R&A staff are to: (1) assist in the evaluation of crime analysis tools which will be developed as part of the project, and (2) develop "case studies" on how local law enforcement agencies make use of the expanded incident-based crime data. Staff continues to attend advisory committee and various subcommittee meetings. The State Police are currently exploring the possibility of adopting the Chicago Police Department's CLEAR system as part of this project.

4. JRSA Disproportionate Minority Confinement Grant Project

With the assistance of a \$20,000 grant from the Justice Research and Statistics Association (JRSA), staff is developing comprehensive statistical profiles for each of Illinois' 102 counties containing a host of data and information relative to juvenile justice planning, problem identification and problem solving, including a section that focuses on assessing disproportionate minority representation. Some of the profiles are already in printed form and are downloadable from the Authority's web site. We expect to complete the remaining profiles by September 1, 2003.

5. BJS Crime Analysis and Mapping for Local Police Grant Project

Pursuant to a \$50,000 grant from the U.S. Department of Justice Bureau of Justice Statistics' State Justice Statistics program, staff has begun development of a crime analysis and mapping manual for local law enforcement agencies. The publication will be a companion piece to the already-published crime analysis manual. The grant was awarded in February and the project was initiated in March 2002. An advisory committee was formed and has convened several times to review plans, working papers, and the final publication. The report was completed on March 31, 2003 and is currently being disseminated. It is also available on the agency's website.

6. JRSA Profile of Girls Committed to the IDOC Youth Centers

Pursuant to a \$22,190 grant from the Justice Research and Statistics Association, Authority staff in collaboration with the Illinois Department of Corrections (IDOC) is conducting an in-depth examination of the backgrounds, needs, and services received by female delinquents that have been committed to IDOC. Ultimately, this project seeks to develop research, programming and policy recommendations to aid the State in the implementation of gender-specific programming for female delinquents. The project entails examining already existing information collected by IDOC on each female inmate. These data are being used to develop an in-depth profile of girls residing in IDOC. In addition, more detailed and exploratory data will be collected through focus groups of IDOC staff members regarding the barriers and successes to working with girls, girls' unique needs, and the types of services that may help girls return successfully to their communities. Additionally, a detailed inventory of the programs currently offered through IDOC and the characteristics of the girls receiving these

programs, in combination with the needs assessment, will assist in identifying service gaps. The final report of the project is due on September 15, 2003.

7. OJJDP Recidivism of Gang Versus Non-Gang Members Released from Prison in Illinois

Pursuant to a \$49,000 grant from OJJDP through the National Youth Gang Center, R&A staff completed a recidivism study of adult inmates released from the Illinois Department of Corrections (IDOC), focusing on the differences between those identified as members of street gangs and those who are not in a gang. In addition to gang membership as a factor associated to recidivism, staff examined variables related to the inmate's age, race, prior criminal history, education level, marital status, substance abuse history, and the jurisdiction/environment the inmate was released back into. Inclusion of these variables allows staff to statistically isolate the influence gang membership has on the likelihood of an arrest for a new crime following release back into the community. A sample consisting of one month's releasees (November 2000) from the IDOC (approximately 2,500 adults, with an estimated 25 percent identified as gang-members) were identified through examination of an automated data file on releasees provided to the ICJIA by the IDOC. Criminal history records provided by the Illinois State Police (ISP) were used to summarize each individual's prior criminal history, as well as whether or not they were rearrested following release from prison.

The general findings were that gang members were slightly (20 percent) more likely to get rearrested following their release from prison after statistically controlling for other factors. Further, many of the risk factors found to have even greater influence over recidivism, such as education level, age, prior criminal history, and behavior while incarcerated, where traits gang members were more likely to have. Thus, in addition to gang membership increasing the risk of recidivism, gang members also had other characteristics that contributed to their higher rearrest rate, such as being relatively young, lower levels of educational achievement, more extensive and serious criminal histories, and engaging in behaviors that resulted in their losing good conduct credit while incarcerated. Even larger differences in recidivism rates, and the nature of crimes resulting in the rearrest (e.g., drug and violent), between gang and non-gang members were found among specific age-groups. A research bulletin describing the results will be published in September, with additional analyses to be performed in the future.

8. JRSA Detention Screening and Detainment Practices in Illinois Study

Staff developed a grant application for consideration by the Justice Research and Statistics Association for a study of the validity, reliability and equity of scoreable screening instruments being used in Illinois in connection with juvenile detention decisions. The project involves a collaboration with the Administrative Office of the Illinois Courts, local probation departments, and others. The \$21,379 grant was awarded in April and the project began May 1, 2003. Institutional Review Board approval of the research protocol was

received in July.

III. GRANT PROPOSALS

R&A staff routinely pursue discretionary grants to support data collection, research, and evaluation activities. Frequently these projects involve collaborations with universities and/or other criminal justice agencies.

1. *Decision Pending* - Staff partnered with INFONET staff and the Illinois Coalition Against Sexual Assault on a proposal for the U.S. Department of Justice, Office of Justice Programs' National Institute of Justice to document the profile of Illinois sexual assault victims and their offenders, and to assess the outcome of sexual assault cases in Illinois. The proposal was submitted in March 2003.
2. *Decision Pending* - Staff partnered with the University of Chicago's Chapin Hall Center for Children and its Harris School for Policy Studies, the Cook County Sheriff's Office, and the Cook County Department of Corrections on a proposal for the National Institute of Justice to study the sexual assault victimization experience of women in the Cook County jail and its connection with later life experience. The proposal was submitted in February 2003.
3. *Decision Pending* - Staff partnered with the University of Illinois at Chicago's Jane Addams College of Social Work in a grant proposal to the Robert Wood Johnson Foundation's Substance Abuse Policy Research Program for a study of co-morbidity rates (co-occurring substance abuse and mental issues) in criminal offenders. The proposal was submitted in April 2003.
4. *Decision Pending* - Staff partnered with Loyola University Chicago's Department of Criminal Justice in a proposal to the National Institute of Justice for a six-year follow-up evaluation of specialized sex offender probation programs in four Illinois counties. The proposal was submitted in March 2003.
5. *Decision Pending* - Staff partnered with the Justice Research and Statistics Association, the Maryland Justice Analysis Center, and the Michigan Justice Statistics Center in a grant proposal to the U.S. Department of Justice's Office of Community Oriented Policing Services for a multi-state pilot research assistance project for local police departments. The proposal was submitted in June 2003.
6. *Decision Pending* - Staff submitted a proposal to the U.S. Department of Justice's Office of Community Oriented Policing Services (COPS) for the development of a guide to managing evaluations for local law enforcement entities. The guide is to assist law enforcement agencies in providing funding for, conducting and utilizing program evaluation research. The grant application was submitted in July 2003.

IV. ONGOING STAFF DEVELOPMENT/TRAINING

- Staff continues to conduct and/or take part in a variety of staff development and training programs and projects. These include: (a) observations/site visits to several key criminal justice agencies; (b) peer review process for project development and pre-publication; (c) partnerships with the academic community; (d) development of specific training classes including ArcView mapping, multivariate statistical analysis, basic SPSS use, data availability in criminal justice, among other topics; and (e) human subject research issues/concerns and practices.
- Several R&A staff persons are actively pursuing advanced academic degrees in graduate programs and post-graduate programs. Some staff also serve as adjunct faculty in criminal justice and other social science programs.

Please feel free to contact me if you would like further information on any of these activities.

GFR:r

Cc: Lori G. Levin
Robert P. Boehmer

TABLE 1. Information Request Handling Statistics

ITEM	FIRST QUARTER 7/1-9/30/2002	SECOND QUARTER 10/1-12/31/2002	THIRD QUARTER 1/1-3/31/2003	FOURTH QUARTER 4/1-6/30/2003	FISCAL YEAR TO DATE
Information requests handled:	295	397	326	308	1,326
Monthly average number of requests:	98	132	109	103	442
Pct of requests completed within two days:	79%	84%	84%	83%	82%
Geographic Origin of requesters:					
Chicago metropolitan area	24%	42%	29%	22%	30%
Other region of Illinois	44%	30%	37%	42%	38%
U.S. other than Illinois	18%	17%	25%	23%	21%
Outside the U.S.	2%	3%	3%	3%	3%
Unknown	12%	8%	6%	10%	9%
Type of requester:					
Government agency	34%	49%	33%	33%	38%
Private citizen	21%	16%	22%	26%	21%
Private agency	25%	17%	15%	15%	17%
Researcher	7%	7%	12%	12%	10%
Student	9%	8%	10%	7%	9%
Media	1%	2%	4%	4%	3%
Legislators	1%	1%	<1%	<1%	<1%
Inmates	2%	1%	2%	<1%	2%
Unknown	-	-	-	-	-
Method of request:					
Telephone/fax	45%	24%	41%	39%	36%
Mail	3%	4%	8%	2%	3%
Email/Internet	35%	28%	33%	40%	34%
In-person	-	32%	1%	2%	10%
ICJIA Web site	17%	11%	21%	16%	15%
Publications disseminated:					
Mailed in response to requests	12,621	3,864	4,544	10,383	31,412
Downloaded from Web Site	16,221	18,032	16,932	30,158	81,343
Total	28,842	21,896	21,476	40,541	112,755

TABLE 2. Web Site Traffic Report

	FIRST QUARTER 7/1-9/30/02	SECOND QUARTER 10/1-12/31/2002	THIRD QUARTER 1/1-3/31/2003	FOURTH QUARTER 4/1-6/30/2003	FISCAL YEAR TO DATE
Hits for Home Page	535,203	516,072	638,080	862,206	2,551,561
Number of User Sessions	50,558	55,074	66,436	79,419	251,487
Average Hits Per Day	5,814	5,611	7,080	9,366	6,968
Average User Sessions Per Day	549	598	738	863	687
Average Use Session Length (minutes)	16	15	15	15	15
Unique Visitors	21,514	23,839	30,538	36,841	112,732
Visitors Who Visited Once	17,657	19,638	25,439	30,853	93,587
Visitors Who Visited More Than Once	3,857	4,201	5,099	5,988	19,145
Persons Registered for CJ Dispatch (Email notification of updates)	1,051	1,140	1,233	1,284	1,233

TABLE 3. FSGU Support Requested: Statistics

Activities Requested by Federal and State Grants Unit	PROGRAM	FIRST QUARTER 7/1-9/30/02			SECOND QUARTER 10/1-12/31/2002			THIRD QUARTER 1/1-3/31/2003			FOURTH QUARTER 4/1-6/30/2003			FISCAL YEAR TO DATE		
		REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING
PROGRAM NARRATIVE REVIEW	ADAA	10	10	0	10	10	0	1	1	0	7	7	0	28	28	0
	JAIBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	VOCA/VAWA	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
	MVTPC	0	0	0	0	0	0	3	3	0	0	0	0	3	3	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	10	10	0	10	10	0	4	4	0	8	8	0	32	32	0
DATA REPORT DEVELOPMENT	ADAA	14	14	0	9	9	0	0	0	0	0	0	0	23	23	0
	JAIBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	VOCA/VAWA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	MVTPC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	14	14	0	9	9	0	0	0	0	0	0	0	23	23	0
DATA REPORT ENTRY (Number of projects for which monthly/quarterly data reports were computerized)	ADAA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	JAIBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	VOCA/VAWA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	MVTPC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROJECT STATUS REPORT (Number of assessments completed)	ADAA	0	0	0	3	3	0	0	0	0	0	0	0	3	3	0
	JAIBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	VOCA/VAWA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	MVTPC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	3	3	0	0	0	0	0	0	0	3	3	0
PROGRAM PROFILE (Number of profiles)	ADAA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	JAIBG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	VOCA/VAWA	2	2	0	0	0	0	0	0	0	5	5	0	7	7	0
	MVTPC	2	2	0	0	0	0	0	0	0	0	0	0	2	2	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	4	4	0	0	0	0	0	0	0	5	5	0	9	9	0



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Memorandum

To: Authority Members

From: Robert P. Boehmer
General Counsel

Date: August 18, 2003

Re: Office of General Counsel Report – September 5, 2003 Authority Meeting

This memorandum highlights the work performed by the Office of General Counsel from May 19, 2003 through August 8, 2003:

Document Reviews

- Over 350 preliminary and final reviews of grant agreements, and grantee subcontracts, requests for proposals and publications.
- Reviewed Authority publications. (including three *Research Bulletins*, *The Compiler* and one *On Good Authority*)
- Prepared and reviewed other miscellaneous Authority contracts and documents, including federal grant awards (Byrne, VAWA, VOCA, JAIBG).
- Reviewed Authority evaluation contracts and amendments.
- Drafted/reviewed/discussed InfoNet Agreement for the Department of Human Services.
- Reviewed/discussed contract exceptions proposed by potential integration vendor.

Meetings

- Met with Office of the Governor, the Illinois Association of Chiefs of Police, the Illinois Sheriff's Association and representatives of ALERTS users to discuss the status of the Criminal Justice Information Systems Trust Fund.

- Attended National Criminal Justice Association Advisory Council meeting, Board of Directors meeting and annual meeting.
- Attended CHRI Improvement Plan Workgroup and Budget Committee meetings.
- Assisted in the preparation for, and attended, the Motor Vehicle Theft Prevention Council and Grant Review Committee meetings.
- Attended meetings regarding videotape confession and lineup pilot programs.

Legislation/Rulemaking

- Reviewed Illinois State Police administrative rules for sex offender registration and community notification.
- Started analysis of new federal sex offender registration requirements.
- Monitored the status of federal fiscal year 2004 Commerce, Justice, State, the Judiciary, and Related Agencies appropriations bill.
- Monitored legislation of interest to the Authority.

Other

- Developed boilerplates for grant programs.
- Reviewed draft Motor Vehicle Theft Prevention Council Strategy.
- Continued work with ISU staff in the analysis of privacy issues.
- Participated in VOCA grantee trainings in Chicago.
- Provided information to the federal Office for Civil Rights on Authority monitoring of grantee civil rights compliance.
- Assisted Research and Analysis Unit staff in developing a report to the Governor on Model Drug Treatment Prisons in the United States.
- Developed and forwarded assurance, certifications, and other required materials to OJJDP regarding new IRB research application entitled, *Detention Screening and Detainment Practices in Illinois*.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings.

If you need additional information, please contact me.



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Memorandum

To: Authority Members

From: Steve Prisoc
Associate Director, Information Systems Unit

Date: August 21, 2003

Re: Information Systems Unit Report – September 5, 2003, Authority Meeting

This memorandum highlights work performed by the Information Systems Unit.

Illinois Integrated Justice Information Systems (IIJIS) Project

Since the last Authority meeting, the following progress has been made on the IIJIS Project:

- On June 30, 2003, Governor Blagojevich signed Executive Order No. 16, creating the Illinois Integrated Justice Information System (IIJIS) Implementation Board. The 23-member board is comprised of key justice system officials representing local, county, and state justice agencies and associations in Illinois. The purpose of the board is to address the challenges identified in the Strategic Plan and carry out the implementation of integrated justice information systems.
- The first meeting of the Illinois Integrated Justice Information System (IIJIS) Implementation Board was held on August 14, 2002. At that meeting, the board elected the Authority's new Executive Director, Lori Levin, as Chair. Director Levin then appointed Illinois State Police Deputy Director, Col. Ken Bouche, to serve as Vice-Chair. The board also discussed and drafted a set of administrative rules patterned after those used by the Authority's Motor Vehicle Theft Prevention Council. A sub-committee structure was also discussed and approved. The structure includes a steering committee and four standing committees to oversee various facets of the implementation work—Planning and Policy, Technical, Outreach, and Funding. Committee chairs are to be appointed by the Director Levin, and board members will decide if they wish to serve on the committees, or to designate staff members from their respective agencies and associations. We anticipate that each of the committees will create *ad hoc* working groups to carry out specific work assignments, and those groups will exist for as long as necessary to complete those tasks.

- IIJIS project staff completed a Research Bulletin “*Integrated Justice Information System Survey Findings*” which summarizes the results of surveys that were sent to a geographically stratified sample of police departments, sheriffs’ departments, state’s attorneys’ offices, circuit court clerks’ offices, and probation departments in Illinois. Overall, the survey results confirmed that even in jurisdictions where justice agencies have developed various automated systems, very little electronic data exchange is taking place between agencies. The Research Bulletin was provided to IIJIS Board members at the August 14th meeting and subsequently posted on the IIJIS website.
- IIJIS project staff continued to reconcile data elements associated with Illinois’ complex justice process with the Justice XML Data Model (JXDM). The JXDM is emerging as a national standard for justice information exchange and is supported by the U.S. Department of Justice. These reconciliation efforts have been documented on the IIJIS website and are available for counties and municipalities to use in conjunction with their own integration efforts.
- The IIJIS Standards Working Group met on July 31, 2003. At the meeting, IIJIS project staff provided updated information on the national efforts to make the Justice XML Data Dictionary, reviewed the reconciliation work carried out by staff, and received approval from the group members to adopt the recent national standards for use as a foundation for Illinois justice information exchanges.
- IIJIS staff convened a meeting on June 30, 2003, with representatives of Illinois counties that are now engaged in justice systems integration planning and/or implementation. Attendees included representatives of Cook, Lake, McHenry, Kane, and McLean Counties. Participants presented work being done in their counties and described the stage of planning or implementation they are in. They also discussed the types of assistance they need from the IIJIS project and other state resources.
- IIJIS project staff and Illinois State Police representatives met with project team members with the National Association of State Chief Information Officers (NASCIO) to provide validation for their document entitled, *Concept for Operations for Integrated Justice Information Sharing* (“ConOps”), which was used to establish the framework for the IIJIS Strategic Plan. Participants discussed how it was used to develop the justice scenario and suggested possibilities for follow-up documentation that would assist states in transitioning from strategic planning to tactical planning and actual implementation of integration.
- IIJIS staff convened a meeting on June 12, 2003, between consultants from the University of New Orleans, Center for Society, Law, and Justice and Illinois participants to focus on the development and improvement of performance measures for the IIJIS Strategic Plan as well as the Cook County Integrated Justice Strategic Plan.

- Staff continued to maintain the IIJIS website www.icjia.state.il.us/ijjis, which contains (a) background information on integration; (b) foundation documentation on the IIJIS Project; (c) IIJIS publications; (d) project oversight documentation including former and current committee meeting agendas, and minutes, and project management forms associated with the strategic planning effort; and (e) presentations made to IIJIS Committees.

The Authority's Web Page

- **The Authority's Website:** The Website is now fully compliant with the State of Illinois' website accessibility templates. These templates were developed to comply with Illinois Web Accessibility standards, Federal Section 508 standards, and World Wide Web Consortium (W3C) guidelines.
- **CJ Dispatch:** The CJ Dispatch is the Authority's twice monthly, web-based mailing list. The CJ Dispatch lists new items on the website, new publications, and upcoming grant opportunities. Currently, 1,280 users are subscribed to the list.
- **The IIJIS Website:** The IIJIS section of the Website was also updated, improved and provided with navigation features similar to that of the Authority's main Website.
- **The Authority Intranet:** The Authority's internal Intranet continues to expand: fresh agency news items are posted weekly and agency announcements are posted as needed. The Intranet provides a central location for electronic forms, agency news and policy documents that can be accessed from each staff person's desktop computer.

The Authority's Information Systems for Law Enforcement

- **ALERTS:** ISU staff have been working with Quadcom Central Dispatch in Carpentersville, Illinois, to develop an agreement under which ALERTS will provide all mobile data services to Quadcom. Quadcom is a multi-jurisdictional communication center that provides dispatch services as well as mobile data capabilities to nine agencies in Kane and McHenry Counties.
- **ALERTS.Net:** Staff are now testing a replacement for the legacy ALERTS system, and several agencies are now up and running with the new system, which will replace HP3000-based legacy ALERTS. Once testing is completed, staff will migrate all agencies to the new system.
- **ALERTS Advisory and Policy Board:** The officers of the ALERTS Advisory and Policy Board recently met with Governor Blagojevich's staff to discuss the status of the Authority's Criminal Justice Information Systems Trust Fund and to request

restoration of monies from this fund that have been designated for transfer to the Illinois General Fund.

- **PIMSNet:** The first PIMSNet agency, Mount Prospect Police Department, went live on August 4, 2003. The Authority has also been working with the Authority's Fiscal Unit to update the old PIMS pricing structure to fit PIMSNet. Staff will present the new pricing structure for PIMSNet to members of the PIMS Planning Committee, a committee made up of PIMS users, on August 26, 2003.

The InfoNet System

Ninety-five domestic violence and sexual assault programs access InfoNet from more than 140 sites throughout the State. Since the Authority last met, the InfoNet team continued to improve the efficiency and performance of the system for current users while modifying pages to accommodate the needs of new users of the system. Some specific accomplishments during the past quarter follow:

Staff worked closely with the Children's Advocacy Centers of Illinois to complete database requirements for 35 advocacy centers. Programmers finalized the database structure, prototyped new interfaces, documented a strategy for developing .Net Web pages, and started coding pages for this new group of users.

Additionally, staff met with the Illinois Department of Human Services (IDHS) to finalize the terms of an agreement between the Authority and IDHS. Once this agreement is fully executed, InfoNet will become the data collection and reporting tool used by domestic violence programs funded by IDHS.

Staff continued to work closely with current users of the system by convening one user group meeting and responding to requests for customer support and technical assistance.

Customer Service Activities in support of ALERTS, PIMS, ALECS and InfoNet

ISU Customer Service staff members performed nineteen support-related site visits to law enforcement and emergency service agencies between May 13, 2003 and August 18, 2003. A breakdown of these visits by application follows:

- ALECS - 6 site visits
- ALERTS - 4 site visits
- PIMS/PIMSNET - 33 site visits
- InfoNet - 3 site visits

Improvements to the Authority's Networking Infrastructure

The Authority recently replaced its private Internet T1 connection with one managed by Illinois Central Management Services. Though this was a major change involving much planning and preparation, no major issues were encountered; the Authority's Web presence was down for less than an hour during the transition.

On August, 11, 2003, all computers attached to the Internet were attacked by a series of worm viruses, led by a worm called "Blaster." These worms exploited a significant security flaw in the Windows NT operating system. While this attack disabled many private and public networks, no Authority systems were affected.

The Systems Support Unit continues to assist with telephone and on-site support for users of the Authority's ALECS, ALERTS, and PIMSNet systems, and has enabled several departments to drop their direct 56K leased lines to the Authority in favor of much-faster (and more cost-effective) T1 connections provided by the Cook County Wide-Area Network and/or the State of Illinois Frame Relay Network.



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MEMORANDUM

To: Authority Members
From: Robert P. Boehmer, General Counsel
Date: August 19, 2003
Re: Summary of Office of Fiscal Management Activities

The following highlights the work performed by the Office of Fiscal Management since the last Authority meeting.

Reports

The following reports were prepared and submitted by OFM staff:

- Final FY03 Quarterly Accounts Receivable Report.
- Quarterly Federal Financial Status Reports for direct and formula grant awards.
- Cost center reports for agency operations and federal grant cost centers.
- Motor Vehicle Theft Prevention Trust Fund cash and cash flow projections to 2007.

Accounts Receivable

- Continue to receive and process payments from users. To date, received and processed approximately **85%** of the billing for the second half of SFY04.
- Continued to follow-up on and reconcile outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately **165** interagency agreements.
- Processed **298** contract obligation documents (**\$18,893,559**) and **355** vouchers (**\$10,509,373**) for federal grants to state and local governments and not-for-profit agencies.

- Prepared 21 payment history letters in response to requests from grantees for information for their independent audits.
- Reviewed 27 A-133 independent audit reports received from grantees for compliance with audit requirements and conducted follow-up as necessary.
- Conducted 14 on-site detailed monitoring reviews of Authority grantees.

General Agency Operations

- Completed obligation, expenditure and cash reconciliations for six funds.
- Finalized activities to liquidate outstanding obligations for fiscal year 03 along with processing all FY03 invoices prior to closing appropriation year.

Agency Budget

- Prepared and submitted proposed FY04 quarterly spending allotments, as requested by OMB.
- Analyzed the impact of potential unionization on our FY04 budget, which would require an increase to the personal services budgets of four funds to cover salary increases, cost of living adjustments and retirement pick up.
- As requested by the new administration, prepared and submitted a proposal to reserve 2% of the Authority's FY04 Budget as follows: General Revenue Funds - \$113,500; Criminal Justice Information Systems Trust Fund - \$60,360; Motor Vehicle Theft Prevention Trust Fund - \$8,170; Criminal Justice Trust Fund (federal) - \$380,170; and Juvenile Accountability Incentive Block Grant Fund 0- \$9,530. This 2% reserve excluded \$106 million in federal funds, which do not require matching state funds. The proposed total net 2% reserve came to \$571,730 and was approved by the Governor's Office of Management and Budget (OMB).

Audit

- Reviewed, analyzed and followed-up on spreadsheets prepared and submitted by grant monitors regarding the Audit Risk Assessment survey project.
- Researched and entered OFM's scoring information on approximately 480 grants (VOCA, ADA, VAWA, and RSAT) regarding the audit risk assessment survey project.
- Provided preliminary information and other assistance to audit firm contracted to conduct the Authority's compliance audit for the two years ending 6/30/03.
- Completed and submitted our response to KPMG's FY02 State Single Audit findings. Prepared and submitted corrective action plans for these findings to the Auditor General.

GAAP

- Began preparation of annual fiscal year-end financial reports (GAAP packages) for the Office of the Comptroller.

Other Misc. Projects

- Completed review of new accounts receivable software systems. Contract signed with MAS consulting to customize and implement the new system, which is expected to be implemented by September 30, 2003,

Personnel Changes

New Hires: B. Mehta - Accountant

Departures: D. Griffin – Fiscal Officer

MINUTES

REGULAR MEETING ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

June 6, 2003
120 S. Riverside Plaza, 21st Floor
Chicago, Illinois

Call to Order and Roll Call

Vice-chair Richard Devine convened the regular meeting of the Illinois Criminal Justice Information Authority and asked Robert Boehmer, the Authority's Secretary and General Counsel, to call the roll.

In addition to the Vice-chair, other Authority members in attendance were:

Glen Carbon Police Chief David Bradford
Kankakee County Sheriff Timothy Bukowski
Ms. Barbara Engel
State's Attorneys Appellate Prosecutor Director Norbert Goetten
State Appellate Defender Director Theodore Gottfried
DeKalb County Circuit Court Clerk Maureen Josh
Illinois Law Enforcement Training and Standards Board Director Thomas Jurkanin
Attorney General Designee Ellen Mandeltort
Mr. Eugene E. Murphy, Jr.
Mr. John Piland
Mr. John Z. Toscas
Illinois State Police Director Larry Trent
State's Attorney Michael Waller

Approval of the Minutes of the March 7, 2003 Authority Meeting

{Mr. Toscas made a motion to approve the minutes of the regular meeting held on March 7, 2003. State's Attorney Waller seconded the motion, which passed by unanimous voice vote.}

Chairman's Remarks

Vice-chair Devine welcomed new Authority members – David Bradford, Eugene Murphy, and Larry Trent. He also welcomed Ellen Mandeltort, the Attorney General's designee to the Authority. He noted that Roger Walker, the new director of Corrections was unable to be at today's meeting. He congratulated Barbara Engel on her reappointment to the Authority. He also introduced some representatives of Authority members, including Ken Bouche (Illinois State Police), Ellen Dimopoulos (Office of the Circuit Court Clerk of Cook County), Marjorie O'Dea (Cook County Sheriff's Office), and Andrew Walter (Illinois Department of Corrections). He then called on Executive Director Candice Kane to provide her report.

Executive Director's Report

Director Kane welcomed new members and noted that briefings from each unit of the Authority are in the mailing. She noted that most of the time since the last Authority meeting has been spent on keeping up with the Governor's office and the General Assembly regarding legislation and budget issues. She explained that the budget that passed was the one that was originally introduced by the Governor; however, she expects that there will be further reserves. She noted that this week she had to notify four staff that they would no longer have jobs at the Authority as of June

30th. She said that there is no question about their job performance, but the cuts had to first be made in the administrative area. She also noted that we lost 12 positions this year. She said that we will do our best to keep up with things, but inevitably you may see some decrease in some of our efforts in certain areas because of the decrease in staff. She complimented staff on their efforts and said that she expects that members can still rely on staff for the quality and the type of work that the Authority is really known for.

Vice-chair Devine said that it is appropriate to point out that leadership is often a good spot to be in when you have lots of money and lots of good news to tell, but it is a real test when things are a little bit up in the air and budgets are tight. He said that Director Kane deserves thanks from all of us for her steadiness and her commitment to the agency during these times.

Budget Committee Report

State's Attorney Waller reported that copies of the summary of the actions taken at the April 30, 2003 Budget Committee meeting are at members' places. He noted that adjustments and plan approvals were made to the following programs: Anti-Drug Abuse Act (Byrne) for federal fiscal years 1997, 1998, 1999, 2000, 2001, and 2002; Juvenile Accountability Incentive Block Grants for federal fiscal years 2000, and 2001; Local Law Enforcement Block Grants for federal fiscal year 2002, which provide funds to 56 local law enforcement agencies for officer safety equipment; Violence Against Women Act for federal fiscal years 1998, 1999, 2000, and 2001; and Victims of Crime Act for federal fiscal years 2001, 2002 and 2003, with undesignated funds from the latter two years being used to provide continuation funding for either 12 or 24 months to current projects.

State's Attorney Waller called on Diane Griffin to provide the fiscal report. Ms. Griffin presented the fiscal year 2003 report that was included in the mailing under tab 3. The report included details for the period of July 1, 2002 through April 30, 2003. She noted that at the end of April, we had expended or obligated 75 percent of our operations budget. She also said that some funds had been held in reserve. She reported that we have expended or obligated 59 percent of our total awards and grants budget. She noted that it is not uncommon for the awards and grants to spend less because many grantees don't draw down their full award before June 30, so the funds roll over into the next year.

Ms. Griffin then presented slides and spreadsheets regarding the fiscal year 2004 budget. She noted that our total budget for 2004 is just under \$135 million and a little bit under ½ percent below what we expect to spend this fiscal year. She said that the reductions are primarily from the general revenue fund and criminal justice information systems trust fund and that our headcount was reduced by 12. She reported that 87% of the budget is federal grants, 6% is Motor Vehicle Theft Prevention Trust Fund, 2% for the Criminal Justice Information Systems Trust Fund, 4% from general revenue, and 1% for our not-for-profit fund, which supports research projects. She also noted that the largest portion of our budget goes outside of the agency for grants – just 5% is actually earmarked for the basic operations of the agency.

Ms. Griffin noted that since 1983, we have seen a 59% reduction in general revenue funded staff. Currently, more than half of our staff is funded by some sort of grant. She said that it is important to point out that we can no longer take on projects that don't have funding because we do not have the operational staff to devote to new projects. Ms. Griffin noted that while the budget has passed, we expect further reductions. She said that staff in merit compensation titles will not receive salary increases for fiscal year 2004 and will be required to pick up the portion of the pension contribution that is currently paid by the state. She reported that we have also been provided with figures related to cost saving initiatives the governor will be proposing. She indicated that the Department of Central Management Services would be responsible for defining the initiatives, communicating those to the agencies and directing the transfer of funds from the Authority to an efficiency initiatives revolving fund. She also indicated that the Governor's proposed information systems consolidation initiatives might also impact our budget.

Ms. Griffin reported that the proposed transfers from our trust funds to the general revenue fund would affect our ability to spend in future years. She said that there would be a transfer of \$300,000 from our users fund and \$250,000 from the Motor Vehicle Theft Prevention Trust Fund to the general revenue fund. She said that we have also heard about proposed administrative surcharges to be assessed against trust funds, but we still have not gotten information on dollar amounts. She said that these surcharges will reduce the fund balances and we will probably feel the impact in future years.

In response to a question from Vice-chair Devine, Director Kane expressed concern about further reserving money in the Criminal Justice Information Systems Trust Fund. She indicated that this fund is composed of money paid by users of ALERTS, PIMS, and ALECS. She said that more reserves could jeopardize staff salaries and our ability to pay for maintenance contracts and other things. Sheriff Bukowski said that this is a critical issue to law enforcement. He said that each day there are over one million ALERTS messages on the system. He said that for years there has been distrust of state government by the local users. He indicated that this would exacerbate the problem. He said that it would cost \$10 million to change the system if ALERTS was to go down. He said that a reduction or reserve threatens officer safety. He also commented that it is unfair that local users should pay money into the fund if that money is going to be transferred to the general revenue fund. He said that users drafted a resolution highlighting the importance of ALERTS and expressing concern about the proposed reductions and reserves. He said that they are concerned that this sets a dangerous precedent and that the day-to-day operation of these systems is threatened. He indicated that this would damage the relationship between local governments, central management services and the state police and the Authority if we do not take a position on this issue. He said that the users have discussed whether or not they should attempt to pay the money into their own fund and find someone to operate the system. He said that we need to send a strong message to the governor and that we should be willing to sit down and talk about the implications.

Director Goetten asked how the proposed reductions and reserves could be reconciled with the governor's commitment to public safety. Vice-chair Devine suggested that it would be appropriate for the Authority to express its concern to the governor regarding this issue and other cuts which may impact the Authority. Director Trent suggested that we ask for a meeting with the Governor to discuss the issues to make sure that he is aware.

In response to a question from Mr. Piland, Director Kane indicated that ALERTS and IWIN could now communicate. She said that the reductions and cuts will have an effect on the programs that we are conducting in partnership with the Illinois State Police and other criminal justice agencies that are invested in our information systems because it creates a lag in our ability to move forward. State's Attorney Waller suggested that it is a simple message – the trust fund is not the state's money and cuts or transfers are inappropriate.

Sheriff Bukowski reiterated his concern that these budget actions are creating bad blood and that the users are not happy. He said that there is a lot of mistrust of Central Management Services. He indicated that the money needs to be protected. In response to a question, Director Kane said that the directors of the Office of Management and Budget and the Department of Central Management Services have been given the authority to make appropriate transfers to make the budget work. She said that it is important to make the governor aware of the issue. She said that she is very sympathetic to the challenge that they have in attempting to balance the budget, but that the consequences in this case may not be consistent with the governor's intent to ensure public safety as a priority.

Director Goetten made a motion to approve sending a letter to the governor expressing concerns about the transfer and reserve of funds in the Criminal Justice Information Systems Trust Fund and requesting a meeting with the Governor to discuss the issue. The motion was seconded by Director Gottfried, and passed by unanimous voice vote.

Vice-chair Devine directed staff to draft a letter for his signature. He asked Authority members to provide comments to staff so that they can incorporate members' thoughts into the letter.

Legislation and Regulations Committee Report

Director Goetten called on Robert Boehmer to provide a status report on this year's legislative session. Mr. Boehmer reported that House Bill 3511, the bill to change the membership of the Authority did not pass, but that Representative Hoffman may be working on boards and commissions this summer. Director Goetten noted that House Bill 3540, the bill to extend the life of the Motor Vehicle Theft Prevention Council, passed and will be sent to the Governor.

Director Goetten reported that many bills were evolving during the process of the committee meetings and that it was difficult taking a position on any of them. He said that House Bill 223 and Senate Bill 15 regarding taping of interrogations passed. Mr. Boehmer said that the bills were identical. He said that they require the Authority to provide equipment grants, and require the training board to provide training regarding taping interrogations. Both of

those requirements are subject to appropriations. The bills only apply to custodial interrogations in the police station for homicide investigations. He said that the bills also include many exceptions.

Regarding racial profiling, Mr. Boehmer reported that two bills passed – Senate Bill 30 and House Bill 361, which are identical. These bills require the state police and training board to conduct diversity training, require local law enforcement officers issuing tickets and warning citations to record certain data, and require departments to utilize a stop card when no ticket or warning is issued. The information would be submitted to the Department of Transportation who would analyze it and report on disproportionality. A committee would also be created to assist the Department of Transportation. Data collection would begin in January of 2004 and continue for three years.

Director Goetten asked Mr. Boehmer to report on the expungement bills that passed. Mr. Boehmer reported that Senate Bill 788 allows the sealing of records if a person was arrested but acquitted or released, the conviction was reversed or the person was placed on supervision under certain circumstances. The bill would also allow for the sealing of misdemeanor convictions if the person has not been convicted of any other offense within four years of completing the sentence. The burden would be on the person to seek sealing and law enforcement agencies would have the ability to object. The records could be unsealed under certain circumstances and would be available to law enforcement and the courts. Certain records regarding violent offenses and sex offenses would not be subject to sealing. Director Gottfried said that his office would be required to provide assistance to persons seeking to have records sealed. He said that he would be asking the Authority for some assistance.

Director Goetten reported that Senate Bill 472 implements some capital punishment reforms. He said that one of those requires the Authority to operate a custodial interview pilot program. Mr. Boehmer reported that we have not seen any funds appropriated for this purpose. He noted that the Authority did award Byrne funds to the Illinois State Police to create a similar program and that staff would work with the Illinois State Police to conform that program to the program required by Senate Bill 472. Mr. Boehmer noted that a synopsis of criminal justice legislation that passed both houses is at members' places.

Information Systems Committee Report

Ms. Josh said that the committee met on April 23rd and recommended to the Budget Committee that funds be redesignated to livescan projects. She asked Illinois State Police Deputy Director Ken Bouche to provide additional information regarding these projects. Deputy Director Bouche said that the funds would be designated to go to the top paper submitting agencies so that they can convert to electronic submissions.

Ms. Josh said that she, Director Kent, Deputy Director Bouche and others recently attended a meeting regarding this issue. She said that we have been working a long time to try to revitalize a group that used to be called the Automated Disposition Reporting Group so that we could have some consistency in data elements. She said one of the key players is the Administrative Office of the Illinois Courts who have committed to participating. She said that this is a giant step toward getting all of the agencies together to standardize how we receive and disperse information. She said that a great deal of credit should go to Ken Bouche in getting that together.

Ms. Josh also reported that the committee approved a set of guidelines that Authority staff can use to submit individual proposals less than \$50,000 directly to the Budget Committee. She said that this is a more expeditious way of getting things done. Finally, she said that the committee discussed the issues regarding appropriations for the Authority's information systems.

Status Report: Study of Racial Differences in Sentencing

Vice-chair Devine said that last fall the Authority heard a preliminary report on a collaborative research project between the Authority, Loyola University, the John Howard Association and TASC. The study examined the impact of sentencing laws and practices on the minority community. He said that we thought Authority members would enjoy hearing about the status of the work. He then called on Dr. Art Lurigio, Melody Heaps and Tim Whitney.

Ms. Heaps described some findings in the 1996 Human Rights Watch report on Disproportionate Minority Confinement and the reasons for engaging in the research in Illinois. She said that they are approaching the research very carefully and expect to end up with a set of reports that clearly indicate the total environment, but which do not

point any fingers but point out some issues that we may want to look at to develop some policy changes.

Dr. Lurigio reviewed the findings of the Human Rights Watch report that were described at an earlier Authority meeting. He said that the goals of our project were to provide a detailed analysis of national trends in sentencing for drug crimes and create a historical analysis or chronicle of drug related criminal statutes. He said that the Illinois specific data that the project gathers would lay a solid foundation for constructive discussions with key policy makers at every step in the process. He said that the purpose of those discussions is to suggest different ways in which we can address the problem of disproportionality. He said that the first product that has been submitted was a review of disproportionality on the national scene. He said that that was a summary of research that has been done in other states examining disparities in sentencing for drug violations in particular. He indicated that the second product is a summary of changes in drug laws from 1985 to present, which was prepared by TASC legal counsel and policy analyst Tim Whitney. Finally, he said that the next two products would involve in-depth analysis of local databases.

Dr. Lurigio said that the last step in the process is to have people around the table to discuss the findings and from those discussions to generate a series of recommendations that will be published through the Authority. Dr. Lurigio then called on Tim Whitney who provided a brief description of his review of drug law changes. Dr. Lurigio then provided additional information regarding prison admissions for drug offenses. He noted that the data suggest that disproportionality is largely a function of drug markets in Chicago. He said that drug sales in Chicago are primarily open-air markets, street corner drug sales are prevalent and organized gangs control sales. He indicated that public drug sales are extremely disruptive to social order in the neighborhoods and result in numerous calls for police service. He also indicated that another hypothesis to test with data is whether African-Americans have less access to treatment opportunities when compared with non-African-Americans. He said that treatment options in poor neighborhoods might be less abundant than they are in other areas, which may in part explain the increased numbers of arrests of African Americans who cannot avail themselves to treatment services, which is critical in stemming the demand for drugs. He said they will also be examining whether differences in criminal histories influences sentencing that results in disproportionality.

Director Kane said that it would be appropriate for the researchers to work with the Authority's Planning and Research Committee. She said that the findings are very consistent with what we have found on the juvenile level. She said that we now have to get a better understanding of why there is disproportionality before we can move forward with an approach that is going to address the real issues. She indicated that too often there is action before we have an understanding of what needs to be accomplished. She said that this is an appropriate issue for the Authority to address.

Mr. Piland noted that in his community methamphetamine offenders prosecuted are all Caucasian and that he believes that to be the case throughout Illinois. He indicated that in his county, a disproportionate number Caucasian persons are being imprisoned for methamphetamine charges. Dr. Lurigio noted that it is also important to look at the proportions of people arrested and prosecuted and convicted to determine disproportionality. Mr. Piland also mentioned that he appreciated that the study is tracking the changes in laws. He noted that at one point the sentence for methamphetamine users was actually less than that for crack cocaine. He indicated that he perceived this as racist, treating minorities more harshly than Caucasians, and that he had a bill introduced to address that disparity and treat those offenses similarly. He also noted that in methamphetamine cases where there is no drug present, only precursors, offenders are prosecuted for class 2 felonies and cannot receive probation. He said that this could be perceived as a law that is tougher on a population of Caucasians than on the general public.


Dr. Kane said that it may be helpful for numbers to have some understanding of the extent of substance abuse in Illinois and who would fall into those categories. She agreed that just starting with the measurement of population is problematic.

New Business

Hearing no new business, Vice-chair Devine noted that the meeting dates for 2003 are September 5th, and December 5th. He also noted that the Ad Hoc Committee on Violence Against Women would meet on June 17, 2003.

{Upon a motion by Ms. Josh, second by Mr. Toscas, and unanimous voice vote, Vice-chair Devine adjourned the meeting.}

Respectfully Submitted,

A handwritten signature in black ink that reads "Robert P. Boehmer". The signature is written in a cursive style with a large, prominent initial "R".

Robert P. Boehmer
Secretary and General Counsel



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Memorandum

To: Authority Members
From: Hank Anthony
Date: August 21, 2003
Re: Office of Administrative Services (OAS) Report

The Office of Administrative Services continues to support the day-to-day operations of the Authority with: meeting/conference support (in and out of Authority space), travel arrangements (in-state and out-of-state travel), mail and supply operations, receptionist duties, security monitoring, vehicle maintenance and support, oversight of all telecommunications operations and requirements, oversight and processing of all procurements, establishing contracts for and oversight for the maintenance of all Authority equipment, database management, and resolution of office space concerns.



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Memorandum

To: Authority Members
From: Daniel Dighton, Office of Public Information
Date: August 21, 2003
Re: OPI Report – Sept. 5, 2003 Authority Meeting

This memorandum highlights the work performed by the Office of Public Information since the last Authority meeting through Aug. 18, 2003.

- Completed and printed the Summer 2003 issue of *The Compiler*, which featured recent research and projects related to overrepresentation of minorities in the criminal and juvenile justice systems.
- Edited and redesigned Victims Bill of Rights in three languages: English, Spanish, and Polish.
- Oversaw printing of five informational brochures for victims of crime.
- Did editing/layout for Research Bulletin, “Integrated justice information system survey findings.”
- Did editing/layout for Research Bulletin, “Sharing criminal history record information: the Interstate Identification Index.”
- Did editing/layout for Research Bulletin, “The justice system’s response to drug offenses and substance abuse.”
- Did editing/layout for Research Bulletin, “Balancing leadership and representativeness in communities.”
- In process of editing Research Bulletin, “Why is age discrepancy a risk factor for intimate partner homicide?”
- Edited budget committee materials.
- Edited CJ Dispatch, the Authority’s twice monthly e-mail update of new website postings.
- Oversaw Authority’s intranet content.
- Oversaw Motor Vehicle Theft Prevention Council legal ad publication in state paper.



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Memorandum

To: Authority Members

From: Robert Taylor

Date: August 19, 2003

Re: Federal and State Grants Unit Report – September 5, 2003 Authority Meeting

The 24 staff assigned to the Federal and State Grants Unit (FSGU) performed a variety of activities during the last quarter.

Grant Activities

Following is information on grant activity during the period of April through June 2003. During that time FSGU staff monitored approximately 499 grants, totaling approximately \$100,240,240. Monitoring includes the following:

- Reviewing (973) monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting (111) site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees (1,914 times); this includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

Additionally, during this same period, FSGU staff processed 137 new agreements (grants), totaling \$8,147,506. Processing of a new agreement includes:

- Negotiating the program narrative, budget and budget narrative with the grantee;
- Processing the grant proposal for in-house Legal, Fiscal, and Research and Analysis reviews and comments;
- Making any necessary changes and then forwarding the agreement to the grantee for signature;

- Once returned, processing the agreement through the Office of General Counsel for the executive director's signature, and when signed returning a fully executed copy to the grantee as well as other contacts; and
- Initiating an obligation and disbursing any initial funds that are requested.

Administrative Activities

- Since the last Authority meeting in March 2003, FSGU staff have planned for and staffed five meetings: one Violence Against Women Act (VAWA) AD HOC Meeting was held on June 17, 2003, one Budget Committee meeting was held on April 30, 2003, one Illinois Motor Vehicle Theft Prevention Council (IMVTPC) meeting was held in Springfield on May 15, 2003, one IMVTPC Grant Review Committee meeting was held in Chicago on June 18, 2003, one Motor Vehicle Task Force Directors' Association meeting was held in Downers Grove, Illinois on June 13, 2003. Meeting preparation often involves coordination with other Authority units such as Research and Analysis, mailing of materials, and coordinating logistics with the Office of Administrative Services.
- Staff is continuing planning of the Balanced And Restorative Justice (BARJ) Summit. The summit is scheduled for September 24-26 in Springfield. BARJ summit planning meetings were held on April 11, May 15, and June 11.
- Staff attended and presented information at an Information Systems Committee meeting.
- Applications for the Juvenile Accountability Incentive Block Grants (JAIBG) program Federal Fiscal Year 2003, Anti-Drug Abuse Act / Byrne (ADAA) Federal Fiscal Year 2003, Victims of Crime Act (VOCA) Federal Fiscal Year 2003, the National Criminal History Improvement Program (NCHIP) Federal Fiscal Year 2003, the National Forensic Sciences Improvement Act (NFSIA), and the Residential Substance Abuse Treatment (RSAT) program Federal Fiscal Year 2003 were completed. The final award documents were received and processed for ADAA Federal Fiscal Year 2003 and VAWA Federal Fiscal Year 2003. Progress was made on other federal program applications that will be submitted in the first quarter.
- Staff conducted a meeting with the Kane County Drug Court on June 3.
- Staff conducted six VOCA guideline trainings, serving 120 grantees. There were six trainings in all, four in Chicago and one in Bloomington and one in Mt. Vernon. The trainings were held June 19 & 20 and June 26 & 27, 2003.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit and other state agencies, such as Administrative Office of the Illinois Courts, jail-based mental health services, community-based transitional services for female offenders, juvenile reporting centers, and other projects.
- Staff administered two Requests for Proposals (RFP): 1) the Victims of Crime Act (VOCA) Children's Advocacy Center/Sexual Assault Centers Collaborative Project was issued June 4th with a due date of August 1st, 2) the Innovative Probation RFP was issued on May 1st with proposals due July 2nd.
- Staff is working closely with Fiscal Management staff to close out the ADAA Federal Fiscal Years 1995 and 1996 and NCHIP Federal Fiscal Years 1995 through 1999.

Miscellaneous Activities

- The IMVTPC staff held Statewide Panel Hearings in Springfield, Illinois on May 14-15, 2003.
- In support of the Authority's Strategic Plan, staff continues to prioritize projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- On an individual basis, staff has been handling increased grant loads, as well as other responsibilities, as vacant positions have not been filled.
- Planning commenced on a Budget Committee meeting that was held on July 30, 2003.
- Staff coordinated the placement of Attachment A's and fact sheets (program/fund information sheets) on the Authority's Internet site. Staff will continue to update and upgrade this information as necessary.
- Staff developed the Illinois Motor Vehicle Theft Prevention Statewide Strategy for the years 2004 through 2007.



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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: August 15, 2003
Re: Summary of Human Resources Activities

The following highlights the work performed by Human Resources since the last Authority meeting.

Recruitment, Screening and Hiring

Activities in this area were severely limited due to Executive Order Number 1 (2003) freezing all hiring and promotions. Personnel Action Request Forms were submitted to the Office of Management and Budget (OMB) and the Governor's Office during the previous three months requesting exceptions to the freeze. Approval has been received to fill some vacant positions.

- Provided new executive director, Lori Levin, with orientation and benefit materials.
- Hired two new employees in the Information Systems Unit and the Office of Fiscal Management.
- Processed four lay-offs due to budget reductions (including one staff member from the Office of Human Resources).
- Processed one voluntary reduction.
- Processed four resignations.

Employee Benefits

- Input over 30 benefit choice changes on Central Management Services' (CMS) computerized insurance system for FY2004.
- Worked with several staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Processed all WageWorks deductions for staff enrolled in this transportation benefit. Continued working with CMS and WageWorks to provide this benefit for full-time contractual employees.
- Provided 2 staff members with disability and family leave information. Processed all related medical/administrative paperwork.

- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- Advised affected staff not covered by the AFSCME contract that they would not be receiving the 4% COLA July 1st and would begin contributing 4% of their salary for the employee portion of retirement previously paid for by the State.
- Continued bi-monthly payroll processing for 100 employees.
- Input FY2004 appropriation account codes on computerized payroll system.
- Issued time balance reports monthly to payroll and contractual employees.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Prepared and submitted 4th quarter and Annual EEO reports for the Department of Human Rights (DHR).
- Met with liaison from DHR regarding 1st, 2nd and 3rd quarter EEO reports.
- Provided CMS with the EEO-4 report detailing non-code employees at the Authority.
- Completed adverse impact analysis submitted to DHR and CMS along with layoff plan.
- Begun preparation of FY2004 Affirmative Action Plan.

Staff Development & Training

- Staff attended a “Lunch & Learn” training session regarding team building by CMS.
- Coordinated newly mandated Rutan training for new supervisors and all previously certified interviewers.
- Coordinated sexual harassment training for employees.
- Provided staff with access to the CMS Job Posting System that details vacant positions throughout the State.
- Investigated and recommended management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline procedures.
- Provided information and processed tuition reimbursement for several staff.
- Continued to provide staff with development tools now available in library for use.

Other Miscellaneous Projects

- Worked with executive staff on transition materials for the new executive director and chairman.

- Provided Authority staff and CMS with information regarding bargaining unit personnel currently not covered by the AFSCME contract. Several meetings ensued regarding union coverage of these titles.
- Submitted detailed information to CMS regarding personal services contracts in relation to the AFSCME grievance.
- In conjunction with the Office of Fiscal Management, produced and distributed over 30 personal services contracts for FY2004.
- Continued to provide the new Administration with personnel information as requested.
- Worked with CMS classifications personnel to 4(d)(3) exempt two Associate Director positions.
- Completed final layoff package and provided laid-off employees with information regarding unemployment, insurance and some out-placement assistance.
- Contacted personnel officers at other Chicago state agencies to inquire about possible employment for laid-off employees.
- In conjunction with the Office of Fiscal Management, finalized personnel line budgets for FY2004 including all reductions and savings initiatives.
- Met and provided outside audit firm staff with personnel and payroll data to be reviewed in relation to the Authority's biennial audit.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Met with employees and supervisors when performance evaluations were disputed. Clarified issues and objectives for the next performance period.
- Continued background checks and fingerprinting for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- End of the month headcount and staff salary information distributed to executive staff.
- Office of Management and Budget Headcount Tracking Form submitted to our Budget analyst monthly.



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MEMORANDUM

To: Authority Members
From: Robert P. Boehmer
General Counsel
Date: August 18, 2003
Re: Authority Fiscal Report – Fourth Quarter FY 2003

Attached are FY 2003 fiscal reports covering the period July 1, 2002 through July 31, 2003.

Exhibit #1 – Operations

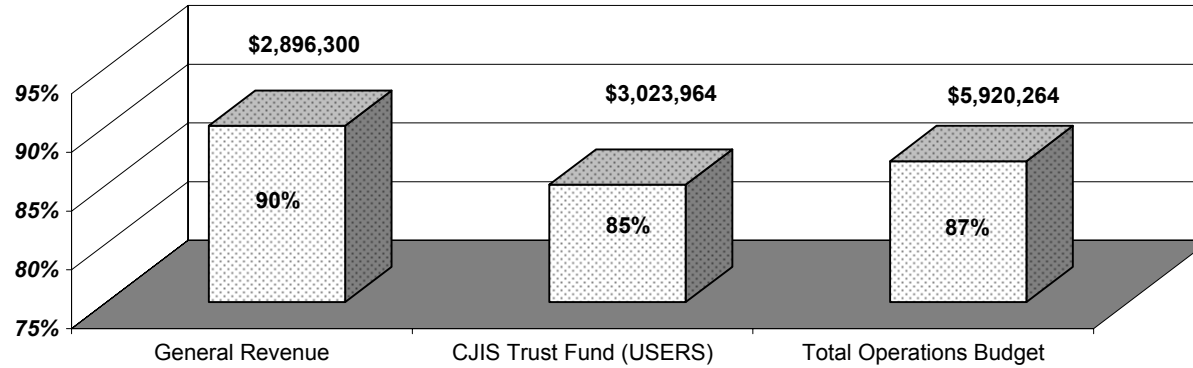
As shown in the attached report, we have obligated or expended 87% of our total operations budget for FY 2003 as of July 31, 2003. With one month remaining in the FY 2003 lapse period, 90% of our unreserved General Revenue operations budget has been expended or obligated. As noted in the expenditure detail, a reserve of \$312,900 has been imposed on our operational budget in FY 2003.

Exhibit #2 – Awards and Grants

Exhibit 2 details obligations and expenditures for Awards and Grants. As of July 31, 2003, we have expended or obligated 99% of our General Revenue matching funds appropriation and 68% of our total appropriation for these budget lines.

I will be available at the Authority meeting to answer any questions you may have regarding these reports.

Exhibit #1 - Operations
 Illinois Criminal Justice Information Authority
 FY 2003 Expenditures/Obligations
 July 1, 2002 - July 31, 2003



	General Revenue				Criminal Justice Information Systems Trust Fund				Total			
	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance
Personal Services	\$1,754,625		\$1,745,043	\$9,582	\$775,300	\$100,000	\$587,888	\$87,412	\$2,529,925	\$100,000	\$2,332,930	\$96,995
Retirement - State Pick-Up	\$67,100		\$66,207	\$893	\$31,000	\$4,000	\$22,594	\$4,406	\$98,100	\$4,000	\$88,800	\$5,300
Retirement	\$181,883		\$180,793	\$1,090	\$82,200	\$10,320	\$58,216	\$13,664	\$264,083	\$10,320	\$239,009	\$14,754
FICA	\$129,865		\$129,211	\$654	\$59,300	\$7,650	\$40,701	\$10,949	\$189,165	\$7,650	\$169,912	\$11,603
Group Insurance	\$0		\$0	\$0	\$139,500	\$20,000	\$102,334	\$17,166	\$139,500	\$20,000	\$102,334	\$17,166
Contractual	\$618,944		\$539,771	\$79,173	\$300,200	\$30,000	\$170,520	\$99,680	\$919,144	\$30,000	\$710,292	\$178,852
Travel	\$9,150		\$4,753	\$4,397	\$14,000		\$5,183	\$8,817	\$23,150		\$9,936	\$13,214
Commodities	\$14,900		\$14,900	\$0	\$6,100		\$41	\$6,059	\$21,000		\$14,941	\$6,059
Printing	\$17,500		\$15,813	\$1,687	\$4,000		\$1,099	\$2,901	\$21,500		\$16,912	\$4,588
Equipment	\$3,400		\$1,375	\$2,025	\$4,500		\$125	\$4,375	\$7,900		\$1,500	\$6,400
EDP	\$355,533	\$21,400	\$115,997	\$218,136	\$2,220,000	\$119,530	\$1,834,703	\$265,767	\$2,575,533	\$140,930	\$1,950,701	\$483,902
Telecommunications	\$78,900		\$78,900	\$0	\$226,000		\$194,551	\$31,449	\$304,900		\$273,451	\$31,449
Operation of Auto	\$4,400		\$3,536	\$864	\$7,400		\$6,009	\$1,391	\$11,800		\$9,545	\$2,255
Total	\$3,236,200	\$21,400	\$2,896,300	\$318,500	\$3,869,500	\$291,500	\$3,023,963	\$554,037	\$7,105,700	\$312,900	\$5,920,264	\$872,536
% of Appropriation (less Reserve):			90%	10%			85%	15%			87%	13%