



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members

From: Robert P. Boehmer
General Counsel

Date: August 24, 2004

Re: Office of General Counsel Report – September 10, 2004 Authority Meeting

This memorandum highlights the work performed by the Office of General Counsel from May 15, 2004 through August 23, 2004. During this time period, the Office of General Counsel hired Corey-Anne Gulkewicz as a legal advisor to provide additional support to the agency.

Document Reviews

- Over 735 preliminary and final reviews of contracts, grant agreements, amendments, subcontracts, requests for proposals and publications.
- Reviewed Authority publications, including *The Relationship Between Gang Membership and Inmate Recidivism* and *The Impetus and Implementation of the Sheridan Correctional Center Therapeutic Community*.
- Prepared and reviewed other miscellaneous Authority contracts and documents, including federal grant awards. Reviewed NFSIA application, LLEBG, VOCA, VAWA, Byrne and two PSN Awards, and an extension to the JITII grant. Developed boilerplates for JAIBG 03, VOCA 04, and PSN. Drafted amendments to the ISP NCHIP agreement.
- Reviewed requests for proposals and subcontracts for the Research and Analysis Unit, research applications for the IRB meeting and privacy certificates for research projects. Developed materials for mailing to BJA for research projects approved by the Authority's IRB.

Meetings

- Attended Illinois Association of Chiefs of Police Legislative Committee meeting.
- Attended National Criminal Justice Board of Directors meeting and Executive Board meeting. Attended and moderated sessions for the NCJA National Forum held in Chicago on August 9-11.
- Attended IIJIS Planning Committee meetings.
- Attended IIJIS Executive Committee meeting.
- Convened meetings of the IIJIS Privacy Committee. The meetings focused on expungement/sealing and privacy issue identification.
- Continued to meet with several members of the Privacy Committee to discuss their perspectives on criminal justice privacy issues.
- Attended the Global Privacy and Information Quality Workgroup meeting to assist in developing a Privacy Sourcebook for policy makers. Also attended a small workgroup meeting to draft the outline of the Sourcebook.
- Attended a workgroup meeting to review the draft criminal history record improvement plan.
- Participated in one Institutional Review Board meeting.
- Attended training provided by the Executive Office of the Inspector General.
- Assisted in preparation for the Motor Vehicle Theft Prevention Council meeting and Grant Review Committee meeting. Attended two Council meetings.

Legislation/Rulemaking

- Monitored the status of federal fiscal year 2005 Commerce, Justice, State, the Judiciary, and Related Agencies appropriation and the Department of Justice Reauthorization bill.
- Researched and drafted potential administrative rules regarding conflicts of interest.
- Monitored the introduction and status of bills in the General Assembly.

Other

- Continued work on the analysis of privacy issues.
- Published “*Privacy Schmivacy?*” *Drafting Privacy Policy in an Integrated Justice Environment (and why it’s important)*, drafted by Wil Nagel. This document has been used as the foundation for the IIJS Privacy Committee’s work.
- Responded to three Freedom of Information Act requests.
- Provided consultation with various staff members regarding interpretations of the new ethics laws.
- Updated guidance for staff regarding political activities in the workplace. Began to develop ethics training session for Authority staff.
- Met with agency staff on issues including advance payments to grantees and risk assessment tool development.
- Conducted training for federal and state grants unit staff on JAIBG and on Program Income and Interest Earned.
- Worked with grant staff, grantees and the federal Office for Civil Rights to ensure compliance with federal civil rights compliance.
- Began update of financial guidelines for Authority grantees.
- Provided assistance to the Research and Analysis Unit regarding activities to ensure compliance with the federal Deaths in Custody Reporting Act.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings. Provided technical assistance for staff on grant-related and evaluation contract issues.

If you need additional information, please contact me.