



IMPLEMENTATION BOARD

29 Jan 2009

Call to order & Roll call

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

- Irene Lyons, Office of the Illinois Secretary of State;
 - Colonel Michael Snyders, Illinois State Police;
 - Sharon Shipinski, Illinois Department of Corrections;
 - Michael Carroll, Cook County State's Attorney's Office;
 - Dorothy Brown, Clerk of the Circuit Court of Cook County;
 - Rod Ahitow, Illinois Juvenile Justice Commission;
 - Ronald Lewis, Illinois Public Defender Association;
 - Cynthia Hora, Office of the Illinois Attorney General;
 - Pamela McGuire, Clerk of the Circuit Court of Will County;
 - Commander Jonathan Lewin, Chicago Police Department
 - John Robertson, Cook County Sheriff's Office
 - Rod Ahitow, Illinois Juvenile Justice Commission (present via telephone)
 - Skip Robertson, Administrative Office of the Illinois Courts (present via telephone)
- Also in attendance:
- Ms. Carol Gibbs, Illinois State Police
 - Ms. Nicole Sims, Clerk of the Circuit Court of Cook County
 - Mr. Steven Bernstein, Illinois Criminal Justice Information Authority
 - Mr. Herbert Johnson, Illinois Criminal Justice Information Authority

Administrative matters

After welcoming everyone to the first IIJIS Implementation Board meeting of the year Director Levin informed the members that the agenda and meeting schedule for the year has been strictly set with the goal of moving the initiative forward. Additionally, Director Levin reminded everyone that notices for all the four board meetings as well as the executive steering committee meetings have been sent out. The executive steering committee meets two weeks prior to the full Implementation Board. The expectation is that each committee meet at least once or more prior to each of the quarterly board meetings. Director Levin reminded the membership that part of the problem in the past with the IIJIS initiative has been funding. At one point there was Byrne/AADA grant funding and the initiative was fully funded. The initiative had three staffers that worked for the Illinois Criminal Justice Information Authority. The staffing level has been reduced to a project manager only. Despite the funding cuts in the State of Illinois budget and cuts to Byrne funds, the plan is to continue to move the initiative forward.

Director Levin expressly welcomed new members to the IIJIS Board, Ms. Cynthia Hora from the Attorney General's Office, Mr. John Robertson from the Cook County Sheriff's Office, and Mr. Mike Carroll from the Cook County State's Attorney's Office. These folks replaced Ms. Ellen Mandeltort, Chief William McHenry, and Ms. Adrienne Mebane respectively. She also announced that Mr. Greg Wass, the CIO for the state would be a member of the board. The state has not had a CIO for some time,

and this position has membership to the Implementation Board as a result of the Governor's Executive Order. Director Levin asked for a motion to approve the minutes of May 21, 2008. A motion to accept the minutes was made and seconded to approve the minutes of May 21, 2008. The motion was approved by a unanimous vote.

Ms. Carol Gibbs of the Illinois State Police was called upon by Director Levin to give a brief history of IIJIS and the development of the original strategic plan. Ms. Gibbs will also be presenting on the draft of the new strategic document.

IIJIS History and Overview

Ms. Gibbs began her presentation by describing that the term integration has morphed through the years to mean integrated justice information sharing. She further stated the one of the more difficult concepts to grasp is that we are not building a thing. Integrated justice information sharing is a capability to access and share critical information at key decision points when users need information. It does not mean that all access is granted to everyone and that everyone's information is available. It means that when it is appropriate information is available to those who need it at the right time.

The history is such that when the discussion first began late in the year 1999 and 2000 there were a few of the current Implementation Board members, Clerk Brown and Commander Lewin who were involved in the planning process. The impetus was that participating agencies felt the pain of not being able to access each others information quickly and electronically. The problem was not that information was not being shared, because it has always been shared. This pain was felt not only by Illinois, but throughout the country. At that time the National Governor's Association put out solicitation and was offering money to address this issue. With the leadership of the Illinois Criminal Justice Information Authority (ICJIA) and other major concerned agencies, a request was submitted. The award to Illinois was \$973,000. During the Ryan Administration an Executive Order 1 was signed that instructed ICJIA to organize, go forth, make your foundation, and build your plan. The mandates of Executive Order 1 were accomplished with the assistance of the National Governor's Association, and the SEARCH group, (The National Consortium for Justice Information and Statistics). SEARCH provided guidance in our early stages as how to create a governance structure to help get started. They also provided assistance in how to develop a planning methodology or strategy. SEARCH offered an exchange modeling tool for free which assisted us in one of the charges of the first executive order. The Cook County Circuit Court Clerk's Office and Lake County both participated in an exchange modeling effort. Assistance was also received from the National Association of State CIO's. Their assistance was in the form of recommending scenario planning. The scenarios that were written of situations that outlined what it would be like if Illinois had everything it needed in its day-to-day workflow and its day-to-day information needs. What was developed was a criminal justice workflow. The scenarios and the workflow helped to identify where the deficiencies existed. As Ms. Gibbs continued with her presentation, she reiterated what was expressed by Director Levin that in 2009, the IIJIS initiative wants to accomplish some meaningful things.

Ms. Gibbs went on to describe how Executive Order 16 helped to change the shift of the initiative from planning to implementation. This executive order changed the name of the governance structure from the Governing Body to the Implementation Board. The SEARCH Group again provided assistance to help us get mobilized for action. The Executive Steering Committee was developed as a result of their report. Ms. Gibbs then provided a review of the current structure of the Implementation Board which consists of the Executive Steering Committee, Planning and Policy Committee, Technical Committee, Outreach Committee and Funding Committee. She went on to say that our original strategic plan serves as a model for many states. SEARCH goes out to provide assistance to other states and uses our plan as such. Ms. Gibbs concluded her overview by asking if anyone had additional comments, there were none.

Planning and Policy Committee Report

Colonel Michael Snyders, Chair of the Planning and Policy Committee, began his report by reminding everyone that the primary task of the committee at the beginning of 2008 was to do a thorough review and revise the IIJIS Strategic Plan of 2003-2004. Specifically, the committee reviewed how the guiding principles, the mission, vision and values may have changed to ensure that original strategic plan is current. The committee focused on the verbiage of the mission, vision, values and guiding principles. This review has been completed, and the focus shifted to the strategic issues. Colonel Snyders directed the membership to their handouts and tabs (3) through (9) which include draft work-in-progress language of the (7) strategic issues, the verbiage of the introduction to the issues, and the strategic challenges identified to issues. The committee has spent a considerable amount of time at its meeting talking about current language for these areas. The committee displayed enthusiasm by changing the format from goals and objectives to a desired environment. Thus the focus is on what the strategic issue will lead to. The bottom-line goal of the committee was to establish a clearly understood desired environment. The draft language for each of the strategic issues has also been completed. The goal of the committee is to finalize the draft language in its next two meetings, the present to the full Implementation Board at its next meeting.

Director Levin interjected to the Implementation Board members and especially to the new members, that they are welcome to join and attend any committee meeting, as well as to designate someone from their office to join a particular group. She went on to state that the Cook County State's Attorney has assigned two people to the Privacy Policy Subcommittee. Also, that new members are always welcome and encouraged to join any of the committees and attend their meetings.

Colonel Snyders continued by directing everyone to tab (4) Strategic Issue 2. He explained that the strategy for the desired environment plan was to provide a visionary outcome at the desired environment as opposed to having just verbiage for goals and objectives. He stated that this approach would help to clearly establish where the end-game would be and to delegate work to the committees. Colonel Snyders further explained that by taking a visionary or scenario approach to the desired environment you remove the timelines. With goals and objectives you establish timelines for achieving those goals and objectives thereby setting a timeline on the strategic plan. By having a more generic approach to the desired environment it lends itself to a more living, breathing, fluid and adaptable to different timeframes. By looking at the desired environment and the subcommittee structure, it allows the committee to ask the whether we are there yet. If the answer to the question is no, then why not, and what does it take to get to this desired environment? The answers to these questions will be some of the work that the subcommittees are focused on for the remainder of the year. Colonel Snyders reiterated that the overall goal was to have the final document and language to the Implementation Board for approval at the next meeting, and to take the desired environment statements at the subcommittee level to ask the questions previously stated.

Colonel Snyders stated that there are some areas in the document that the committee would like Implementation Board member review. He directed everyone to Strategic Goal 1 under Strategic Issue 1 and the question for Implementation Board input. Does Illinois need legislation to sustain the IIJIS initiative, or is the Executive Order sufficient? He asked that the Board members review this question, and provide input to him or to Herb Johnson, the IIJIS Project Manager. The next question related to Strategic Issue 4, Strategic Goal 3 which calls for recognition of the differences in stakeholder needs and the development of strategies for resource allocation. The questions for the Board is should this be removed, or is this the responsibility of the Authority? Does IIJIS need to be represented at the Authority meetings? If this stays in, how does it get implemented?

Colonel Synders again stressed that this was a draft and only a sample of what the committee has been working on. There will be a final product forthcoming for the Board review. Director Levin asked Colonel Synders about the work of the subcommittees. Colonel Synders stated that although the work of the subcommittees will be driven by the issues developed from the new plan, there are still some pain points that have to be addressed with sex offenders, orders of protection, and others. Thus the work of the subcommittee will address both of these areas, as well as a follow-up on some of the unfinished work.

Booking and Rapsheet Subcommittee

This subcommittee which is an active subcommittee has presented a detailed 12-month action plan of deliverables. They are planning to develop opinion papers on criminal history records improvement, specifically defense access, and an opinion paper on livescan technology.

Privacy Policy Subcommittee

This committee has been active. Colonel stated that for many of the new members that this subcommittee had developed the original Privacy Policy Guidance for integration systems, which applies globally to all integration systems. The subcommittee has for the past year taken the advice from the global integration systems to a draft guidance specific to police incident reporting. A good deal of the work was directed toward the Illinois Citizen and Law Enforcement Analysis and Reporting (I-CLEAR) System. There has been a draft document developed that will be reviewed by the Illinois State Police Legal Department, and then vetted through the Privacy Policy Subcommittee. Director Levin mentioned that we are reaching out to other individuals so that the process and the documents can remain living as people transition to other jobs. She has reached out to Judge Kenneth Wright, the Presiding Judge at 1st Municipal in Cook County, and also the President of the Chicago Bar Association. The judge was anxious to get the Chicago Bar Association involved in our privacy policy subcommittee. The Chicago Bar Association has a committee called Cyber-Law and Policy. In writing Judge Wright, and copying Terry Murphy the Executive Director of the Chicago Bar Association, Director Levin asked for up to three people to join the privacy policy subcommittee. Additionally Director Levin wrote to Jack Carey, President of the Illinois State Bar Association and copied his executive director, Bob Craghead for up to three folks to join the privacy policy subcommittee. Director Levin went on mention that Dan Kirk, the chief of staff from the Cook County State's Attorney's Office (CCSAO) and Randy Roberts from the CCSAO will also be joining the subcommittee. Hopefully this will help us get more enthusiastically involved. Director Levin stated that the next Privacy Policy Subcommittee meeting should be an in-person meeting. Colonel Synders expressed appreciation for the new members and stated that they would like the subcommittees to challenge the various pain points, because he would like the work to be meaningful, energetic and interesting.

Standard Police Incident Report Subcommittee

Colonel Snyder stated that the work of this subcommittee is completed. As the questions are asked again, there will be a review to see if the committee needs to be maintained or closed down and start a new subcommittee. This subcommittee has identified fields of data that were consistent with police incident reporting and specifically the fields of data were used with N-Dex communication, the federal system to communicate with our state system. The guidance from this subcommittee was used for that. There will be a review of the need for future work from that committee.

Orders of Protection and Warrants Subcommittee

The work of this subcommittee has somewhat stalled out. Initially the focus was more global, but began to focus more on a county solution. There needs to be further investigation about the future of this subcommittee and move forward. However there are a number of timely OP issues that need to be addressed through this subcommittee.

Clerk Brown mentioned that the clerks of the court are looking at electronic filing, and putting image documents on the internet. She wanted to ensure that the Privacy Policy Subcommittee reviews both the privacy and security of those documents.

Outreach Committee

Clerk Brown directed the membership to the handouts from the committee and informed the membership that Ms. Nicole Sims was facilitating the Outreach Committee for her. Ms. Sims reminded the everyone that a precedence had been set of having an integration summit every two years. The first summit was held in 2005, followed by the second conference in 2007. The Outreach Committee came together mid-year 2008 to begin discussion on hosting another conference this year. The committee met again early in 2009 and you have been provided with some of notes of those discussion. The committee will be meeting again to draft some additional recommendations and present them to the full board. The suggested theme for the 2009 summit will be an Illinois county showcase. The summit intends to highlight and showcase integration successes that are occurring around the state. Ms. Sims noted that in previous years, the summit has looked to other states and jurisdictions outside of Cook County and the state of Illinois for information. It is important to bring the focus back to Illinois and what is happening here in identifying solutions and best practices. The tentative date for the summit is September 10, 2009. There are also a couple of backup dates contingent upon the venue and availability. Ms. Sims pointed out some of the general needs of the summit and stated that the committee looks first for in-kind donations. The target has been somewhere between 200 – 250 justice stakeholders throughout the state to attend the summit. Generally the summit targets about 20 – 25 vendors for the summit. Their revenue helps to offset some of the expense of hosting the summit. A list of vendors is being developed so that they may be targeted to exhibit at the summit, and possibly present along with some of the counties that are working with vendors for their integration projects. Ms. Sims noted that on the second page of the handout there is a list of possible venues in Chicago, but that the committee is also researching the south suburban areas of Oak Lawn and Tinley Park. The next page of the handout addresses some of the funding concerns. The summit is target funds from the 2005 Justice Accountability Grant (JAG) which expire in September 2009. Vendor sponsorship and vendor fees have been discussed to help offset costs, but it is imperative to be in compliance all grant requirements relative to revenue generation. The summit meetings have been planned out through August 2009. Ms. Sims indicated that the last few pages of the handouts included some information from the prior summit.

Clerk Brown directed the membership to the Outreach Committee 12-month action plan, and stated that all deliverables to date have been completed. She also noted that the committee plans to issue a newsletter later in the year, and a good portion of the remaining action plan items are related to the summit.

Funding Committee

Director Levin asked Mr. Herbert Johnson to report on the Funding Committee Mr. Johnson stated that Mr. Edwin Burnette, chair of the committee, is unavailable, and that Mr. Paul Fields has retired. Mr. Burnette has assigned three members of the Cook County Public Defender's Office to replace Mr. Fields in his involvement on the various IIJS committees and subcommittees. At the last committee meeting, the 12-month action plan was developed. Mr. Johnson pointed out some of the short-term and long-term deliverables that were developed. He highlighted the need to partner with the Outreach Committee to develop ongoing fundraising quality marketing materials prior to the next summit, and stated that SEARCH and The Global Justice Information Sharing Initiative (Global) would be contacted for some of their materials on integration at a national level. The next area that the committee has targeted is expanding the diversity of the membership on the committee beyond Cook County. This is an item that the chair felt strongly about, since the composition of the committee was mainly from Cook County.

Director Levin suggested that some of the ICJIA grant staff get involved in the committee's effort to demystify the fundraising process. Secondly, she mentioned that the Authority Board has a new board member, Pat Delfino, who is very involved in the state's attorney's association. She suggested that the committee reach out through letters or other means to the various associations for members who may want to get involved in our process.

Mr. Johnson added that part of the diversity that the committee was seeking was to identify individuals that have fundraising expertise. A former member of the committee, Katie Kirby, possessed that expertise, but after she left the Chicago Crime Commission, the committee lost contact with her. Mr. Johnson stated that the committee chair has been meeting with private foundations in the normal course of business, and would be talking about the IIJIS initiative and the potential opportunities that exist for funding integration efforts.

Byrne/JAG Funding

Director Levin began a discussion regarding the most recent history of cuts to this source of funding. She mentioned some contacts that she had made with the Office of Justice Planning and the impact of the cuts on Illinois, not only from these funds but other sources as well. Director Levin indicated that the economic stimulus package will surge Illinois to funding levels that has not been seen during her tenure as Executive Director of ICJIA. She mentioned that through the Information Systems Committee of the Authority Board which is chaired by the vice-chair of IIJIS, Clerk Dorothy Brown, there may be some funding for integration projects. Also there will be some additional Justice Assistance Grant planning.

Technical Committee

Commander Lewin started his report by indicating that the committee has already coordinated a couple of meetings, and pledging that this will be the most active committee this year. He mentioned that the goals of the committee would be to support the work of the board and the other committees, especially, the Planning and Policy Committee. The committee will leverage existing planning and development efforts across the state, and hopefully across the country. Commander Lewin went on to say that the committee would ensure capability with local, state, and national systems. All of the goals of the committee are consistent with the IIJIS goals. The committee will also ensure compliance with the National Information Exchange Model (NIEM) which replaced the Global Justice XDM model. The committee discussed developing some subcommittees including booking and rapsheet, possibly incident reporting. The reason for keeping the incident reporting subcommittee active would be to support R-CLEAR, which is the regional version of I-CLEAR. Another subcommittee possibility is one that looks at security, International Standards Organization (ISO). The Chicago Police Department and the public schools are looking at these standards also. They could not be fully adopted because they are cost prohibitive for government agencies. A national best practices subcommittee that could look across national efforts is a possibility. Commander Lewin indicated that he sits on the National Law Enforcement Correction Technology and Advisory Council which meets twice a year and does a survey of national technology efforts.

A far as deliverables for the year the committee has discussed the development of a Web 2.0 collaboration tool, to create a secure collaboration environment where ideas could be shared, documents exchanged, and has interactive chat capabilities. This tool would extend beyond the Technical Committee to the other committees also. Finally, Commander Lewin mentioned that he would like to do a refreshed gap analysis of state agencies to determine how close are agencies to being able to share data in the new NIEM standard. The Gap Analysis would reveal their current infrastructure, their plans, information dependencies to other agencies and other systems. It would identify their redundancy, security, and major new initiatives. The committee has also discussed the Secretary of State infrastructure, as well as the Department of Human Services.

Director Levin mentioned that there is a connection between the use of video cameras by law enforcement and what can be perceived as a violation of privacy. This may be an issue for the Technology Committee to review.

R-CLEAR Presentation

Commander Lewin gave an overview of the R-CLEAR system which is a multi-state regional version of CLEAR. It encompasses Illinois, Indiana, and Wisconsin. He described CLEAR as an enterprise information system for the Chicago Police Department. It is the largest police database in the United States. The advisory and board structure has members from various counties and communities throughout the state and the partnering states. Commander Lewin asked Director Levin and the board if they felt it appropriate to play any role in the advisory or governance structure of R-CLEAR. Commander Lewin concluded the presentation by stating that the features of the system are available as appropriate to agency of the state or region, and to see what level of involvement if any, the Implementation Board wanted to take. The general consensus from the board was there is an interest to become involved in the process. Commander Lewin stated that he would run this by Superintendent Weis for approval.

Open Meetings Act Presentation

Mr. Bernstein began by thanking the board for inviting him to speak. He went on to say that the statute is very fluid because of the technology. The statute was enacted in 1957 at a time when computers did not exist. Mr. Bernstein chose to use Attorney General Madigan's comments to open the presentation because she has become the statewide point person for oversight of the act. The Illinois statutes allow her to issue advisory opinions, although not binding; they are very well respected by the courts that have undertaken to deal with the Open Meetings Act. The policy is to protect the rights of citizens, so that people are aware of the times of meetings and the subject matter of meetings, and that nothing is done in the privacy of back rooms. Mr. Bernstein went on to define that a meeting is any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing the public's business. The policy for telephonic meetings has changed so that telephonic meetings are only available to establish quorums when the body that's meeting is not authorized to make any binding recommendations or take any binding determination. Mr. Bernstein pointed out that subcommittees could meet by telephone and the review of their reports come to the full Implementation Board, which can not meet by telephone but by video conferencing. Videoconferencing has to have the same formality, as an in-person meeting. There has to be notice, there has to be an opportunity for individuals to oversee. As an example, Mr. Bernstein stated that if board member from downstate were unable to attend the meeting in-person, they would have to go to a videoconferencing center, and public notices would have to go out, and the meeting place would have to be public and open. Mr. Bernstein reiterated that every meeting has to be in compliance with the act in terms of notice and the public posting of the times, and locations of the meeting and its agenda. An agenda has to be posted no later than 48 hours before the meeting. If there is a change or addition, there must be at least 10 days notice, again by same posting. Public meetings must be held at times/places open and convenient. Mr. Bernstein went on to explain the exceptions to the Open Meetings Act in order to close the meeting. He concluded with a description of violations, relief and sanctions.

Director Levin wanted to make sure that anyone that is holding a meeting get a call-in number, and that the meeting be placed on the website to ensure compliance with the law. Mr. Bernstein clarified a question that all meetings must comply with the Open Meetings Act, and if there is a binding vote, the meeting cannot be by phone. Also, Mr. Bernstein reiterated that for matters of security, there is a provision to go into a close meeting to address that issue.

IIJIS Survey

Mr. Johnson presented samples and examples of the IIJIS Survey for each of the stakeholders. He indicated that the surveys will be completely mailed out by January 30, 2009. The survey is being sent out in both a paper and electronic version. The results are expected within two weeks.

IIJIS Annual Report

The IIJIS Annual Report is due to the legislative leadership and the governor's office by April 1, 2009. Mr. Johnson requested input from each of the committee chairs and subcommittees by mid-February. This would allow for editing, printing, and mailing.

Adjourn

Director Levin thanked the board for their hard work and continued involvement in the initiative. She called for a motion to adjourn. The motion was made and seconded.

The meeting adjourned at 12:30 p.m.

Respectfully submitted.