



EXECUTIVE STEERING COMMITTEE
8 September 2005

Call to Order

Lori Levin, Executive Director of the Illinois Criminal Justice Information Authority, called the meeting to order at 10:05 a.m. Executive Steering Committee members present were:

- Lori Levin, Illinois Criminal Justice Information Authority;
- Ken Bouche, Illinois State Police;
- Hon. Dorothy Brown, Clerk of the Circuit Court of Cook County; &
- Adrienne Mebane, Cook County State's Attorney's Office.

Also present were:

- Robert Bauer, Illinois Criminal Justice Information Authority;
- Robert Boehmer, Illinois Criminal Justice Information Authority;
- Michael Carroll, Cook County State's Attorney's Office;
- Kim Donahue, Illinois State Police;
- Douglas MacLean, Cook County State's Attorney's Office;
- Karen Levy McCanna, Illinois Criminal Justice Information Authority;
- Randy Roberts, Cook County State's Attorney's Office; &
- Nicole Sims, Office of the Clerk of the Circuit Court of Cook County.

Administrative matters

{The minutes from the May 4, 2005 Executive Steering Committee meeting were approved and accepted by a unanimous voice vote}

Staffing Discussion

Director Levin stated that she received approval to fill the IIJIS Project Manager position. She indicated that the position had been posted and that she expected to begin interviewing candidates in the near future. Because short-term allocation of staff resources involved the prioritization of IIJIS projects, Director Levin called upon Wil Nagel to discuss the amount of work that would be involved in the development of a tactical plan.

Tactical Plan Development

Mr. Nagel summarized the memorandum he prepared for members by saying that developing a tactical plan will involve a substantial amount of time and effort. Mr. Nagel started with the 2005 IIJIS Annual Report's listing of several candidate business issues that were identified in the *Scenario* Gap Analysis. He indicated that business case documents were being developed in the following areas (1) standardized incident reports; (2) LEADS improvements (specifically Orders of Protection and Warrants); and (3) CHRI improvements. But, he cautioned that the business cases being developed were just the beginning and that ultimately business cases should be developed for each of the issues identified in that list.

Mr. Nagel also pointed out that a tactical plan is more than a mere compilation of business case documents. After reviewing the SEARCH Technical Assistance Report as well as Kentucky's Integrated Justice Implementation Plan, he proposed a rough outline of the IIJIS Tactical Plan. The members agreed that a portion of the tactical plan should discuss seeking legislative approval of the IIJIS projects proposed in the tactical plan to assist with funding efforts.

Coordinating concurrent projects

Mr. Nagel explained that IIJIS staff members are working on the development of the IIJIS Privacy Policy and that, if treated as a priority, the policy could be developed relatively quickly. Additionally, the IIJIS Technical Committee had established a process for identifying, explaining, and adopting electronic data exchange standards and that this work should be completed so it could be incorporated into the tactical plan. After discussing the available IIJIS staff resources, the Executive Steering Committee determined that staff should concentrate its efforts on the completion of the IIJIS Privacy Policy and that the Planning & Policy Committee would take the lead on developing the tactical plan.

“Downstate” summit proposal

After reviewing the success of the IIJIS Summit this past June, Clerk Brown raised the idea of holding a summit directed at the downstate region of Illinois. Mr. Nagel indicated that plans are being made to add a section to the IIJIS website that will contain all the IIJIS Summit materials including video clips of the presentations. The members agreed that the goals of a Downstate summit would be discussed and, if appropriate, presented to the IIJIS Implementation Board for approval.

Cook County State’s Attorney’s IJIX Project

Ms. Mebane introduced Randy Roberts, Mike Carroll, and Doug MacLean from her office. She stated that the Cook County State’s Attorney’s office was hoping to replace its case management system and wanted to discuss how that system might impact the IIJIS initiative. Mr. Carroll and Mr. MacLean discussed some of the technical specifications of the system and explained that the platform the State’s Attorney’s office sought to purchase and develop would facilitate the electronic exchange of data between their office and the Chicago Police Department, the Illinois Department of Corrections, as well as the Cook County Circuit Court Clerk’s office.

Mr. Bouche suggested that the state’s attorney’s office bring the presentation to the Cook County Integrated Criminal Justice Information System (CCICJIS) Board for their thoughts on how the IJIX project could be incorporated into the county’s integration efforts.

Setting the Implementation Board’s agenda

In addition to electing the chair of the Implementation Board, a recommendation was made at the last Implementation Board meeting that the four primary committees develop new 12-Month Action Plans. Since these plans could not be developed before the next Implementation Board meeting, Director Levin suggested that the committee chairs be ready to discuss their ideas for the next year’s activities with the Board and have a formal action plan ready for approval at the Board’s following meeting early in 2006.

Adjournment

The meeting was subsequently adjourned at 11:40 a.m.

Respectfully submitted.