



IMPLEMENTATION BOARD

23 March 2006

Call to order & Roll call

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

- Ellen Mandeltort, Illinois Attorney General's Office;
- Irene Lyons, Office of the Illinois Secretary of State;
- Carol Gibbs on behalf of Ken Bouche, Illinois State Police;
- Sharon Shipinski, Illinois Department of Corrections;
- Jim Hickey on behalf of Ellen Scrivner, Chicago Police Department;
- Dorothy Brown, Clerk of the Circuit Court of Cook County;
- Catherine Maras O'Leary, Cook County Bureau of Information Technology and Automation (via telephone);
- Edwin A. Burnette, Law Office of the Cook County Public Defender;
- Rod Ahitow, Illinois Juvenile Justice Commission;
- Robert Howlett, Illinois Sheriffs' Association;
- Michael Torchia, Illinois Probation and Court Services Association;
- Ronald Lewis, Illinois Public Defender Association;
- Peter Coolson on behalf of Paul Biebel, Cook County Circuit Court Judge;
- Skip Robertson, Administrative Office of the Illinois Courts;
- Michael Tardy, Administrative Office of the Illinois Courts;
- Doug Bowie, Administrative Office of the Illinois Courts; &
- Katie Kirby, Chicago Crime Commission.

Administrative matters

After welcoming everyone, Director Levin informed the members that she had appointed Clerk Brown to be the vice chair of the board. She also introduced Mr. Herbert Johnson as the new IIJIS Project Manager.

{The minutes from the November 16, 2005 Implementation Board meeting were approved and accepted by a unanimous voice vote}

Director Levin explained that the IIJIS initiative was well represented at the recent Symposium on Justice and Public Safety Information Sharing held in Washington, DC. She asked the members that attended the symposium to share their experiences. Clerk Brown reported that Ken Bouche was a star at the symposium and that she was very impressed with the level of federal involvement by DOJ and DHS in state integration efforts. She also commented that the film developed by Mr. Dave Roberts was of very high quality.

Ms. Gibbs explained that she was a presenter at the pre-symposium workshop focused on strategic planning. She also commented favorably about Dr. Scharf's work on developing performance measurement tools of justice information technology projects. She explained that Dr. Scharf, director of the University of New Orleans Center for Society Law and Justice, is developing a tool that will help

justice agencies articulate the value of integrated justice information systems. Additionally, he lays out measures for project management goals as well as the outcomes that are achieved after the development of integrated justice systems is complete. Ms. Gibbs explained that this tool will be very helpful in the development of the business cases and detailed project plans.

Mr. Nagel prepared a memorandum that memorialized the IIJIS team building meetings that took place after each symposium day. He highlighted the primary areas of suggestions for the board. He explained that the symposium made clear that federal initiatives affect local and county integration efforts. This led to the suggestion that the board inform local and county agencies of the federal efforts and resume vetting national standards for adoption. Another suggestion from the symposium related to project management; specifically, the committees and subcommittees should become more action-oriented by having some sort of deliverable every 90 days. The board should have a clear expectation of each committee's deliverables through their action plans.

Director Levin agreed to look into getting additional staff to assist in the work outlined in the various 12-Month Action plans. Specifically, she said she would explore grant options in addition to the NGA grant currently funding the IIJIS project as well as approaching the Authority's Budget Committee during the JAG planning sessions.

Discussion: Defense counsel access to electronic CHRI records

Director Levin led a discussion about public defenders' access to electronic criminal history records. Mr. Burnette explained that public defenders currently do not have electronic access to criminal history records. This is the case despite the fact that under the Illinois Pre-Trial Services Act, public defenders are informed of the defendant's criminal history. The Act requires pre-trial services personnel to collect information concerning, among other things, an arrestee's criminal history to assist the court in determining the appropriate terms and conditions of pretrial release. Copies of this report are presented to the court, prosecutor, and defense counsel.

Mr. Lewis commented that Illinois public defenders were interested in implementing the terms of the Pre-Trial Services Act electronically. He explained that giving public defenders electronic access to CHRI data has been discussed in the hypothetical sense, but that there has been no practical resolution to this issue. He added that other states are providing public defenders with electronic access to criminal history record information.

Ms. Gibbs explained that providing public defenders with LEADS access would be problematic due to the law enforcement nature of the system as well as the state and federal definitions of "administration of justice."

Because Ms. Mebane and Mr. Waller, who represent Illinois states attorneys, were unable to attend the meeting, Director Levin suggested further discussions to refine and clarify the issue. She directed the Standardized Booking and Rap Sheet Committee to hold these discussions.

Because resolving this issue might involve recommendations for legislative enactments, Director Levin agreed to examine the Implementation Board's administrative rules to determine how to set a legislative agenda. Clerk Brown suggested the possibility of creating an IIJIS Legislation and Regulation Committee modeled on the Illinois Criminal Justice Information Authority's. She added that the Outreach Committee also had some ideas they wanted to bring to the General Assembly. Mr. Robert Boehmer, former general counsel for the Illinois Criminal Justice Information Authority spoke from the audience; he explained that any legislative recommendations could be presented through the Authority's Legislation & Regulation Committee.

Committee reports & review of 12-month action plans

PLANNING & POLICY COMMITTEE

Ms. Gibbs discussed why the various subcommittees were created and how they will assist in the development of the tactical plan. Members recommended that the Planning and Policy Committee create an action plan that ties all the subcommittee work together and shows how their work products would feed into the development of the IIJIS Tactical Plan. In other words, the members requested a high-level overview of the Planning and Policy Committees activities over the next 12 months.

Police Standard Incident Report Subcommittee

Ms. Gibbs explained the goal of the Police Standard Incident Report Subcommittee was to review the various police report standards being developed at the national level and vet them with justice practitioners to make certain they meet Illinois's needs. She also stated that Illinois State Police were constructing I-CASE, its electronic criminal case system. She indicated that there is no current national standard for criminal case reports and that the subcommittee will be integral in vetting and creating the Illinois and national standard in this area.

Orders of Protection (OP) & Warrants Subcommittee

Ms. Mandeltort stated that the goal of the OP & Warrants Subcommittee was to develop business cases that explain the day-to-day problems involved with ensuring that orders of protection and warrants are made electronically available throughout the state. Members suggested that the subcommittee review some of the materials developed by the Cook County Integrated Criminal Justice Information System. Specifically, Cook County mapped the current order of protection and warrant processes in both flowchart and narrative forms. The county also developed a scenario that contains the desired future state of OP and warrant information sharing. Members also pointed out that there is a national standard for orders of protection and warrants and that the subcommittee should consider vetting that standard.

Standardized Booking and Rapsheet Subcommittee

Ms. Karen Levy McCanna explained that the goal of the subcommittee was to make recommendations for standards that would be used throughout the booking and criminal history reporting process and to develop a user-friendly RAP sheet. She stated that the subcommittee's action plan would be amended by adding the issue of public defenders' electronic access to CHRI.

Privacy Policy Subcommittee

Mr. Robert Boehmer stated that the two goals of the Privacy Policy Subcommittee were to develop a comprehensive, statewide privacy policy for the Implementation Board and to help Illinois State Police develop an information sharing policy for the I-CLEAR system that incorporates privacy protections. He also reported the subcommittee's progress toward the development of the first volume of *Privacy Policy Guidance for Illinois Integrated Justice Information Systems*. He explained that the subcommittee met on March 9, 2006 and identified several areas of continuing discussion that had to be resolved before the document would be ready for adoption by the board.

OUTREACH COMMITTEE

Clerk Brown reported that the Outreach Committee planned to develop and send the next installment of the electronic newsletter which would include a link to the SEARCH Symposium materials. She also indicated that the Presentations Subcommittee would update the IIJIS presentations to reflect IIJIS's progress.

Clerk Brown stated that planning efforts for the 2007 Summit would begin in the next few months and that the Outreach Committee would develop strategic planning templates that can be utilized by local and county integration efforts as part of their planning processes.

TECHNICAL COMMITTEE

Ms. Maras O'Leary had to leave the meeting before reporting on the progress of the Technical Committee's efforts.

FUNDING COMMITTEE

Chief O'Dea, the chair of the Funding Committee was unable to attend this meeting. Ms. Kirby, a member of the Funding Committee, explained that the committee's work was largely dependant upon the projects outlined in the upcoming tactical plan. However, Ms. Kirby indicated that the funding issues associated with meeting the IIJIS efforts' additional staffing needs could be discussed in the Funding Committee. She also commented that the group might develop a general operating procedure for contacting potential sources of private and corporate funding.

Review and approve 2006 Annual Report

The comments regarding the Annual Report were mostly positive. Some members indicated inconsistencies with the membership listing; specifically, individuals who had made substantial contributions to the work of the Implementation Board were not given any acknowledgement. Director Levin agreed that these individuals should be recognized in the report.

Next meeting

Director Levin directed Mr. Johnson to invite representatives from McLean County to present their integrated justice solution to the Implementation Board. She commented that their resolutions might be informative to some of the issues facing the state's integration effort. Finally, the results of the county-level integration survey would also be presented at the next meeting.

Adjourn

The meeting adjourned at 11:35 a.m.

Respectfully submitted.