



IMPLEMENTATION BOARD

22 August 2006

Call to order & Roll call

Lori Levin, Executive Director of the Illinois Criminal Justice Information Authority, called the meeting to order at 10:15 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;
- Rafael Diaz, Illinois Department of Central Management Services;
- Sharon Shipinski, Illinois Department of Corrections;
- Dorothy Brown, Clerk of the Circuit Court of Cook County;
- Paul Fields on behalf of Edwin A. Burnette, Law Office of the Cook County Public Defender;
- Rod Ahitow, Illinois Juvenile Justice Commission;
- Michael Waller, Illinois State's Attorneys Association;
- Pamela McGuire, Illinois Association of Court Clerks;
- Sid DeLair, Illinois Probation and Court Services Association; &
- Ronald Lewis, Illinois Public Defender Association.

Also present were:

- Skip Robertson, 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 introduced three new members: Mr. Rafael Diaz from CMS; Mr. Sid DeLair, the president of the Illinois Probation & Court Services Association; and Mr. Dan Mueller, who will succeed Mr. Bowie when he retires.

Director Levin also announced the Mr. Burnette agreed to chair the Funding Committee. Clerk Brown raised the importance of identifying vice-chairs to the four primary committees and Director Levin asked anyone who was interested in serving as a vice-chair to contact her. Director Levin also stated that she would follow-up with AOIC and the Office of the General Counsel to the Governor regarding the appointment of judges to the Board.

{The minutes from the March 23, 2006 Implementation Board meeting were approved and accepted by a unanimous voice vote}

As a final administrative matter, Director Levin congratulated Ken Bouche, who recently received SEARCH's Gary R. Cooper Meritorious Service Award.

Committee reports

OUTREACH COMMITTEE

Clerk Brown reported that the Outreach Committee met on August 15, 2006 to discuss its goals, which include planning for a summit to be held in Springfield and developing its media strategy.

Presentations Subcommittee

The Presentations Subcommittee was asked to update IIJS PowerPoint presentations and enhance its target audience list as part of its Marketing and Media Strategy Plan.

Educational Materials/Media Strategy Subcommittee

Clerk Brown also indicated that the Educational Materials/Media Strategy Subcommittee would focus on developing a new format for the newsletter and explore how the video of the 2005 Summit might be used in various outreach efforts.

Summit Planning Subcommittee

The Summit Planning Subcommittee met on May 10, 2006, to begin planning the spring 2007 summit.

PLANNING & POLICY COMMITTEE

Ms. Gibbs explained that the most significant work of the Planning & Policy Committee would be the continuing tactical planning efforts that members would discuss during a later part of this meeting.

Police Standard Incident Report Subcommittee

Ms. Gibbs reported on behalf of Mr. Trupp that the Police Standardized Incident Report Subcommittee met on June 21, 2006 to discuss its efforts toward developing a standard police incident report that will improve the sharing of incident data across the state. The group determined that once the Illinois State Police compiles the data elements that will be utilized by the I-CASE system, the subcommittee will recommend minimum requirements for Illinois law enforcement agencies to follow. 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 reported that the Orders of Protection & Warrants Subcommittee met on June 13, 2006. The group discussed issues confronting the electronic sharing of orders of protection throughout the state as well as Kane County's efforts to improve its order of protection process. She indicated that the goal of the next meeting would be to review a draft of the subcommittee's business case and amend its action plan.

Standardized Booking and Rapsheet Subcommittee

Ms. Karen Levy McCanna indicated that items from the subcommittee's action plan had been assigned to individual members. She explained that the group followed up on the Implementation Board request to continue its discussions regarding defense counsel access to electronic criminal history records and expected that an opinion paper would be prepared by the end of 2006. Ms. McCanna also stated that Mr. Libman with the Illinois State Police had begun work on the Information Exchange Packet Document (IEPD) for a standardized booking in Illinois. McCanna also hoped to facilitate a discussion regarding the costs and benefits of placing livescan technology in courtrooms by the end of the year.

Privacy Policy Subcommittee

Mr. Boehmer and Mr. Nagel jointly reported on the efforts of the Privacy Policy Subcommittee. They explained that the subcommittee would meet to deliberate on the final draft of Privacy Policy Guidance for Illinois Integrated Justice Information Systems, Volume 1, a copy of which was provided to members. They also indicated that staff is continuing to work closely with the Illinois State Police in the development of an Information Sharing Policy for the I-CLEAR Data Warehouse, which would be available on a limited basis this summer. Mr. Nagel also stated that staff attended the Institute for Public Safety Partnerships's *Solid Foundations* conference on May 23-25, 2006. Staff attended sessions on topics ranging from ethical issues in information gathering to developing performance measures for justice system initiatives. The conference was also a valuable source of information regarding Department of Justice priorities and the role of local police in anti-terrorism efforts.

TECHNICAL COMMITTEE

Mr. Johnson reported on the Technical Committee's progress. He reported that the committee met on April 24, 2006 to develop its 12-Month Action Plan. The plan focused on adopting data exchange standards, developing architectural design principles, and creating a repository of data standards. The Technical Committee came together again on July 13, 2006 to set its priorities for the rest of the year. At that meeting, the Technical Committee also recommended that the Implementation Board adopt the Electronic Fingerprint Submission Specification and Global Justice XML Data Model as Illinois data exchange standards. Mr. Johnson indicated that the Board would consider these in a latter part of the meeting.

FUNDING COMMITTEE

Director Levin indicated that the Funding Committee has not met in quite some time and that she looked forward to the group's future progress under the direction of Mr. Burnette.

Discuss tactical planning process

Mr. Johnson initiated the discussion concerning staff's recommendations concerning the development of an IIJIS Tactical Plan. He explained that a meeting with representatives from IIJIS, the Illinois State Police, and Mr. Dave Roberts from Global Justice Consulting brought to light many considerations that should be addressed to ensure a successful tactical planning effort. Ultimately, staff recommended that the Implementation Board revisit the Strategic Plan and develop a Mid-Level Plan as a bridge between the Strategic Plan and the Tactical Plan.

Mr. Roberts explained that he was working on a project to develop performance measures for integrated justice information system efforts. It was Mr. Roberts's position that there are universal performance measures to assess the impact of improved information sharing. He stated that he was working with representatives from Pennsylvania, Hawaii, and Wyoming to develop metrics for operational issues related to the efficiency and effectiveness of the justice system and the reduction of redundancy in integrated systems, among others. Developing sound performance measures directly ties results to information system improvements and facilitates funding requests.

Mr. Roberts said that performance measures are the difference between doing what we said we would do and doing the right thing to meet the justice system's goals. He pointed out that the Implementation Board may need to ask itself whether the strategic issues have changed and indicated that an operational plan may need to be developed that would set forth a project-wide roadmap and identify the steps that should be taken to implement the project.

{Members did not have any concerns with IIJIS participating in Mr. Roberts's performance measures work.}

Mr. Johnson and Ms. Gibbs discussed the process for developing a mid-level tactical plan that would be more operational in nature and will bridge the gap between the strategic and tactical plans. The first step they discussed was characterized as a quick refresh of the Strategic Plan to improve its performance measures. This will set the stage for the Mid-Level Plan, which will focus on the goals contained in the Strategic Plan and identify the operational issues facing the integration project. Ultimately, the Tactical Plan would describe the types of projects that are necessary to meet the vision of information sharing set forth in the Scenario.

{The Planning & Policy Committee was directed to develop a work plan for developing the Mid-Level Plan.}

Update regarding IIJIS surveys

A brief summary of the limited responses staff received from the IIJIS survey was provided to members. Director Levin explained that only 26% of the surveys were returned and that staff has been making follow-up calls. She explained that the Executive Steering Committee suggested that a new survey might be in order that will be directed to Circuit Court Clerks and State's Attorneys, the two agencies most likely to know about county-level integration efforts

Staff also provided members with a list of 2005 Needs Assessment Surveys questions that may contain information that is useful to the integration effort. Staff indicated that the responses to these questions could be obtained and incorporated into a future presentation to the Board.

Approve list of committee deliverables

The 2006 Deliverables document was provided to members and was based upon the committees' 2006 Action Plans. Staff's goal was to provide a realistic set of deliverables that board members could use as a checklist at the December meeting.

Among the first deliverables to the Board were the Technical Committee's Priorities and standards recommendations for the Electronic Fingerprint Submission Specification (EFSS) and Global Justice XML Data Model (GJXDM). Mr. Johnson explained that the Implementation Board had previously considered the Technical Committee's recommendation to adopt the EFSS and GJXDM and rejected it due to the complex nature of the presentation. In response, the Technical Committee created a simplified discussion of the two standards and presented them to the Board's for its consideration.

After some brief discussion, the Board came to the conclusion that it was not required to go through the Joint Committee on Administrative Rules process when adopting data exchange standards. Nevertheless, the Board declined to adopt the standards. Instead, the Board asked the Technical Committee to contact CMS in order to gather input from the state's chief information officer regarding the standards. Furthermore, the Board requested additional information be presented to better inform the member's deliberations.

Presentation: McLean County's integrated justice solution

Mr. Craig Nelson was invited to the Board meeting to present McLean County's Integrated Justice Information System solution. Mr. Nelson's presentation explained how McLean County included the system's stakeholders in development discussions and stated that the system was implemented in five separate phases. The hardest part of developing McLean's integrated justice solution was phasing in new system functionalities.

Mr. Nelson reported that his predecessor did not develop a baseline against which to measure improvements. Instead, Mr. Nelson had to rely largely on anecdotal data regarding how the justice

system was improved by McLean's solution. McLean County's goal for 2007 is to make the system mobile.

Update on I-CLEAR & I-CASE

Ms. Gibbs explained that the I-CLEAR initiative is a combination of interdependent projects. She reported that I-CASE programming is expected to be complete by the end of September and that pilot testing would begin shortly thereafter. She indicated that there would also be pilot tests of the data warehouse in September. Ms. Gibbs emphasized the huge scale of developing the infrastructure needed for the I-CLEAR initiative. She also reported that Chicago Police Department was in the process of converting its legacy data into a format suitable for submission to the data warehouse and that this was expected to be complete by the end of 2006.

Adjourn

The meeting adjourned at 11:45 a.m.

Respectfully submitted.