

**CRIMINAL AND JUVENILE JUSTICE INFORMATION SYSTEMS
(CJJIS) COUNCIL**

**MINUTES OF MEETING
Thursday, June 19, 2008 – 8:30 A.M.
FDLE Headquarters, 2331 Phillips Road
Tallahassee, FL**

Members Present:

Chair Marsha Ewing, Clerk of the Court, Martin County
Mark Zadra, Designee for Commissioner Gerald Bailey, Florida Department of Law Enforcement (FDLE)
Dave Kallenborn, Designee for Secretary Frank Peterman, Department of Juvenile Justice (DJJ)
Gene Hatcher, Designee for Secretary Walter McNeil, Department of Corrections (DC)
Elisabeth Goodner, Office of State Courts Administrator (OSCA)
David Johnson, Designee for Monica David, Chair, Florida Parole Commission (FPC)
Nelson Munn, Designee for Electra Bustle, Department of Highway Safety and Motor Vehicles (DHSMV)
Robert Musco, Chief, Green Cove Springs Police Department
Matthew Immler, Chief, Boynton Beach Police Department
Nancy Daniels for Bob Dillinger, Public Defender, Sixth Judicial Circuit

Members Absent:

Carolyn Snurkowski, Designee for Attorney General Bill McCollum
Mark Kohl, State Attorney, Sixteenth Judicial Circuit

WELCOME MEMBERS and OPENING

Chair Ewing welcomed council members and attendees.

Minutes of the November 27, 2007 CJJIS Council Meeting

Chair Ewing requested approval of the minutes of the November 27, 2007, CJJIS Council meeting. The November 27, 2007, minutes were adopted.

ITEM 1
Agency Legislative Updates From Council Members
Council Members
Information Item

Chair Ewing opened the floor for Council members to provide a legislative update. Council members briefly shared agency issues as a result of the 2008 Legislative Session and the impact to their respective agencies.

ITEM 2
CJNet Funding
Mr. Mark Scharein
Florida Department of Law Enforcement
Information Item

Chair Ewing recognized Mr. Mark Scharein of the FDLE. Mr. Scharein informed the Council that FDLE proposed to the 2008 Legislature that the State of Florida continue to fund one CJNet data circuit for each of the 27 federal agencies. Federal agencies will have three options for dealing with the reduction in State funding: (1) Use the single CJNet data circuit and route CJNet communications through their internal networks to their other offices, (2) Pay the cost of additional CJNet data circuits used by their individual offices, or (3) Operate with a single CJNet data circuit to one office. FDLE worked with legislative staff and targeted October 1, 2008 as the date for implementing one of the three.

ITEM 3
Falcon Build 2A and Biometric Workflow Replacement
Ms. Iris Morgan
Florida Department of Law Enforcement
Information Item

Chair Ewing recognized Ms. Iris Morgan of the FDLE. Ms. Iris Morgan informed the Council that significant progress has been made with the Falcon project. The RapidID pilot is being used in Pinellas County Jail to track movement of inmates, in several Florida Highway Patrol vehicles and most recently by the Collier County Clerk of Court, as well as working with the Regional Domestic Security Task Forces. New features of Falcon Build 2A include verification of DNA, watch lists for probation officers, and arrest notifications for the retention of applicant fingerprints. Falcon training is scheduled to begin early fall and will be provided by FDLE's Information Delivery Team.

- **Action Item:** Council member David Johnson asked if any of the training will contain video streaming. Rachel to follow up with Iris and will provide response to Council members.

RESPONSE: No, we did not include video steaming in the Build 2A requirements. However, we have required Training Manuals, On-line Help features, and a Computer Based Training (CBT) tool, which can be downloaded by the user.

The Biometric Workflow Replacement system is replacing a 20 year old Automated Fingerprint Identification System. The new system will use twenty-fingerprint search capability, as well as palm print searching. Additionally, scars, marks and tattoos will also be captured. The Biometric Workflow Replacement system enables non-proprietary livescan equipment.

ITEM 4

Electronic Warrant Feasibility Study Grant

Ms. Lisa Hopkins

Florida Department of Law Enforcement

Information Item

Chair Ewing recognized Ms. Lisa Hopkins of the FDLE. Ms. Hopkins discussed status of the Electronic Warrant Feasibility Study grant. FDLE and the contractor have recently concluded meetings with stakeholders from across the state. The meeting discussions focused on the current process of warrants; identifying the process from end-to-end and how to improve the processes. Recommendations will be provided to the steering committee on July 1, 2008 with the final report being submitted September 1, 2008. Ms. Nancy Daniels, representing Council member Bob Dillinger, asked that as the project moves forward, that probable cause information be included into the system.

ITEM 5
CJJIS Council Strategic Plan

Mr. Dave Roberts
Global Justice Consulting

Action Item

Chair Ewing recognized Director Donna Uzzell to introduce Mr. Dave Roberts with Global Justice Consulting. Director Uzzell mentioned the 2008 CJIS User's Conference and the 2008 Symposium on Florida Offender Registration Laws will be held July 8 - 10, 2008 at the Tampa Marriott Waterside Hotel & Marina.

- **Action Item: Rachel to send Council members a link to the Users' Conference and the Symposium on Florida Offender Registration Laws. Email sent 6/20/08.**

Council member Lisa Goodner mentioned with the recent Council statute changes, the Council is not required to submit a strategic plan, but everyone agrees that the need for direction in moving forward is essential. Director Uzzell introduced Mr. Roberts.

Mr. Roberts discussed the objectives of the day and the strategic plan approach. Mr. Roberts mentioned there is substantial information sharing happening throughout Florida and the Council should be pleased with the range of sharing and systems available. The goal of today's meeting is to agree on the value, structure, and approach to strategic planning; and to reach a general consensus regarding governance, mission, vision, values, goals, objectives and guiding principles. Additional meetings and conference calls will be necessary in order to complete the strategic plan.

Integrated systems planning involves getting the right information to the right people all of the time, as well as accessing and sharing critical information at key decision points throughout the entire justice and public safety enterprise.

Mr. Roberts addressed the Council committees and workgroups:

- The Policy and Planning Committee should focus on the big policy issues that will enable justice and information sharing. Questions to ask include: this is what we envision, are there changes we need to make or policies that need to be adopted or made to deal with privacy, security, information sharing or barriers that we need to overcome?
- A lot of justice sharing is the same everywhere. The Standards Committee's main focus should be on adopting, extending, or using standards that are already available or developed to facilitate information development and exchange contemplated in the strategic plan. We should be able to develop a justice, or technical, architecture to allow us to grab other structures that available. You should be able to reuse services that other entities have identified. These are the kinds of standards, and then ask the question about what is being done in each of these areas? How critical are these standards to meet the needs statewide?
- The Data Sharing Committee should be the operational level committee and charged with developing operational level requirements and will lay out the mission, goals, and values. Memberships should consist of business analysts, operational managers from agencies, what we need to do and how do we need to do it. Scenarios are important because they operationalize everything. Scenarios should be based on how we, as the Council, would envision the system to operate. Strive to build off the operational systems in place at agencies. Maybe a smaller committee or group would draft something for the Council's

- The Law Enforcement Connectivity Committee may want to consider including information on judicial or natural disaster information sharing.
- The Federal Funding Workgroup may want to consider renaming the committee to the Funding Committee and explore different types of funding. Focus not just on federal funding opportunities and strategies, but also state, local and perhaps private sector funding opportunities, as well as return on investment measures. Council member Goodner discussed reevaluating the Federal Funding workgroup membership.

Mr. Roberts and Council members work shopped draft versions of mission and value statements. Mr. Roberts will work with Council members and FDLE on further developing these statements.

Draft CJJIS Mission Statement

The mission of the CJJIS Council is to provide statewide oversight, coordinate criminal and juvenile justice information among federal, state, and local agencies and relevant partners, and support the development of plans and policies to enable positive identification, broad information sharing and interoperability, while recognizing the independence of each agency and ensuring security, privacy and confidentiality.

Draft CJJIS Vision Statement

The CJJIS Council envisions a standards-based, enterprise-wide open-architecture that will enhance public safety and domestic security, improve the quality of justice and the efficiency of operations. This vision includes elimination of redundant data entry, and support expanded access and sharing of information, both locally and nationally, for justice and non-justice purposes, providing timely, accurate, and complete information while respecting the privacy of citizens.

The Council had lengthy discussions regarding values vs. guiding principles, and the Council's statute as it relates to guiding principles. Mr. Roberts will review the Council's statutes and guiding principles and merge them for review by the Council.

Mr. Roberts discussed scenario-based planning and its importance. This is where we need to define what we expect agencies to do in the future. Can we do it today and if not, how can we get to that point?

Mr. Roberts and the Council discussed the significance of operational requirements. Mr. Roberts suggested doing small projects, with 12 week deadlines. This will build large successes through small efforts; need to look at short term goals. "Doing a day's work in a day."

Director Uzzell mentioned the short term items would be good for the Council. Director Uzzell asked the Council for input on items for the agenda. The goal is to accomplish things that provide value. Should we format the agenda so that Council members bring items to the table that they want the Council to work on?

Mr. Roberts mentioned the strategic plan is a task that can not be accomplished within a day. The idea is to create a landscape that states our biggest issues and to quickly build a foundation so the Council can determine what needs to be done. For example, these are all the current projects, which will lead into an analysis of where gaps are within agencies, projects, or systems. This type of planning will allow the Council to very quickly get down to tactical and operational things and allow you to move forward.

It is important for the strategic plan to include performance measures:

- Are the projects we are implementing properly aligned with the strategic goals of the program and are they likely to produce the outcomes projected? A program outcome assessment is designed to assess the extent to which we are meeting operational objectives of the Council, i.e., building more, better, faster, and cheaper information sharing that in turn improves public safety and domestic security, enhances the quality of justice, and provides greater efficiency of operations.
- Are the projects operating as planned, within budget, on time, on task, and on target? Project management is designed to measure, monitor and manage specific projects to ensure that they are being implemented effectively and according to the plan.
- Is the financial investment we are making in this program justified based on cost savings, cost avoidance, social and/or political benefits, risk management, and projected return on investment (ROI)? Investment appraisal focuses on the financial business case of the program and monitoring ROI.
- How can we build performance measurement into an effective and on-going management paradigm that enables us to dynamically monitor and adjust operations for greater efficiency and effectiveness? Operational management focuses on using performance measures to monitor and manage day-to-day operations of agencies and enterprises.

The Council discussed the next steps based on Mr. Roberts' presentation. Mr. Roberts will take the information discussed today and draft material about recommendations to fold in guiding principles, statute, and all other factors to pull together the foundation for a strategic plan. Secondly, review committees and their responsibilities, then start building scenarios and identifying operational requirements, which will then allow for a gap analysis. The Council should ask: what do we expect our systems to be able to do, what are the projects currently underway, where do we stand with these systems, and how are they going to facilitate information sharing in the future? This would be built into a strategic plan and have a document by September or November and lays out a strategy for how to move forward.

Chair Ewing opened the floor for discussions on the next steps. Several Council members stressed that projects recommended by the Council should not be unfunded mandates.

- Motion: Council member Musco moved that the CJJIS Council utilize the services of Mr. Roberts in drafting the strategic plan, while keeping the statute requirements in the forefront. Council members will provide feedback via conference calls and email. Motion seconded. Motion adopted.

Council members raised concerns over meeting via conference call and sunshine law. Director Uzzell mentioned that all conference calls would be posted on our public website, in the similar manner as all CJJIS Council meetings.

Chair Ewing asked for volunteers to assist with the strategic plan. Council members Dave Kallenborn, Gene Hatcher, Chief Immler, Chief Musco, Lisa Goodner, Chair Ewing, Director Uzzell and FDLE staff will work with Mr. Roberts.

CLOSING REMARKS

Chair Ewing thanked members for their attendance. The meeting was adjourned at 2:30 P.M.