

Standing Strategic Planning Subcommittee

Minutes, April 23, 2008, DTS Training Center

Present:

Sam Spiegel, Folsom PD
Paul Drake, Los Angeles County SO
Stuart Marsh, Orange County Courts

Diana Kelley, Monterey County SO
Reggie Chappelle, CHP
Dave Rozonsky, San Bernardino County SO

Absent:

Pam Scanlon, ARJS

Joe Dominic, DOJ

Others Attending:

R. Neil Payne, Administrative Office of the Courts
Georgia Fong, DOJ
Elaine Sissom, CHP
Amy Peters, DOJ
Bill Stobie, DOJ
Emma Kleeman, San Bernardino County SO
Gary Cooper, DOJ
Albert Vargas, DOJ

Maria Cranston, DOJ
Valerie Fercho-Tillery, DOJ
Debbie McLaughlin, DOJ
Mike Rueb, Sacramento County SO
Joyce Walton, DOJ
Julie Basco, DOJ
Scott McArdle, DOJ

- I. Call to Order**--Subcommittee Chair Sam Spiegel called the meeting to order at 9:08.m. California Law Enforcement Telecommunications System (CLETS) Executive Secretary Debbie McLaughlin called roll. A quorum was present.
- II. Introductions**--Valerie Fercho-Tillery was introduced as the incoming CLETS Executive Secretary, effective May 5, 2008.
- III. Minutes from January 31, 2008, meeting**
 - a. Motion to approve – Reggie Chappelle
 - b. Second –Stuart Marsh
 - c. Vote --Approved unanimously
- IV. Review of the CLETS 2008 Strategic Plan draft**

As agreed at the SSPS meeting January 31, 2008, Department of Justice (DOJ) staff revised and updated the *CLETS 2006 Strategic Plan* to close out completed items and to delete items that were more appropriately handled as internal DOJ business practices. Additionally, since DOJ had adopted a new strategic direction with Vision 2015, it was agreed that if the CLETS Advisory Committee (CAC) adopted Vision 2015 at the February 5, 2008, CAC meeting, the CLETS 2006 Strategic Plan would also reflect changes as a result of Vision 2015. The Vision 2015 was adopted by the CAC at the February meeting.

DOJ staff presented a draft of the *CLETS 2008 Strategic Plan* and reviewed the changes and modifications that were made from the prior plan. To retain important information developed from the prior plan, many of the elements of the prior plan were included as attachments to the new plan. The mission, vision, and guiding principles were reviewed and accepted by the SSPS

members. The strategic issues were consolidated from eleven to seven strategic issues. The organizational goals identified in the *CLETS 2006 Strategic Plan* were reviewed as well as the business initiatives that were developed for the goals and recommendations were made to close out those initiatives that were completed. The members agreed with DOJ's assessment and recommendations regarding the retention and deletion of the business initiatives of the old plan. For historical purposes and as a tool for the future, it was also agreed that a list of summary of the prior business initiatives would be maintained as part of the *CLETS 2008 Strategic Plan*, which could be displayed as a matrix by category that would provide a systematic presentation of DOJ's accomplishments and a record of how things moved sequentially.

In developing the *CLETS 2008 Strategic Plan*, the SSPS members discussed each proposed organizational goal, provided input for changes, and brainstormed strategies for each goal. Since the Strategic Plan is a living document, the goals were intended to be broad to allow flexibility for the CAC to adapt to changes that might occur in the business and technical environment within DOJ and the law enforcement agencies.

The members discussed DOJ's Vision 2015 strategy and the Integrated Justice Business Architecture model, which provides a forum for the SSPS to develop a telecommunications working group and to work closely and be in communication with other working groups under the California Justice Information Services Business Managers Alliance structure.

An updated draft of the *CLETS 2008 Strategic Plan* will be presented at the June 25, 2008, CAC meeting. The strategies that are included in the new plan will be developed into business initiatives that will be included in a CLETS Business Plan. The CLETS Administration Section (CAS) will work with the Hawkins Data Center to develop the details of the business initiatives that will be included in the CLETS Business Plan. These business initiatives would serve as the focal point for the DOJ and the CAC for the next 18 to 24 months.

V. CLETS Administration Section Update

An update was provided on two DOJ projects: 1) The CAS is developing a Security Point of Contact database that will be made available on the California Law Enforcement Web site so that agencies can update their agency information. Other information that will be captured includes Agency Terminal Coordinator and Agency Head information, which will create an electronic e-mail database so that electronic mail could be sent out to the agencies. Information could be reviewed for consistency and updated quickly. 2) CAS is exploring options on how it can provide vendor information to law enforcement agencies on the Attorney General's Web site, without promoting or appearing to promote one vendor over another. Options being explored include providing a list of vendors identified by the Department of General Services; providing technical requirements on the Web site and having vendors self-certifying their ability to meet those requirements; and providing a bulletin board where law enforcement agencies can communicate and solicit comments, ideas and information.

VI. Comments from Subcommittee members

- a. Paul Drake said former SSPS member Scott Edson had been promoted to Captain of Communications of Fleet Management for the Los Angeles County Sheriff's Office, and Rick Adams, who reported to the CAC at its last meeting, has been appointed to Commander.

- b. Stuart Marsh reported that Orange County is continuing with its pilot project, doing the multi-court protective order system, laying the groundwork for protective communications and memorandums of understanding. The Administrative Office of the Courts (AOC) has adopted Orange County's protective order system as the statewide system. When completed, the imaged order would be available online at all hours of the day to any justice partner who is authenticated into that area of the network.
- c. Diana Kelley reported that Monterey County is moving forward with its CAC-mandated compliance. There was a request for a list clarifying who has what authority on mnemonics (AD 6000).

VII. Public comments

- a. Elaine Sissom of the CHP would like to see Hit Confirmation, also known as the Table List, online.
- b. Joyce Walton of DOJ talked about Output Format, which she would like taken back to the Business Managers Alliance. A collaborative standard would be beneficial. Perhaps a new format could be dealt with, and the old format could be grandfathered. Ms. Walton also volunteered to make a presentation regarding back-end CLETS applications, Stolen Vehicles and Wanted Persons at the next CAC meeting. It would be valuable for the CAC to know where the Hawkins Data Center was in its projects, as there are seven back-end applications being migrated.
- c. Georgia Fong of the DOJ wondered whether bandwidth needed to be part of the Strategic Plan; SSPS Chair Sam Spiegel suggested it belonged in Goal 4 and emphasized the need for anticipating bandwidth capacity in the future. He expects bandwidth questions at the next CAC meeting.

VIII. Next SSPS agenda items

There are no agenda items for the next SSPS meeting at this time

IX. Next SSPS meeting date

The next SSPS meeting was not scheduled at this time.

X. Adjournment

The meeting was adjourned at 1:16 p.m.