

CONNECTICUT SENTENCING COMMISSION

Steering Committee Meeting

Tuesday, November 25, 2014

1:00 p.m.

IMRP Conference Room, Downtown Campus

Central Connecticut State University

New Britain, CT

Members Present: *Hon. David Borden (Commission Chair), Michael Lawlor (Phone), Vivien Blackford, Kevin Kane, William Dyson (phone), Thomas Ullman, Hon. Patrick Carroll (phone)*

Also Participating: *Andrew Clark (Acting Executive Director), Leland Moore (Staff)*

MINUTES

I. MEETING CONVENED

The meeting was called to order at approximately 1:15 p.m.

II. APPROVAL OF MINUTES FROM THE 10.16.14 MEETING

Upon a duly made and seconded motion, the minutes were approved by a unanimous voice vote.

III. RETREAT SUMMARY (Handouts)

DISCUSSION: Committee members commented on the Commission's October retreat and thanked Vivien Blackford and the Retreat Working Group for all of their hard work.

IV. 2015 BUDGET PROPOSAL

V. COMMISSION WEBSITE UPDATE

VI. NEXT STEPS

Committee members discussed and considered several priority areas that the Commission had identified at the October retreat and how to move forward with these projects.

- a. **Executive Director:** Andrew Clark informed the Committee that the relevant University functions have given final approval to the executive director

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position description. The next step is to submit a position request that, if approved, will then allow for the hiring process to begin.

b. **Vision Statement:**

- i. **Discussion:** The Committee discussed the need for a vision statement and the difference between the Commission's statutorily mandated mission and a Commission-created vision statement. Vivien Blackford suggested that the group working on the vision statement conduct a strengths, weaknesses, opportunities, and threats (S.W.O.T.) analysis.
- ii. **Consensus:** An ad-hoc subcommittee was formed for the purpose of drafting a vision statement for the Commission.

c. **Strategic Plan**

- i. **Discussion:** The committee discussed methods for implementing the strategic planning process along with the possible scope of the plan and likely timeframes for completion. Committee members expressed their concerns that the more traditional strategic planning process might not be the best use of Commission resources given the time and expense involved.

ii. **Consensus:** An ad hoc subcommittee was formed to determine the parameters of the planning process, conduct the Commission's strategic plan, and report with a draft plan. The Committee decided that the subcommittee's draft would be subject to revision and approval by its members.

d. **Database:**

- i. **Discussion:** The committee discussed the Commission's decision to establish a state-wide sentencing database and the means by which the Commission could draw on existing relationships with agencies, such as, Criminal Justice Information Systems (CJIS) and the Bureau of Enterprise Systems & Technology (BEST) to accomplish this task.
- ii. **Consensus:** An ad hoc subcommittee was formed for the purpose of facilitating the establishment of a state-wide sentencing database in accord with C.G.S. §54-300(f)(1). The sub-committee members are to be appointed by the committee chairs and staff with instructions to report to Steering Committee.

e. **Secure Operating Budget:** The Committee discussed the Commission's need for an expanded operating budget to accomplish its statutorily mandated tasks.

f. **Juvenile Justice Legislation:** The Committee discussed strategy for promoting the Commission's justice reform proposal during the 2015 legislative session.

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- g. **Sentencing Commission 101:** The Committee decided that the Commission should host an informational session to introduce legislators to the Commission.

VII. SELECTION OF COMMISSION LOGO

The Committee selected option number 7 (see attached) as the Commission's logo.

VIII. OTHER BUSINESS

- a. **Holiday Reception:** The Committee decided that the Commission should host a reception in the coming months.
- b. **December Commission Meeting:** The Committee discussed the agenda for the December Commission Meeting.

IX. MEETING ADJOURNED

Justice Borden adjourned the meeting at 2:45 pm.

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LOGO OPTION #7

