

**SAC Meeting**  
 OPM – 450 Capitol Ave  
 June 27, 2008  
 10:00 AM to 1:00 PM

**Chair:** Linda DeConti, Research Unit Manager (OPM)

**Present:** John Forbes, Assistant Division Director, Linda DeConti, Research Unit Manager, Ivan Kuzyk, Research Unit Assistant Manager, Kelly Sinko, Intern, Cody Hyman, Intern, Kyle Chaffee, Intern (OPM); Steve Cox, CT SAC Director (CCSU).

**Excused:** Lyndsay Ruffolo, Research Specialist (CCSU); Jody Barry, Associate Research Analyst, Mary Lansing, Associate Research Analyst (DOC)

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
<b>Acceptance of Minutes:</b>	The Minutes from the June 20 meeting were accepted as written.		
<b>Announcements:</b>	Larry wilder has signed the revised MOU		
<b>Forecast Study/ Methodology</b>	<p>John and Linda discussed whether to post the Prophet model on the n-drive for easy referencing. They decided that it would be useful to determine how it works and how it functions relative to more currently used programs.</p> <p>The meeting with Fred Levesque has been moved to the July 9 Forecast Research Workgroup meeting.</p> <p>John has emailed the SAC directors the survey of their forecasting models. We have received responses from 6 states, all of which had very different answers as to use/estimates/programs. Commissioner Lantz emailed other states' commissioners the same survey. Fred Levesque will forward their responses to us as they arrive.</p> <p>The Criminal Justice System chart shows arrest through release to custody (community supervision). They met with Jim Looby to get the pre-DOC paths of the system.</p> <p>The Sentenced/Unsentenced chart shows a less detailed description of the paths within the DOC system. The conclusion was that the Sentenced section should be expanded to include more detail of the forms of community supervision.</p> <p>To help facilitate forecasting, Steve wants to examine the fixed and dynamic populations within the DOC system. He will determine from Fred what data he can receive on the day to day fluctuations. He wants to use this data to animate a simulation of the fluctuations to show causes for the prison population increases.</p>	<p>Linda will put Prophet on the N-drive</p> <p>Ivan will chart the survey responses as they come in</p> <p>The charts need to be finalized and sent to Fred Levesque for his input. Kyle will post the charts he has made, along with Jim Looby's chart.</p> <p>Identify what data we can get daily to produce these models.</p>	7/03

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
<b>Recidivism Syntax File</b>	Ivan and Steve have met to determine the program's uses. Steve wants to finalize the data by 7/30.	Finalize project data	7/30
	Ivan will review the syntax files to understand how Steve is using it and program a syntax files based on Steve's needs.	Steve will verify that the data list Jody presented is correct.	6/27 - done
	Jody wanted verification that she has the correct data listed to be gathered for the July 1 deadline.	Steve will check if the July 1 <sup>st</sup> DOC data can be looked at by CSSD by the July 3 <sup>rd</sup> meeting, and if so he will invite Susan Glass and Brian Hill to the July 3 <sup>rd</sup> SAC Meeting.	6/30
<b>Timeline for Deliverables/ Summer Projects</b>	<p>John wants to determine what we can do by the Feb 15 deadline and what we will continue to do (for forecasting)</p> <p>Monthly updates depend heavily on the input/output determination. Steve will review the 1 page highlights summary constructed by Kelly and Kyle. The highlight is a concept that the group would like to continue producing. Ivan suggested that the highlights be contextually relevant to one another to ensure that the related information is useful. These notions will be presented to Brian Austin to gather his input on any potential obstacles.</p> <p>Steve reported that SAC is on schedule for the Sept 1<sup>st</sup> deadline. He will meet with Randy, his primary DOC contact, to gather data and input and to define the project parameters. He identified Brian Hill as his CSSD contact.</p>	Steve will send contact information for his assistant on the compendium so that we can begin to work with him and using the State Library as a resource.	6/30
<b>Meeting Schedule:</b>	<p>July 18, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)</p> <p>July 25, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)</p> <p>August 01, 2008 – OPM, Room 2A (9:00 AM -12:00 noon)</p> <p>August 08, 2008 – OPM, Room 2A (9:00 AM – 12:00 noon)</p>		