



**Criminal Justice Coordinating Council**  
 Data Sharing/Outcomes, Trends, and Indicators Subcommittee  
 Meeting Minutes

Tuesday, January 16, 2024, 2:30 pm – 4:30 pm Virtual (Zoom)

Co-Chairs Connie Kostelac and Ashley Billig

Subcommittee Members Present:	Connie Kostelac, Charles Vear, Tim Duggan, Laura Ninneman, Chris Henning, Bryan Huebsch, Ellie Hartman, David Harvey, Brenda Ray, Ashley Billig, Zach Baumgart, Tyler Brandt, Tom Flitter
Subcommittee Members Not Present:	Sara Ward-Cassady
DOJ Staff:	Lara Keny, Ryan Anderson, Phil Zell, Brad Kelly, Katie Snell, Sabrina Gentile, Christine Schulz, David Rinderle, Charlie Vear
Other Agency Staff:	

**Welcome and Opening Comments**

Subcommittee Co–Chair Connie Kostelac welcomed members to the meeting at 2:30 pm.

**Approval of Meeting Minutes for October 17, 2023**

A motion was made by Brenda Ray and seconded by Tyler Brandt to approve the October 17, 2023 meeting minutes. The motion was approved.

**Agency Data Initiative Updates**

The following agency updates were provided:

**Department of Health Services (DHS) – Laura Ninneman**

- DHS is collecting business requirements through the Data Modernization Initiative for several large projects including the Data Inter-Operability project, aiming to connect DHS data sources internally. DHS is evaluating storage options, including centralized storage, linking processes, etc. and aims to link data across the agency in areas such as: communicable diseases, death data, wastewater, population estimates, and social determinants of health.
- DHS is collecting business requirements for a separate metadata project. Laura asked the subcommittee if there are agencies that have information or feedback on their own metadata initiatives and lessons learned. Dave Harvey indicated that the WI Department of Transportation (WI DOT) is moving toward the use of Informatica. However, they have no user experience to report yet. Chris Henning indicated that the WI Department of Justice (WI DOJ) was using MetaCenter but is moving away from this tool. Laura stated they are currently using Sharepoint through Infopath, but Infopath is ending in 2026. While they continue to work on business requirements, and there is no clear answer yet on what type of tool they want to acquire. Laura would like to collect information about the data sources

(data dictionaries) and document the processes around the data and metadata. Connie suggested a separate follow-up to learn about other agencies' initiatives.

- DHS is collecting business requirements for their data request tracking tool. Laura mentioned that she had heard that the DOJ was creating a cloud environment and their interest in continuing to collaborate on the lessons learned with the DOJ implementation.

#### **District Attorney Information Technology (DAIT) – Brenda Ray**

- DAIT received budget approval and started the PROTECT Modernization effort. The project has progressed, adding project managers and contractors. The team is moving forward with their proof of concept and the next iteration of the effort.

#### **Department of Transportation (DOT) – Dave Harvey**

- DOT continues to work on the sharing with the FBI National Data Exchange (N-Dex), to develop a mechanism to push TraCS data to the FBI. By meeting with the data integration team, they hope to determine what is of value and, if possible, learn what other agencies provide in similar circumstances. Dave stated they plan to notify other agencies in the state of their processes so they can ideally submit their own TraCS data to the N-Dex. The FBI has many users of N-Dex, but for Wisconsin, there is currently an incomplete picture. The TraCS Forms Advisory Committee receives requests for new forms and helps DOT prioritize what needs to be implemented. Dave said that if there is something that gets a lot of use by a lot of agencies, then presenting a concept to the committee is a possibility.
- DOT is continuing to plan the WisStar portal to bring publicly available traffic safety data to one centralized location. Dave referenced Community Maps as an example of the project's utility and that this work will expand DOTs' capacity to use their geocoded highway crossover locations to examine their relationship with crash data. Connie shared a project related to utilizing crash data in Milwaukee County to examine the distribution of collisions and how it relates to social vulnerability and other measures.

#### **Court Operations – Tyler Brandt**

- Court Operations is continuing its business intelligence development. Their analysis is focusing on time metrics, case processing time, status conferences, and addressing various questions. Court operations is also starting to work on the jury system project.

#### **Department of Justice (WI DOJ) – Ashely Billig**

- DOJ launched changes to the CORE system, used primarily to collect data from TAD-funded treatment courts and diversion programs. The changes made were to measure performance metrics for OWI courts, Veterans treatment courts, and mental health courts. DOJ is also launching a pretrial module in the CORE system. The development work is scheduled to be finished by the end of September 2024.
- DOJ is ending the ability for agencies to submit summary-based reporting and as of 2024 must switch to incident-based crime reporting. This results from the availability of the TraCS incident form for law enforcement agencies. Currently, 97% of agencies across the state

submit to DOJ using the incident-based system, with some small agencies needing help to make the transition.

#### **Department of Corrections (DOC) – Zach Baumgart**

- DOC continues working with the DOJ on the Justice Reinvestment Initiative (FY19) (JRI-19). Zach shared that they are on schedule and awaiting the next steps from the DOJ.

#### **Department of Workforce Development (DWD) – Bryan Huebsch**

- DWD is continuing to work on evidence-based building projects from 2023. Additionally, DWD is continuing to work on the Democratizing Data Challenge grant. Bryan shared they recently had 25 participants complete the Applied Data Analytics course looking at unemployment and claim data to answer business questions about people's experiences receiving unemployment and re-employment.
- DWD is working on the Equity Grant for promoting equitable access to unemployment compensation. They are analyzing data to evaluate the process to identify disparities. They have a similar project with DHS that is looking at improving inter-agency and intra-agency data sharing. The goal is to build more transparency around the sharing processes and examine how other states conduct their data-sharing initiatives; DWD met with Arkansas as part of the initiative. Connie emphasized that the Subcommittee would be interested in learning about DWD's conversations and lessons learned.
- DWD has a project with the Department of Labor (DOL) to coach a group of several different agencies that work on the Workforce Innovation and Opportunity Act. to analyze how each agency collects customer satisfaction data and how they flow through systems.

#### **Justice Reinvestment Initiative (JRI) Update**

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##### **Department of Justice: Justice Reinvestment Initiative (JRI-19) - David Rinderle**

- JRI-19 is continuing to work on the technical design and configurations for setting up the Data Warehouse environment.
- DOJ is continuing to discuss the MOU(s) with the JRI-19 partners (WI DOC and State Courts). The project is starting to evaluate data-sharing options and they will likely seek more input from the partners and subcommittee as a data sharing mechanism is implemented.

#### **Research Data Warehouse Initiative MOU/DUA**

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##### **Memorandum of Understanding and Data Use Agreements – Chris Henning and David Rinderle**

- Provided background on JRI-19 and the distinguishing differences between the State Justice Statistics (SJS) 2015 pilot project. The objective of the SJS-2015 pilot project was for the WI DOC, DOJ, and State Courts to develop individual data sets that remained unconnected. The agencies uploaded their respective data sets to a SharePoint file to be used for their own projects. The partners developed a specific MOU for all three parties to sign that described their responsibilities. The MOU developed for the pilot is likely incompatible with the JRI-19 project, where scaling and efficiencies with the original MOU are challenging and would result in agencies having to re-sign every change to the MOU, for example, adding a new data source. As a result, the DOJ is proposing separating out the MOU into four parts:

## 1. MOU between source and the warehouse (individual agreement for each source)

- References operating rules and the principle behind what will be shared and how it will be shared. The hope is for a standard MOU with the ability to make certain amendments. The data dictionary allows will allow for adding extra restrictions for specific data elements if they differ.

## 2. Operating rules for the warehouse: guiding document for how DOJ manages and ensures security of the warehouse.

- This is envisioned to be a collaborative agreement. DOJ aims for committee members to provide oversight and guidance to the operating rules.

## 3. Data use agreement between individual users and the warehouse

- The user requesting access for an individual use/project will have to agree to terms and conditions under the data use agreement to align with the operating rules of the warehouse.

## 4. Data dictionary

- Live and continuously updated. Provides all the data elements, descriptions, and what restrictions may apply to them—for example, CJIS policies and restrictions for sharing outside the criminal justice system.
- DOJ is attempting to make the process for the data use agreements streamlined and efficient for users. For example, the individual user agreement (#3) is intended to be embedded into the sharing interface to allow users to allow for digital signatures.
- The next steps are for committee members to provide input and feedback on the Source to Warehouse MOU (#1) and the Operating Rules Document (#2). David will upload copies of the draft documents to SharePoint and notify members when the files are available.
- DOJ is hoping to clarify the section around sharing metrics and provide accurate information describing what metrics and how frequently they will be shared. Some current considerations: sharing metrics with specific partners or cumulatively? Sharing publicly? Who accesses the data? For what purpose?
- DOJ is attempting to understand the best frequency for sharing the metrics with stakeholders. In the long term, the goal is to have a dashboard; however, in the interim, DOJ wants to know what is most helpful for agencies. The group determined that keeping the language vague in the MOU is likely best until we can determine the volume of requests. The group thinks reporting quarterly, separated out by agency, is most beneficial for the source agencies. Laura Ninneman shared that DHS does this, and they ask how people are planning to use the data to evaluate if their request is appropriate to answer their question. DHS utilizes Sharepoint internally to guide decisions.
- Users will have the right to decline to provide information about their plans for the dataset. Part of collecting the metrics on data use is for better customer service and insight into the

types of datasets people request for specific questions. This allows fulfillment of requests to be potentially filled quicker if canned datasets can be prepared for common data requests. The question was asked about turnaround time and if requests are information or records requests. Until there are specific requests for the Office of Open Government to review, requests will likely be handled as records requests and fulfillment times will be tracked.

## **Justice Counts Update**

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### **Justice Counts - Chris Henning**

- During the last Justice Counts workgroup meeting, the group prioritized their data collection efforts. Justice Counts is building off the JRI-19 data sources and scaling the warehouse to include additional sources. The Justice Counts workgroup determined that they would focus first on admissions and discharges to Wisconsin jails and prosecution data.
- The monthly meetings are tentatively scheduled for the last Wednesday of the month (pending feedback from workgroup members).
- A position for the Justice Counts Research Analyst is posted.
- One of the goals of the Justice Counts initiative and this subcommittee is to meet with other states. On January 19, 2024, there will be a meeting with Arizona to learn about their data warehouse initiative and learn from one another about their respective data-sharing initiatives.

## **2024 Priorities**

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- Connie shared a list of the 2024 goals for the subcommittee. Overall, the committee agrees with the list of goals. A few modifications were recommended, including moving the goals, 1) identifying and learning from examples of other states, and 2) promoting consistency, to tier two metrics since they are ongoing efforts.
- Chris discussed the demographics section and the impact of the federal government changing demographic classifications. Connie provided the perspective that prioritizing our own demographic classifications in our systems is a way to prepare for potential changes. Laura discussed how implementing our own demographic classifications and ensure we are collecting more detailed information on sex, gender, and race (just as a few examples) can allow alignment with the federal government's potential changes but provide greater detail.
- Connie emphasized that the subcommittee will provide updates quarterly on the 2024 goals as the committee moves forward.

## **Public Comment**

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There was no public comment.

## **Adjourn**

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A motion was made by Laura Ninneman and seconded by Dave Harvey to adjourn the meeting. The motion was approved. The meeting adjourned at 4:08 pm.