



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board – Governance Committee – Meeting Minutes

December 8, 2023, 10:00AM
Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Judge Patrick Carroll, Former Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, Division of Public Defender Services; Ronnell Higgins, Commissioner, Department of Emergency Services and Public Protection, Maurice Reaves, Assistant Division Director, Office of Policy and Management; John Russotto, Assistant Chief State's Attorney, Esq., Office of Chief State's Attorney

Other Attendees:

Glory Bulkley, CSO DESPP; LTC Mark Davison, DESPP; Steven Mann, BITS CSM for DESPP, Pradeep Ankaraju, IT Manager, DESPP

CJIS-CT Staff and Contractors in Attendance:

James McGennis, CJIS GB Executive Director; Mark Tezaris, CJIS Program Manager; Tamika Potts, CJIS Technical Writer

I. Welcome

The Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Marc Pelka and Executive Director James McGennis opened the meeting at 10:00AM by thanking everyone for attending and suggesting the meeting start with the other business topics to allow for maximum discussion time.

II. Approval of Minutes

Previous Governance Committee meeting minutes held on November 9, 2023 were approved.

III. Business Topics

a. RMS Legislation Implementation-Updates

- CJIS-CT ED James McGennis noted that as part of the ongoing legislation implementation, outreach efforts continue with CPCA and the RMS vendor base, including CJIS-CT's own internal procurement department that services numerous executive branch agencies. The communication plan's next phase, designed to alert further agencies and update existing materials, is currently under development. Additionally, DAS BITS attorneys consulted on legal considerations and potential challenges.

b. Digital Evidence – Study Updates/Legal Considerations, Legislative Outreach

- ED McGennis noted the critical significance of ensuring that legislative committees are well-informed about CISS, emphasizing the utilization of both individual briefings and group briefings for committee members. CSO Glory Bulkley sought clarification on the procedural aspects and the role of committees, displaying an eagerness to comprehend the intricacies of the process. Judge Patrick Carroll elaborated on the functional aspects of the committees, emphasizing the value of nurturing strong relationships with them and the necessity of keeping legislators engaged and informed about CISS's initiatives.

c. Planning for CISS Search Users Group

- CJIS-CT Program Manager, Mark Tezaris, announced an upcoming user group meeting scheduled for February 7, 2024 to gather feedback on CISS search and guide the development of its upgrade, CISS 2.0. Tezaris noted that the meeting aims to reach approximately 6,000 users across various agencies, including police departments, and will seek input on features, use cases, and desired enhancements through a pre-meeting survey and interactive discussion. This initiative underscores a commitment to delivering a product that excels in both functionality and customer experience by actively incorporating user perspectives into the development process. Additionally, Tezaris extended an invitation to the Governing Board to attend.

d. JAG Grant Update – CISS Routers

- ED McGennis announced that CJIS-CT has been granted a Justice Assistance Grant (JAG) to upgrade outdated routers in municipal police departments. This grant is a significant achievement and represents a crucial step towards enhancing law enforcement equipment. The focus now is on securing the allocated funding and developing a comprehensive project plan to ensure the successful execution of this important initiative.

IV. Risk/Issues/Tasks and Project Portfolio

- ED James McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting.
 - **Risk 1 – Source Systems not available to CISS Search.**
 - ED McGennis led the discussion acknowledging Commissioner Higgins' presence. He detailed the dependencies and questions associated with this risk and provided updates on the progress of the Wanted source system testing. Commissioner Ronnell Higgins introduced himself and expressed interest in exploring the overlap between the discussed work and Clean Slate, indicating his intention to engage in further discussions with the team.
 - In a focused discussion on data access challenges, CSO Glory Bulkley established distinctions between weapon categories and stressed the crucial need for a concrete agreement on access definitions. She emphasized the need for a clear agreement on these distinctions and provided updates on The Wanted source system's agreements and considerations, emphasizing

the complexity and competing priorities impacting the process. Concurrently, CJIS-CT Program Manager Mark Tezaris advocated for a dedicated agreement and proposed target dates to expedite the progress. This collaborative exchange illuminated key hurdles and prioritized critical action items to discuss in future meetings.

- **Risk 2 – CISS System Reliability/Up-time not meeting 99.9% requirement.**
 - ED McGennis emphasized the goal of achieving 99.9% uptime to demonstrate reliable services. He noted that incremental progress is being made to develop additional monitoring resources. He also indicated that a task will be made available after the Clean Slate Go-live and a report to provide status updates and increased visibility to system uptimes will be available in 2024, showing that mitigation efforts for this risk are ongoing.
- **Risk 3 – CJIS-CT Community Fusion Helpdesk needed to coordinate workflow deployment without major issues.**
 - ED McGennis noted that as the user base expands, service helpdesk requests are expected to increase. He noted that a verbal agreement is in the process with after-hours help desk coverage for all customers and the hiring of an additional help desk consultant. Progress is being made, but the mitigation is still ongoing.
- **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**
 - ED McGennis discussed the challenges with activating different PDs and court jurisdictions with CISS Workflow but acknowledged better progress with engagement from the RMS vendor and refinement of lessons learned. The current plan indicates an August 2024 completion date, which is a delay from the last reporting cycle due to resource reallocation for Clean Slate. Despite these challenges, progress has been made, including kickoff meetings and the next action step for PDs to submit tickets to an RMS Vendor for early arrest notice (EAN) activation.
- **Risk 5 – Given recent legal interpretation of Clean Slate Erasure language in the statute, DESPP will not be displaying erasure case or charge data to their sworn law enforcement. The risk is that CJIS-CT will have to change the CISS Search code before 1/1/2024 so that DESPP arrest data that was erased will not be displayed.**
 - During the discussion, the team addressed key complexities involved in the hard erasure for CISS records for DESPP Clean Slate Erasure cases. ED McGennis confirmed a separate Clean Slate meeting to address CSO Bulkley's risk concerns, while CJIS-CT Program Manager, Mark Tezaris, provided Clean Slate implementation updates and agreed to CSO Bulkley's

requests for vendor information and DESPP Commissioner Higgins inclusion, who also expressed interest in mitigating these risks.

- **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**
 - ED McGennis noted that CJIS-CT is actively working with BITS to fill critical positions in the HR requisition system, signaling progress to reduce the reliance on external consultants and strengthen the core of state employees supporting CISS operations.
- **Issue 2 - DESPP Livescan/RMS Interface Issue**
 - ED McGennis emphasized the importance of reducing error rates and discrepancies between the RMS data and the LiveScan data, which would ultimately become a CISS data quality issue. Currently, DESPP is coordinating next steps with RMS vendor, Idemia. Mitigation efforts are still in progress but are impacted from the scale of the change and Clean Slate priorities. (Note: this is a DESPP-managed project.)
- **Issue 3 - CJIS-CT is getting an increase in requests from non-criminal justice agencies for access for CISS Search data to help them make better decisions involving public safety. This includes public safety departments at academic institutions, DSS, Department of Consumer Protection, and the Department of Revenue Services.**
 - ED McGennis noted that CJIS-CT is actively reviewing its process to onboard new agencies and preparing a new SOP to accommodate the growing demand for access to CISS Search data.
- **Task 1 – Discontinuing Judicial’s CIB interface and Friday File.**
 - ED McGennis emphasized the importance of automating the distribution of CIB information, known as the “Friday File” through CISS to other agencies. Additional validation testing between CJIS-CT and Judicial has commenced, and the target completion is set for the end of the year.
- **Project Portfolio Summary**
 - During the CJIS-CT portfolio review, Program Manager Mark Tezaris highlighted the 48 projects currently in scope listed by priority, with Clean Slate, Message Viewer Portal (MVP) training, and CISS Workflow identified as the top priorities. Tezaris addressed the question concerning the process for new project requests raised by Assistant Chief State’s Attorney John Russotto. Additionally, he stressed the importance of communicating project priorities to the Governance Committee and elaborated on project dependencies and resource allocation. CSO Bulkley sought clarification on MVP and project dependencies for the Clean Slate project, while

Commissioner Higgins inquired about the risk level and necessary resources for a successful launch.

- Additionally, concerns were raised about the risk and quality of the deliverables for the Clean Slate project, with questions regarding the go/no-go decision and its potential impact. Tezaris noted that CJIS-CT will have a checklist in place for the following week that will identify and mitigate any defects between CJIS-CT and other agencies to ensure that the quality of the erasures is acceptable. A further meeting will be had to address any details that need further clarification.

V. Open Discussion

CJIS-CT ED McGennis opened the floor up for an open discussion on any topic that the Committee wanted to discuss.

- During the open discussion, Assistant Chief State's Attorney, John Russotto, emphasized the need for bail system reform and the importance of connection between police departments and a centralized case management system. Judge Patrick Carroll added to the discussion by introducing the complexities of legislative initiatives, public safety concerns, and challenges faced by the department in meeting political considerations, while Commissioner Higgins expressed the need for a dedicated team to manage active projects.

VI. 2023 Monthly Meeting Schedule

Date: Friday, January 12, 2024

Time: 10:00am

VII. Adjournment

In his closing remarks, Judge Patrick Carroll expressed appreciation for Commissioner Higgins joining as the new CJIS-CT Governing Board Member. Additionally, he emphasized open communication in the meetings, and addressed challenges related to resource allocation and legislative initiatives. ED McGennis expressed agreement and concluded by thanking everyone and wishing them happy holidays. The meeting adjourned at 1:57pm.