



# State of Connecticut

## Criminal Justice Information System (CJIS-CT) Governing Board

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### CJIS-CT Governing Board – Governance Committee – Meeting Minutes

July 14, 2023, 10:00 am  
Microsoft Teams Virtual Meeting

#### **CJIS-CT Governing Board Members and Designees in Attendance:**

Judge Patrick Carroll, Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, OPD; Chief Paul Melanson, CPCA; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-Chair; Mark Raymond, Chief Information Officer, DAS; James Rovella, Commissioner, DESPP

#### **Other Attendees:**

Glory Bulkley, DESPP; Naveen Prathikantam, DCJ

#### **CJIS-CT Staff and Contractors in Attendance:**

Tamika Potts, Technical Writer; Mark Tezaris, Program Manager

In the Governance Committee meeting held, it was noted that the CJIS-CT Executive Director James McGennis was out of office, and Mark Tezaris was appointed by him to act as a proxy and preside over the meeting on his behalf.

*A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on July 14, 2023. Due to public health concerns surrounding the COVID-19 pandemic, the Commission's meeting was conducted on Microsoft Teams*

#### **I. Welcome**

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Judge Patrick Carroll called the meeting to order at 10:00AM and suggested the meeting start with the other business topics to permit maximum time for discussions.

#### **II. Approval of Minutes**

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

#### **III. Business Topics**

##### **a. CJIS-CT Funding Request: Inform, Digital Evidence, and Clean Slate**

CJIS-CT Program Manager, Mark Tezaris, led the discussion on the statuses of the recent funding requests. Tezaris noted that additional funding for one more RMS Vendor was approved by OPM and that the funding will be made available over the next couple of weeks. Additionally, \$500,000 in funding was received from OPM for the Digital Evidence Study previously authorized by the

State Bond Commission. Tezaris noted that the project has started and is currently in the hiring process. Lastly, an additional funding request due to changes in scope for the Clean Slate Automation System was approved. Chief Information Officer, Mark Raymond, shared that there may be increased cost from DESPP related to their vendor. Undersecretary Marc Pelka added that there was an additional \$1.5 million in the state budget for ARPA authorization that was allocated to DESPP to address additional Clean Slate costs. There will be additional discussions held on negotiating with the vendor.

**b. Other**

No additional topics were discussed.

**IV. Risk/Issues/Tasks and Project Portfolio**

- Program Manager Mark Tezaris 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.**
    - It was discussed that CJIS-CT has encountered issues with the Weapons, Wanted, and Criminal History Data not being available in CISS Search. Currently, CJIS-CT is collaborating with DESPP, their vendor, and BITS to put together a solid project plan that will provide the scope, resources, and the schedule for each source system feed. Concerns about how the progress is being tracked were addressed. Tezaris noted that meetings with DESPP, their vendor, and GCOM are moving forward, and internal progress reports and minutes are being taken. The goal for the next meeting is to have a tentative project plan put together to address each feed.
  - **Risk 2 – System Reliability/Up-time not meeting 99.9% requirement.**
    - During the discussion, Tezaris noted that CJIS-CT's up-time is about 99.1%. Currently, monitors are being put together from all end-points to see if their systems are up. This risk will be discussed at the upcoming Quarterly Governing Board meeting, and afterwards a scorecard will be put together to display the statistics from various endpoints.
  - **Risk 3 – CJIS-CT Community Fusion Helpdesk needed to coordinate workflow deployment without major issues.**
    - Internal discussions on providing 24/7 assistance are being held with stakeholders and BITS. The goal is to focus on being able to triage different events across the state while providing great customer experience in resolving any issues.
  - **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**
    - During the discussion, Tezaris shared a few reasons that contributed to the delays in workflow deployment including limited resources, lack of technology, and not understanding the benefits and costs. Tezaris also

noted that CJIS-CT will remain on schedule and coordinate with RMS vendor NexGen. Additionally, President of CPCA, Chief Paul Melanson, offered support from CPCA to assist with this risk.

- **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**
  - During the discussion, Tezaris emphasized areas of risk when consultants leave who have critical domain knowledge of CISS. Undersecretary Marc Pelka provided updates regarding the proposal made by CJIS-CT Executive Director James McGennis on identifying critical roles for new state positions. Currently, the proposal is undergoing a thorough review to also address potential workforce issues.
- **Issue 2 – Request Governance Committee to modify CJIS-CT legislation requiring all RMS vendors to adhere to new CISS standards and require connectivity to CISS.**
  - Tezaris noted that CJIS-CT is working internally, along with CPCA, Chief Melanson, and DESPP to communicate the changes as put forth from legislation, S.B. 927 (PA 23-26). Tezaris recommended closing this issue and opening another that would track the progress of the communication and the adherence to the state. In his remarks, CIO Mark Raymond emphasized that police departments are responsible for ensuring that CISS is included in their funding requests. Additionally, a copy of the list of each municipal police department and their vendor will be sent to Chief Melanson.
- **Issue 3 - DESPP Livescan/RMS Interface Issue**
  - Tezaris noted that Idemia and GCOM are aware of the LiveScan interface issue and are working towards a solution. Once the issue has been resolved, the statute table and the User Authorization Request (UAR) will be transparent to LiveScan and to the RMS data, allowing the user to input information once.
- **Task 1 – Discontinuing Judicial’s CIB interface.**
  - During the discussion, Tezaris noted that since the ‘Friday File’ is already available in CISS by authorized users, this file is being removed from CIB. A date will be assessed in future discussions.
- **Project Portfolio Summary**
  - Tezaris provided an overview of the current CJIS-CT projects. Currently, there are 41 projects in scope with CISS Search, Workflow, and Clean Slate being the priorities.

## V. 2023 Monthly Meeting Schedule

**Date:** Thursday, October 27, 2023

**Time:** 10:00am

## VI. Adjournment

Closing remarks from Undersecretary Marc Pelka included thanking everyone for their insights and the streamlined approach of the meeting. The meeting adjourned at 10:50am.