



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board – Governance Committee – Meeting Minutes

January 12, 2024, 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; Ronnell Higgins, Commissioner, Department of Emergency Services and Public Protection; Mark Raymond, Chief Information Officer, Department of Administrative Services/ Bureau of Enterprise Systems and Technology; Maurice Reaves, Assistant Division Director, Criminal Justice Policy and Planning, OPM, Co-Chair; John Russotto, Assistant Chief State's Attorney, Esq., Office of Chief State's Attorney

Other Attendees:

Chief Patrick Ridenhour, Danbury PD; Glory Bulkley, CSO DESPP; Naveen Prathikantam, Director IT DCJ; Steven Mann, BITS CSM for DESPP, Pradeep Ankaraju, 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 Judge Patrick Carroll 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.

- Before delving into the items listed under 'Other Business' ED McGennis took a moment to acknowledge that January 9th has been designated as National Law Enforcement Appreciation Day. He expressed his support and gratitude for the efforts of law enforcement personnel, emphasizing the importance of their work. Furthermore, he expressed optimism regarding the potential of CISS as a valuable and an effective tool for law enforcement, aligning with its intended purpose, and reflected on the origins of CISS and its significance for law enforcement.
- CJIS-CT Program Manager, Mark Tezaris, discussed Officer Peter Lavery's case, emphasizing the importance of providing quick and accurate information to dispatchers and police officers to ensure their safety. He also highlighted the challenges in accessing and integrating weapons information into CISS Search and requested a decision to address this concern. DESPP Commissioner, Ronnell Higgins, asked clarifying questions about the source systems and suggested convening a meeting to address the issues, offering to help facilitate the process. Additionally, DESPP CSM, Steven Mann, underscored the necessity for a new Memorandum of Understanding (MOU) and

indicated a willingness to arrange an internal meeting to address these issues and advance the decision-making process.

II. Approval of Minutes

Previous Governance Committee meeting minutes (for the meeting held on October 13, 2023) were approved by vote, with no dissents but a technical correction was raised. It was noted that the meeting minutes needed to be amended to reflect the proper meeting start time. An amended copy was distributed after the meeting.

III. Business Topics

a. Recognize Undersecretary Marc Pelka's Transition to Judicial

- Co-chair Judge Patrick Carroll welcomed OPM's Assistant Division Director, Maurice Reaves as the new CJIS-CT Governing Board Co-Chair and expressed gratitude to Former Undersecretary Marc Pelka for his excellent leadership. He mentioned that Pelka is moving to join the Judicial Branch's Office of Victim Services Unit, expressing confidence in Pelka's abilities to excel in his new role. Co-chair Maurice Reaves thanked Former Undersecretary Marc Pelka for the positive impact on his professional and personal life, praising Pelka's dedication and talent as a state employee. Reaves acknowledged Pelka's new role and expressed a desire to work with him in the future.
- ED James McGennis expressed gratitude for the invaluable assistance provided by Former Undersecretary Marc Pelka in his transition into the role as Executive Director. McGennis also acknowledged the collaborative efforts of Reaves, with whom he has worked closely on multiple occasions, and expressed anticipation for the continuation of their productive relationship in the absence of Pelka.

b. Review Governing Board Goals for 2024

- ED McGennis presented a proposal for consideration, outlining key goals for the CJIS-CT Governing Board in 2024. The goals included: completing the deferred scope of the Clean Slate automated record system, implementing the DUI portion of the Clean Slate erasures, deploying the CISS Workflow to all PDs using third-party RMS vendors, enhancing the velocity of software development processes, training CISS Search users, completing a study for body-worn camera media storage, and generating a plan for CISS Search 2.0 based on customer feedback. DESPP Commissioner Higgins sought clarification on the working groups for each goal, and McGennis explained that each goal will have its own project manager within CJIS-CT. ED McGennis also discussed the various sponsors for each goal can include co-chairs or other leaders, emphasizing the importance of feedback from the committee.

c. Clean Slate Project Live

- During the discussion, critical issues relating to the Clean Slate automated erasures were discussed, including data quality concerns, false positives, and the repercussions of mistakenly erasing records. Additionally, the Committee welcomed Danbury PD Chief of Police, Patrick Ridenhour, for joining in the meeting. The following includes a summary from each Committee member:

- CJIS-CT ED James McGennis addressed the recent technical issues the system faced, suggesting a temporary pause to resolve these problems.
- CJIS-CT Program Manager Mark Tezaris highlighted the severity of false positives that could inadvertently allow individuals to gain access to firearms and employment improperly, noting the importance of correcting and preventing such errors.
- DESPP Commissioner Ronnell Higgins and DAS-BEST CIO Mark Raymond, recommended initiating discussions with key legislators to shed light on the compliance efforts and challenges, emphasizing the need for reliable data.
- Assistant Chief State's Attorney John Russotto and Danbury PD Chief of Police, Patrick Ridenhour, echoed CIO Raymond and Commissioner Higgins' sentiments and advocated for substantive dialogue with legislators about the difficulties encountered despite compliance with the law.
- Co-chair Judge Patrick Carroll called for compiling accurate information before approaching legislative leaders and suggested collaborating with partners to outline these challenges and plan the way forward.
- Co-Chair Maurice Reaves showed readiness to address Higgins' concerns and help in engaging with legislators.

d. Bond Changes

- ED McGennis briefly discussed the 7% Bond Change that will be included in the upcoming CISS software release, which is targeted for the end of January. He noted that CJIS-CT is exploring ways to reduce lead time for CISS software changes and that stakeholders will be informed about the progress of this effort and improvement opportunities.

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 announced that the CCH feed has been successfully updated and is now operational within CISS. He expressed gratitude to the partners at DESPP for their collaborative efforts in conjunction with CJIS-CT. During the meeting, there was a significant discussion regarding the associated risks with the Weapons and Wanted Source Systems. This topic was highlighted by the Program Manager, Mark Tezaris, while reviewing Officer Peter Lavery's case, underlining the critical need for law enforcement personnel to have secure access to the weapons database information provided through CISS.
 - Tezaris addressed the staffing challenges currently faced by DESPP and brought attention to the legal issues that contributed to the delays in integrating the Weapons and Wanted source systems. In response to these concerns, DESPP CSM Steve Mann proposed an internal meeting with CSO Glory Bulkeley, Legal Director Cynthia Isales, and DESPP Commissioner Higgins to further evaluate the situation.

- Commissioner Higgins agreed, emphasizing the necessity of formulating precise questions from the internal dialogue to present to the governance committee, with the goal of facilitating progress. CSM Steven Mann also mentioned that the establishment of a new Memorandum of Understanding (MOU) might be required to move forward.
- In addition, ED McGennis brought up a request from a CJIS-CT staff member for additional testing of the Wanted Source System on a COLLECT Terminal at DESPP. CJIS-CT is currently waiting to schedule a date to proceed with this testing.

- **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 highlighted incremental progress in developing additional monitoring with the infrastructure team and collaboration with partner agencies on mitigations.

- **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 also mentioned CJIS-CT's collaboration with Mark Raymond's team and BITS for leveraging their tools to improve customer service along with working on putting together an SOP for the fusion helpdesk concept. He also noted that CJIS-CT has hired an additional help desk consultant to aid in this effort. McGennis emphasized that the work is ongoing, and more updates will follow as they press forward.

- **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**
 - CJIS-CT Program Manager, Mark Tezaris discussed the impact of the Clean Slate project on other ongoing projects. He highlighted the potential delays in the implementation of the deployment for CISS Search and Digital Workflows due to the prioritization of the Clean Slate project. He emphasized the need to recognize the reasons for the delays and the importance of understanding the impact on the timeline of other projects. ED McGennis acknowledged the challenges and suggested mitigations, such as improving the software development process to handle multiple change requests simultaneously.

- **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.

- ED McGennis noted that CJIS-CT is developing a plan for implementing DESPP erasure cases into CISS and is working with CISS software vendor, AIC, to implement this change. Implementation will be post 1/1/24.
- **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**
 - ED McGennis noted that incremental progress is being made. He highlighted the ongoing approval process for a new position and expressed optimism about establishing a stable core of state employees, reducing reliance on consultants in the future. One position has been raised in the DAS position request system, pending approvals from DAS and OPM. Once this is complete, other positions will be raised.
- **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.**
 - During the discussion, ED McGennis mentioned that CJIS-CT is developing a Standard Operating Procedure (SOP) to facilitate the onboarding of new agencies and will discuss with the Attorney General's office legal advice for new agency onboarding. Commissioner Higgins then inquired about the access process for non-criminal justice agencies, specifically asking whether it is conducted through an online portal. Program Manager Mark Tezaris confirmed that an online portal with authentication credentials is indeed used, and he provided a detailed explanation of the entire access request process.
 - Subsequently, Co-Chair Judge Patrick Carroll expressed concerns about the potential for scope creep and emphasized the importance of granting limited access to specific databases based on an agency's mission. The committee collectively stressed the significance of implementing a role-

based access system and underlined the necessity of approval by the owner agency for data access.

- **Issue 4 (New) - Due to the implementation of the Clean Slate project with the legislative hard date of 1/1/24, CJIS-CT, DESPP, Judicial, DCJ, DOC, NexGen, and others, had to use existing trained resources that would otherwise have worked on the CISS deployment. Therefore, the CISS deployment had to be delayed given the Clean Slate project's priority.**
 - Program Manager Mark Tezaris addressed the challenges of the Clean Slate project, emphasizing its potential impact on other projects, such as CISS Search and Digital Workflow deployment. Tezaris stressed that Clean Slate is the top priority, leading to delays in other initiatives. Additionally, ED McGennis again underscored the importance of enhancing the software development process to manage multiple change requests concurrently and exploring options to build capacity for partner agencies to tackle these challenges.
- **Task 1 – Project for discontinuing Judicial’s CIB interface and Friday File.**
 - ED McGennis emphasized the importance of automating the distribution of CIB information through CISS. Currently, Judicial generates a report every Friday for distribution to other agencies by utilizing a mainframe system, and the goal is to replace that with an automated delivery through CISS. There has been no substantive progress since the last review as the focus was on Clean Slate. Additionally, he acknowledged delays in validation testing and outlined the revised timeline for testing and implementation.

V. Open Discussion

- Due to the comprehensive discussion earlier in the meeting, no additional topics were raised in the open discussion section of the meeting.

VI. 2023 Monthly Meeting Schedule

Date: Friday, February 9, 2024

Time: 10:00am

VII. Adjournment

In his closing remarks, Co-Chair Judge Patrick Carroll commended the quality of the discussions and extended a warm welcome to Chief Ridenhour. Co-Chair Maurice Reaves chimed in with agreement and expressed openness to further conversations outside the meeting. By vote with no dissents, the meeting adjourned at 2:07pm.