CJIS Governing Board Meeting
October 28, 2021@ 1:30 pm
Microsoft Teams

CJIS Governing Board Members and Designees in Attendance:

Judge Patrick L. Carroll, III, Chief Court Administrator (Co-Chair)'Marc Pelka, Undersecretary, Office of; Policy and Management (Co-Chair Designee); Richard Colangelo, Jr., Esq., Office of the Chief State's Attorney; John J. Russotto., Esq., Assistant Chief State's Attorney (Designee), Mark Raymond, Chief Information Officer, Department of Administrative Services

Other Attendees:

Karen Sandler (Judicial), Diana Varese (Judicial), Evelyn Godbout (DCJ), Christopher Duryea (Judicial), Frank DiMatteo (DPDS), Alan Johnson (DESPP), Joanne Ramm (DESPP)

CJIS Staff and Contractors in Attendance:

Humayun Beg, Executive Director (CJIS), Mark Tezaris (CJIS), Christopher Lovell (CJIS), Sean Bucher (CJIS), Sazara Johnson (CJIS), Mark Sperl (CJIS), Henry Lindgren (CJIS), Tammi Harris (CJIS), Tanya Stauffer (AIC)

Due to the nature of the virtual meeting, all in attendance may not be reflected above. If you notice a discrepancy, please notify CJIS for a correction to the Meeting Minutes.

I.   Welcome

Criminal Justice Information System (CJIS) Governing Board Co-Chair Judge Patrick L. Carroll, III started the October 28, 2021, meeting of the CJIS Governing Board at 1:31 p.m. Judge Carroll thanked Board Member Richard Colangelo, Jr. for chairing the July 2021 meeting in his absence.

II.   Approval of Minutes

Judge Carroll called for a motion for approval of the July 28, 2021, CJIS Governing Board meeting Minutes. Richard Colangelo motioned to approve the Minutes. Mark Raymond seconded the motion. There being no discussion, no nay votes, and no abstained, **Judge Carroll so approved the July 28, 2021, CJIS Governing Board Meeting Minutes.**

III.   Other Business

   a. **BITS MOU** – Humayun Beg briefly discussed the integration of CJIS into the new centralized IT organization in the State, Bureau of Information Technology Solutions. He noted there is an MOU with BITS that will integrate CJIS resources over time into the new Organization. Mark Raymond also commented on the new BITS organization, noting that BITS is an Executive Branch Initiative. He also noted that the IT consolidation will provide greater services in a more effective way to the State. Mr. Raymond also noted the operation model will not disturb projects that are underway, such as CJIS. Judge Carroll noted that

Mark Raymond has a great knowledge of the history and investment of the CJIS project and will advocate for the resources needed to see the project through to completion.

b. **Standardization for statewide Police Case numbers** – Evelyn Godbout, DCJ, noted the importance to have the police, Judicial, DCJ, and other systems match with the same police case number for the same incident. Godbout noted that working with the various RMS systems would be a good time to ensure all vendors are using the same standards. Godbout noted this issue is worthy of the Board's consideration for standardization. Executive Director Beg noted that standardization is key to what CISS is implementing. **Judge Carroll noted that CJIS should put together an appropriate working group to determine the next steps.**

c. **Digital Evidence** – Executive Director Beg noted that CJIS provided an Initial Scoping/Introduction document to the CJIS Governance Committee. He also noted that Rich Colangelo and Mark Raymond have discussed a solution for DCJ and may be extended to the police departments. Rich Colangelo noted that a storage solution is needed since body and dashboard video becomes part of their evidence. He noted they are working with OPM and Mark Raymond to effectuate their mid-term budget for a solution. Judge Carroll noted that the courts are an important component of digital evidence and to ensure they are involved in future discussions.

d. **CISS Search over the Internet** – Humayun Beg noted that CJIS has implemented a proof of concept to make CISS Search available over the Internet, ensuring FBI and State Guidance security were all addressed. He noted that the Proof of Concept should be ready in the next month or so to be piloted by the Public Defender's Office. He also noted that CISS over the internet will assist in rolling out deployment to the various police departments and other agencies, overcoming connectivity issues.

e. **Motion for Salary Upgrade for CJIS Executive Director** – Judge Carroll noted the issue of equity for the Executive Director to be treated the same as other non-union employees with respect to the salary increase that went into effect July 1, 2021. Rich Colangelo noted that an approval by motion is required for any increases for Executive Director Bag's salary. **Rich Colangelo motioned that the Board give Director Beg the increases that non-unionized employees received, retroactive to July 1st, including the cost of living 3 ½ percent adjustment, annual increment of 4%, and the one-time payment of $2,000.00. Mark Raymond seconded the motion. There was no discussion, no no-votes, and no abstentions. The vote was carried unanimously, and Judge Carroll noted a writing will be prepared and handed over to the DESPP HR representative at DAS.**

IV.   CISS Project Update

Executive Director Beg thanked everyone for joining the October 2021 Governing Board meeting, noting the agenda was modified to address Discussion Points first, followed by the CISS Project Update.

Executive Director reviewed the goals for the CJIS state-wide criminal justice information sharing system and highlighted the Latest Accomplishments.

- **Statewide JD Deployment Schedule**
    - Christopher Lovell reviewed the Deployment Schedule and noted the completion date is September 2023.

- **CISS UAT Pilot Status**
    - Lovell discussed the accomplishments with the GA-9 Pilot. He noted that Middletown and Troop F will be added to the Pilot to increase arrest volume during the Pilot Stage.
    - Lovell also noted that Judicial and DCJ implemented additional business requirements to smoothly transfer to the new automated process.

- **Partner Agency Updates**
    - **Judicial**
        - Diana Varese, Judicial, noted that they are down to 4 (44 reported for the last meeting) outstanding items for processing in the Criminal System which are being finalized in development. Varese also noted they are waiting on the automated reconciliation process for the daily data transfer process, which will be critical when additional police departments come onboard.
        - Karen Sandler, Judicial, noted the Court Clerks in Middletown are actively processing the arrest packets in the UAT Pilot environment. She also noted positive feedback from the clerks including ease of navigation, reduced keystrokes, and increased data entry accuracy.
    - **DESPP**
        - Joanne Ramm provided an update on the DESPP LiveScan System Upgrade, noting they have installed 135 new IDEMIA Live Scan devices at CT Law Enforcement Agencies. She also noted that NexGen is interfaced and submitting to the IDEMIA LiveScan and that Central Square, Telepartner, and Accucom interfaces are under development.
        - Ramm highlighted the CT Criminal History Request System (CCHRS) Applicant Portal, noting that 64 new IDEMIA Applicant LiveScans are submitting Criminal History Requests from CT Agencies.
        - Ramm also noted DESPP partnered with CJIS and Judicial to receive through CISS the Case Update and Disposition Erasure Exchanges nightly and throughout the day. She noted they have processed over 300,000 transactions since Go-Live.

- ▪ **Other Agency Updates**
    - ▪ Sean Bucher noted CJIS continues to work with DPDS on the CISS Search Internet Access; DOC on the delivery of Dispositions Messages; DMV on Search services as well as Early Arrest and Disposition messages; and DCJ on CISS Federation.

- CISS Workflow Deployment Update
    - ▪ Bucher noted there are 16 police departments sending Early Arrest Notifications to CISS and 28 are ready to go. He noted now that Dispositions are available to DMV and DOC through CISS that additional police departments will begin to submit Early Arrest Notifications.
    - ▪ Bucher provided an update on the RMS Vendor development and programming activities for submitting the full Arrest packages to CISS in the UAT Pilot environment.

- CISS Special Projects and Analytics
    - ▪ Bucher highlighted a few of the analytic projects underway including CISS Search for DMV Driver Services, DMV Monitoring for Driver Instructors, the Police Use of Force using the new electronic form, and CISS Search availability via the internet.
    - ▪ Executive Director Beg discussed the Clean Slate Initiative. He noted that CJIS will work with the agency partners on management and coordination between the agencies and assist in the planning and implementation for the Initiative which is expected for 2023.

- CISS Service Excellence
    - ▪ Sazara Johnson provided an update on the status of CISS Connectivity and CISS Search User Onboarding. She highlighted the accomplishments for the quarter as well as challenges faced by the team.

- CISS Historical Trends for CISS Search User Onboarding
    - ▪ Johnson reviewed the training commitments by Police Departments and the actual numbers for Users in the Onboarding process.
    - ▪ Johnson noted the Risks and Mitigations to achieve the goal of 13,000 trained Users.

- CISS Router Connectivity & Upgrades
    - ▪ Johnson noted two additional police departments were added to the list of total police departments to be connected to CISS which increased the total to 97. She reported CJIS has completed 67 of the 97 router connections.

- CISS Project Portfolio Gantt Chart
    - ▪ Mark Tezaris provided an update on the various projects underway at CJIS. He noted key points for CISS Workflows, RMS Vendors, and CISS Search User Onboarding. He also noted ongoing CISS Infrastructure upgrade efforts.
    - ▪ Marc Pelka provided a brief overview of the Clean Slate Initiative, noting that the Policy was enacted last Legislative Session. He noted the automated electronic erasure process will involve multiple Criminal Justice Agencies across branches to share information regarding the automated erasure of an eligible criminal record. He also noted the target date for implementation is January 2023 and has enlisted the assistance of CJIS to leverage existing CISS information exchange infrastructure and project management knowledge.

- CJIS Capital Budget
  - Tezaris reviewed the CJIS Capital Budget for FY22, noting the Capital Investment for Phase 1 and Appropriations for Phase 2 are $65,918,000; the Total Costs for CISS Phase 1 and Phase 2 are $63,436,004; the Remaining Bond Funds for Phase 2 Deployment is $2,481,966.23; and the approved Bond Funds for Phase 2 are $8,924,328.

- CJIS Operation Budget for FY22-23
  - Tezaris reviewed the General Fund Operational Budge, noting the total funding for FY22 is $8,727,943 and the FY23 funding is $5,766.157.

- CISS Key Success Factors
  - Tezaris reviewed the Success Factors, noting Funding is the key factor.

- CISS Key Project Risks and Issues
  - Tezaris reviewed four Project Risks which include RMS Vendor Participation, Stakeholder Support, COVID-19 Pandemic Impact, and CISS Application Component Upgrades.

V.   2021 Quarterly CJIS Governing Board Schedule

The next meeting is scheduled for January 27, 2022; Location To be determined.

VI.   Adjournment

There being no additional comments or discussion, Judge Patrick L. Carroll, III adjourned the October 28, 2021, CJIS Governing Board Meeting at 3:04 p.m.