



**STATE OF CONNECTICUT**  
**Criminal Justice Information System (CJIS-CT) Governing Board**  
55 Farmington Avenue, Hartford, CT 06105  
Phone: (860) 622-2000 Email: [CJIS.HelpDesk@ct.gov](mailto:CJIS.HelpDesk@ct.gov)  
<https://portal.ct.gov/CJIS>

---

**CJIS-CT Governing Board- Governance Committee-Meeting Minutes**

December 9, 2022, 10:00 am  
Microsoft Teams Virtual Meeting

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

John Day, Esq., Deputy Chief Public Defender, Division of Public Defender; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; James Rovella, Commissioner, Department of Emergency Services and Public Protection; John Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney

**Other Attendees:**

Naveen Prathikantam (Division of Criminal Justice)

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

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

*A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on December 9, 2022. 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 Marc Pelka called the meeting to order at 10:05 am and welcomed all attendees. Executive Director McGennis 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 November 18, 2022 are on standby for approval due to lack of quorum. These minutes will be reviewed at the January Governance Committee Meeting.

**III. CJIS-CT Business**

**a. Arrest paperwork electronic submission – GO-LIVE (Clinton)**

Executive Director McGennis stated that arrest paperwork and electronic submissions are live with the Clinton PD. The next activation in December will include Cromwell PD, Portland PD, and East Hampton PD. Middletown PD is projected to go live with digital workflow in January. McGennis noted the important benefit of paperless delivery of documents via CJIS-CT is being realized and dedicated a moment to recognize the team's diligent efforts, the extended team partner agencies, and the governing board for the significant accomplishment.

**b. Arrest Paperwork Document Security Change Request by CSSD**

Project Manager Mark Tezaris stated that initially CJIS-CT had scope that was worked out with CSD concerning the documents needed for digital workflow. However, after going live with Clinton PD, CSD found it beneficial if CISS produced the additional documents in digital form as part of the workflow. CJIS-CT agreed to move forward with this request and will follow the change request to insert the additional work. This will have an impact to CJIS-CT resources and schedule, nevertheless, CJIS-CT will plan to achieve this task without delaying critical scope. Tezaris stated that a proposal will be put together the following week.

**c. Cannabis and Clean Slate Erasures: Communication Planning with Municipal Police Departments**

Executive Director McGennis stated that CJIS-CT Governing Board is currently collaborating with partner agencies on creating a website to help communicate the record clearance initiatives to the public. The objective is to have the website live by the end of the year. A meeting was held on December 8, 2022 with CPCA and other municipal police department leaders, CJIS-CT GB will be available to the police departments for any questions. Dep. Chief State Attorney John Russotto noted that there may be implementation challenges due to the scale of the project and recommended that those challenges are communicated with the policymakers so both parties have clarity about expectations.

**d. Digital Evidence**

Executive Director McGennis stated that during the last meeting there was a previous discussion about an existing GA to OPM for bond funding in order to support a study of centralized data storage for recording from body worn cameras and dash cameras. The discussion also included leveraging the CJIS-CT GB to help coordinate and track progress review of the study which will maximize benefits to criminal justice stakeholders. The next step for digital evidence is to submit a request to the State Bond Commission to allow the funding to be released. McGennis will collaborate with CJIS-CT Co-Chair Marc Pelka to coordinate getting on the agenda in January for the next meeting with OPM.

**e. Legislative Proposal: CISS/RMS-An Act Concerning Access to CISS**

Executive Director McGennis noted that a proposal for legislation was submitted that would enable the governing board to create minimum system requirements for electronic criminal justice records for organizations to connect to CISS. This proposal mostly concerns new RMS vendor that have not yet integrated with CISS. The next step is to include completing the OPM legislative teams review and present this proposal during the 2023 legislative session for consideration.

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

- Executive Director McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting. It was recommended that Risks 1-3 to be closed as there are active mitigation tasks and resource tracking in place that are discussed among the GB. There were no objections.
- The issues that were discussed included the high number of consultants and transitioning them into state employees and RMS vendors integrating with CISS. Project Manager Mark Tezaris stated the importance of mitigating domain knowledge loss when consultants decide to move on to other business endeavors. McGennis stated that a transition plan from consultants to state employees were included in the biennium proposal.
- The tasks (numbers 1-7) were discussed, and it was agreed that these are essentially 'new project requests' and should be moved to the project portfolio, scoped, and scheduled. This will take place for the next Governance Committee meeting.
- A copy of the CJIS-CT project portfolio was reviewed. There are 22 projects in progress, with the CISS Workflow deployment, CISS Search/Connectivity, and Clean Slate being the priorities. Besides these priority projects, a number of CISS infrastructure projects are in work.

**V. 2022 Quarterly Meeting Schedule**

**Date:** Next Meeting Friday, January 13, 2023

**Time:** 10:00 to 11:00 AM

**VI. Adjournment**

There being no additional comments or discussion, or action items of note, the meeting was adjourned at 10:40AM