



**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 Meeting Minutes**

July 28, 2022, 1:30 pm

Microsoft Teams Virtual Meeting

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

John Day, Esq., Deputy Chief Public Defender, Division of Public Defender; Sibongile Magubane, Commissioner, Department of Motor Vehicles; Deb Notarino, Division Manager, Department of Motor Vehicles; Angel Quiros, Commissioner, Department of Correction; Mark Raymond, Chief Information Officer, Department of Administrative Services; Maurice Reaves, Staff Attorney, Office of Policy and Management, James Rovella, Commissioner, Department of Emergency Services and Public Protection; John Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney; Richard Sparaco, Executive Director, Board of Pardons and Paroles

**Other Attendees:**

David Bothwell (Board of Pardons and Paroles), Sharonda Carlos (Department of Correction), Ralph Dagostine (Superior Court Operations Division), Vilmaris Diaz (Board of Pardons and Paroles), Chief Vincent DeMaio (Clinton Police Department), Christopher Duryea (Judicial), Evelyn Godbout (Division of Criminal Justice), Maureen Klinkert, (Court Support Services Division), Anthony Leone (Court Support Services Division), Don Melanson (CPCA), Cynthia Powell (Department of Emergency Services and Public Protection), Naveen Prathikantam (Division of Criminal Justice), Jo Anne Ramm (Department of Emergency Services and Public Protection), Chief Patrick Ridenhour (Danbury Police Department); Jason Rosa (Department of Emergency Services and Public Protection), Micah Rousey (Judicial), Karen Sandler (Judicial), David Snyder (OPM), Diana Varese (Judicial), Greg Zeoli (Department of Emergency Services and Public Protection)

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

Executive Director James McGennis, Mark Tezaris, Program Manager; Christopher Lovell, Senior Project Manager; Sean Bucher, Senior Project Manager; Sazara Johnson, Project Manager; Mark Sperl, Technical Project Manager; Henry Lindgren, CJIS-CT Public Safety Liaison; Tammi Harris, Business Analyst; Tanya Stauffer, Analyst International (Vendor).

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

**I. Welcome**

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair designee Maurice Reaves called the July 28, 2022, CJIS-CT Governing Board meeting to order at 1:32 p.m. and welcomed all attendees.

**II. Approval of Minutes**

Maurice Reaves called for a motion to approve the April 28, 2022, CJIS-CT Governing Board meeting minutes. John Russotto motioned to approve the Minutes and Chief Patrick Ridenhour seconded the motion. **There being no discussion, no nay votes, and no abstentions, Maurice Reaves approved the April 28, 2022, CJIS-CT Governing Board Meeting Minutes.**

**III. CJIS-CT Business**

**a. Update on CJIS-CT Executive Director Hiring**

---

Maurice Reaves offered the new CJIS-CT Executive Director, James McGennis to introduce himself to the Governing Board.

Executive Director James McGennis noted he was thankful for the opportunity and expressed the important work of the CJIS-CT team as well as the Board members and noted he would be reaching out to the Board members individually. He also noted that he comes to CJIS-CT from the UCONN Health Center where he served as the Director of the Project Management Office.

**b. Statute Table and LiveScan Collaboration Effort**

- Mark Tezaris noted the ability to update the Statute Table in LiveScan system and the Computerized Criminal History System at DESPP is required for the CISS digital workflows to be implemented throughout the state of Connecticut with the municipal police departments and state police. He noted that Judicial updates the Statute File daily and DESPP is working diligently to ensure automatic updates to the LiveScan and CCH systems.
- Tezaris noted that the NexGen RMS is the only system, currently, that has an interface with LiveScan. He noted that the IMC and Accucom RMS systems will be required to interface with LiveScan for the seamless CISS digital workflows and that CJIS-CT is partnering with DESPP and the other agencies to make this integration.

**IV. CISS Project Update**

James McGennis reviewed the topics to be discussed during the meeting:

- Workflow Deployment and Strategy
- Integration with RMS Vendors
- CISS Search deployment and training goals
- Overview of Financials, Program Risks, and the CJIS-CT Project Portfolio
- Clean Slate update

**a. Update and Strategy for CISS Deployment**

**• CISS Deployment Phase - Workflow Strategy**

- Chris Lovell noted that the team is continuing full production integration with the Clinton Police Department and are in final stages of approval for full electronic submissions of the arrest paperwork. He noted that this will allow Clinton to stop driving paperwork to the Middletown GA court.
- Lovell noted that the team is working in the User Acceptance Testing phase with the Middletown police department.
- John Russotto asked if the updated Statute Table will also be available to other agencies, and Chris Lovell confirmed that all agencies connected to CISS will have access to the Statute File.
- Lovell also noted that a few enhancements were made to the Workflows this quarter, including error handling to ensure guaranteed delivery of messages to the receiving agencies.

- Lovell also noted the team started Release 11.4 testing which includes two major services.
    - DCJ Document Handling Service which will allow DCJ to release, redact, or hold arrest paperwork to downstream agencies.
    - New Centralized Infraction Bureau (CIB) Disposition Workflow from Judicial to the RMS/police departments.
  - Lovell reviewed the Workflow Deployment Schedule, noting the completion date is currently slated for the 4<sup>th</sup> quarter of 2023.
  - Sean Bucher reported on the workflow development activities with the RMS Vendors.
    - Bucher noted that efforts include Level 1 (Early Arrest Notifications) and Level 2 (Arrest Paperwork Submissions).
    - Bucher reported that Level 1 deployment has restarted and there are currently 17 police departments submitting Early Arrest Notifications.
    - Bucher noted that the three RMS vendors, NexGen, IMC, and Accucom are making good progress to bring on additional police departments.
    - Bucher also noted that the Norwich police department has selected Motorola as their RMS Vendor and he will be participating in their upcoming planning workshops.
  - Bucher also reported on the Level 2 development activities.
    - Bucher noted that NexGen is in production with the Clinton Police Department.
    - Bucher also noted that NexGen is actively working on the bi-directional communication with LiveScan, and that the Middletown police department is currently testing in the UAT environment.
    - Bucher also noted that the State Police Headquarters is working on workflow policies and procedures and CJIS-CT is in discussions with Troop F to start testing efforts.
      - Cynthia Powell, Reports and Records Supervisor for State Police, asked to be included in the Troop F training communications.
    - Bucher reported that Central Square (IMC) and Accucom are making good progress on their Level 2 activities. He noted New Britain police department selected the Pro Suite product from Central Square and CJIS-CT will provide support as they integrate with the new RMS product.
- **CISS Deployment Phase - Search Strategy**
    - Sazara Johnson reported that the State Police was a major focus last quarter and were able to train 165 personnel in CISS Search, through the State Police Training Academy.
    - Johnson reported on router connectivity and training progress for the municipal police departments, noting 100% connectivity to CISS Search for this season and a 45% completion rate for CISS Training.
      - Johnson noted mitigation strategies for training include building strong relationships with the individual departments and CJIS-CT hiring additional team members.
    - Sazara Johnson reviewed the Historical Trends for CISS Search Training, noting the goal for the last quarter was 2,977 trained personnel and the actual result was 2,826.

- Johnson noted vacations and retirements were a factor in the training numbers.

**b. CJIS-CT Operations Management/CJIS-CT Project Portfolio**

- **CJIS-CT Program Management**

Mark Tezaris presented a CISS Project Portfolio Gantt Chart noting the following key points:

- CISS Workflow deployment is to finish with the NexGen RMS vendor in the middle of 2023
- Accucom and IMC are on target to complete in the first quarter of 2024
- Inform, ProSuite RMS Vendor for the Hartford police department is anticipated to start negotiations in Q1 of 2023.
- CISS Search training will be a continual effort past 2024 with the ability to train users online in addition to classroom instructor-led training sessions

- **CJIS-CT Funding, Risks & Issues.**

Mark Tezaris reviewed the CJIS-CT Capital Budget and the CJIS-CT Operational Budget for FY22-23.

- **CJIS-CT Capital Budget:**

Total Bond Funds Received for Phase 1 and Appropriations for Phase 2 – \$69,820,000

Total Costs for CISS Phase 1 and Phase 2 – \$65,317,841

Remaining Bond Funds for Phase 2 Deployment – \$4,502,158.57

- **CJIS-CT Operational Budget:**

Total Funding from General Funds – FY22 \$3,630,792 and FY23 \$5,766,157

Total Expected Annual Operation Budget – FY22 \$8,727,943 and FY23 \$5,766,157

- **CISS Key Project Risks & Mitigation**

Mark Tezaris reviewed the project risks and mitigation:

Risk #1: RMS vendor participation does not provide 90% + of all arrests to CISS

Mitigations:

- Tezaris noted the strategy is to finish with NexGen, Accucom, and IMC which will provide about 90% of the arrests coming in.
- Tezaris noted bringing in Inform will raise that percentage a little above the 90% and mitigate the risk.

Risk #2: Criminal Justice Agency Partner personnel retirements expected to be significant over the next two years and will cause delays to schedule and increase costs.

Mitigation:

- Tezaris noted that some of the retirees have come back as consultants and the expected impact is not as significant as originally anticipated.

**V. Clean Slate Project Update**

**Project Management Update**

- Mark Sperl reported on the Progress of the Clean Slate project, noting accomplishments from the Agency Partners and development efforts by Judicial, CSSD and the Department of Correction, as well as the CJIS-CT development team.
- Sperl reviewed the Clean Slate Project Timeline noting new Legislation (Public Act 22-26) introduced in May of 2022, introduced additional scope and impact to the schedule.
  - Sperl also highlighted project delays for items that were pending either resources or procurements.
  - Sperl reported on the Development Timeline after reassessment of the additional scope and project delays, noting intermediate milestones and a primary code completion in the January time frame and the production delivery in the month of July 2023.
- Mark Sperl reviewed the Clean Slate Project issues reiterating items cited in the past.
- Sperl noted DESPP activities have proceeded beyond procurement and started development kick-off activities with their Vendor, Idemia.

#### **Funding, Risks & Issues**

- Mark Tezaris provided an update for the Clean Slate Project Financials:  
  
IT Capital Investment Request \$3,814,272  
Operating Request (General Fund) \$2,520,842  
Total for all Funding Sources \$6,335,114
- Mark Tezaris reported on Key Project Risks & Mitigations
  - Tezaris Noted Risk # 1 of meeting the Legislative Timeline of 1/1/2023 and reported mitigation and contingency plans include CJIS-CT and State Partner Agencies requesting change in Legislation language to allow flexibility in the delivery timing.
  - Tezaris also highlighted Risk #2 on the lack of agency business and IT project personnel and reported mitigation strategy includes using existing resources prior to new hires being available.

#### **VI. 2022 Quarterly Meeting Schedule**

**Dates:** Thursday, October 27, 2022  
**Time:** 1:30 to 3:00 PM

#### **VII. Adjournment**

There being no additional comments or discussion, or action items of note, Maurice Reaves adjourned the July 28, 2022, CJIS-CT Governing Board Meeting at 2:20 p.m.