



STATE OF CONNECTICUT
Criminal Justice Information System (CJIS-CT) Governing Board
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CJIS-CT Governing Board- Governance Committee-Meeting Minutes

November 18, 2022, 10:00 am
Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Judge Patrick Carroll, Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, Division of Public Defender; Chief Donald Melanson, CPCA Director; Mark Raymond, Chief Information Officer, Department of Administrative Services; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; 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

A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on November 18, 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-Chairs Judge Patrick Carroll and Marc Pelka called the meeting to order at 10:02 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

N/A

III. CJIS-CT Business

a. CISS Workflow Deployment Schedule/Reschedule, Arrest paperwork electronic submission

Executive Director McGennis stated CJIS-CT has received a request from our partner agencies to prioritize GAs where multiple NextGen RMS PDs can go live in close schedule proximity to each other. This allows for better change management, so GA clerks and others don't have to manage manual and electronic workstreams at the same time and location. The revised schedule (provided to attendees) is showing first up Clinton and the rest of GA9 with Old Saybrook going live at a later date, then GA 4 -Waterbury as being next for deployment. The basic plan is once a PD is transmitting L2 arrest packet, the manual transport of paper continues for about a month while the electronic submittals are monitored. Then CJIS-CT works with stakeholders to review final acceptance criteria for electronic deliverables and certify the system, so stakeholders can wind down the PD manual transport of paperwork.

Discussion covered how, for prosecutors, the distribution of arrest paperwork process still needs to be a hybrid between electronic workflow and paper, due to lack of Wi-Fi connectivity for prosecutor's tablets in some courthouses. Several members discussed the benefits of a site visit to a courthouse to go see this issue firsthand and learn more about it. A plan will be developed for arranging coordinate place and time of the visit. Managing

paper and conversion to full electronic for this ‘last mile’ of the workflow will take some time for courthouses and prosecutors to attain full benefit. PDs will benefit as soon as the workflow is implemented and certified.

b. Cannabis and Clean Slate Erasures: Communication Planning

Executive Director McGennis indicated CJIS-CT is currently supporting JUD, OPM, DESPP and DAS on creating a website for helping communicate the record cleansing initiatives to the public and facilitate discussions with the CPCA around the Clean Slate implementation. CJIS-CT Co-Chair Marc Pelka indicated a meeting with PDs of jurisdictions of varying sizes will be called, with CPCA, CJIS-CT and other cognizant agencies to discuss the rollout of the record erasure initiatives (Cannabis and Clean Slate).

c. Digital Evidence and Next Steps

Executive Director McGennis indicated there is an authorization for bond funding to support a study of centralized data storage for recordings from body-worn recording equipment and dashboard cameras. This is scope CJIS-GB can take on, based on CJIS’s unique position and expertise in coordinating interbranch and inter agency initiatives while working with the partner agencies to conduct the study. DCJ is currently evaluating a cloud-based solution to access stored videos associated with arrests. Executive Director McGennis indicated he would collaborate with DCJ IT.

IV. Risk/Issues/Tasks and Project Portfolio

Executive Director McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees. No Risks or issues were closed. It was recommended that Task 4-State Marshall’s Portal-be closed as this work is complete and has entered the Operations and Maintenance phase of the product development lifecycle. There were no objections.

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. A number of infrastructure projects are in work.

CJIS-CT Co-Chair Marc Pelka asked about other initiatives CJIS-CT is considering to accelerate user adoption and deployment, both for CISS Search and Workflow. Executive Director McGennis mentioned the electronic User Access Request system being developed, which will improve the process for receiving information about a requester (including job titles) and reduce lead-time to onboard. CJIS-CT is also working on the following initiatives: Search Train the Trainer program, adding resources to the Training Team, freeze the CISS code after Cannabis release and have project managers (2) focus on workflow deployment, develop the CISS for Internet search application, allowing CISS access for authorized users on any device capable of running a web browser, including mobile. Other opportunities will be assessed for improving deployment plans.

V. 2022 Quarterly Meeting Schedule

Date: Next Meeting Friday, December 9, 2022

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 the at 10:55AM