CJIS-CT Governing Board Meeting Minutes
October 27, 2022, 1:30 PM
Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Judge Patrick Carroll, Chief Court Administrator, Co-Chair; John Day, Esq.; Sibongile Magubane, Commissioner; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; Debra Notarino, Division Manager; Mark Raymond, Chief Information Officer; John Russotto, Deputy Chief State's Attorney; Richard Sparaco, Executive Director, Board of Pardons and Paroles

Other Attendees:

Glory Bulkey (DESPP), Chief Vincent DeMaio (Clinton Police Department), Ralph Dagostine (Judicial), Vilmaris Diaz (BoPP), Frank DiMatteo (DPDS), Christopher Duryea (Judicial), Evelyn Godbout (Division of Criminal Justice, retired), Naveen Prathikantam (DCJ), Maureen Klinkert (CSSD), Jo Anne Ramm (DESPP), Karen Sandler (Judicial), Christopher Smith (DMV), Tanya Stauffer (AIC), Bryan Sperry (CSSD), Gary Winfield (Senator)

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)

A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on October 27, 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 1:30pm and welcomed all attendees. Executive Director McGennis suggested the meeting start with the other business topics to permit maximum time for discussions.

II.   **Moment of Silence for Bristol Police Officers**
- CJIS-CT Co-Chair Marc Pelka requested the meeting start with a moment of silence to acknowledge the valor of the Bristol Police Officers. Pelka stated that the entire initiative of CJIS-CT is oriented toward sharing of information including electronic workflow of records all in the interest of serving the people who engage in very high risk, dangerous positions, including notably, members of the law enforcement from all aspect of law enforcement.

III. **Approval of Minutes**

Previous Governing Board meeting minutes held July 28, 2022 were approved.

IV.   **CJIS-CT Business**
   a. **Clinton Police Department Electronic Workflow Arrest Submissions Ready for Production**

- The discussion continued with how the use of electronic workflow will reduce errors due to manual entry and allow staff to focus on higher priority tasks. Clinton Chief DeMaio was invited to speak on some of the benefits and his perspectives on the electronic workflow initiative for Clinton PD. Chief DeMaio stated that electronic workflow is especially important to Clinton PD, which is located further away from the courthouse, and with about 27 sworn officers, will save about 20 hours/week and allows the chief to redirect resources to higher priority situations.

b. **Digital Evidence**

- Undersecretary Marc Pelka identified bond funding to support a study of centralized data storage for recordings from body-worn recording equipment and dashboard cameras. CJIS-CT GB will continue coordinating interbranch and interagency initiatives by acting as project coordinators working with the partner agencies including DCJ, Judicial, and partner agencies to conduct the study. Discussion identified potential security risks associated with a centralized storage system including the need to know the number of vendors, the number of systems, and know whether those systems can be compatible with one another. Executive Director McGennis indicated he would collaborate with DCJ IT to explore ways to securely store body cam data and other digital media effectively and cost efficiently.

c. **Customer Centric Initiatives**

- Executive Director McGennis indicated a customer centric initiative to begin for calendar year 2023 including creation of a CISS User Group.

V. **CISS Project Update**
   a. **Update from CJIS-CT Executive Director**

- Executive Director McGennis stated CJIS-CT is reactivating communication channels such as the Roadmap Newsletter and progress reports by adding a technical writer to the team to assist with the overall communication plan. McGennis further expressed that one objective coming into the role was to build a culture of continuous improvement and learning. To support this objective, Executive Director McGennis formalized an IT governance process by creating a project request form for work requested by stakeholders. McGennis also formalized project scoping and resource assessment to better understand when work can start and how it impacts other projects by implementing a regular portfolio review in which the status of all the projects is reviewed. This implementation will help improve project management maturity and better serve the customers while managing resources and funds more efficiently. McGennis also recommend change to current software naming methodology for CISS to define versions by date along with a numeric identifier for the search and the workflow components. This will simplify and clarify communication to stakeholders about the CISS software. The changes will go into effect after version 11.4 which will improve the communication to customers and end users around release notes and other information.

b. **Update for CISS Deployment**

- Clinton PD will be the first to go paperless for Workflow. All processing changes that need to be done electronically are completed. Next will be Cromwell PD. Cromwell has completed training and the software at the PD has been updated by NextGen RMS Vendor. East Hampton PD and Portland PD will follow Cromwell in going paperless as both PDs have enabled Early Arrest Notifications. This will conclude the activity for GA 9 and then move on to GA 19 which is projected to include Tolland and Vernon PD. GA 11 is projected to be in the next quarter which will include Willimantic PD. (Note: These projections have been subsequently revised and can be seen in the information packet from the latest Governance Committee on 12/09/22.). CJIS-CT Project Manager Chris Lovell further explained that Release 11.4 will impact Judicial, DCJ, and other agencies which will allow prosecutors to release, redact or hold documents and then send them to downstream agencies.

- CJIS Project Manager Sean Bucher lead the workflow deployment discussion by stating that RMS Vendor NextGen is tied in with LiveScan Interface with over 50PDs into CISS that are L1 Certified. RMS Vendor Accucom is working to connect the remaining 3 PDs that are L1 Certified and by connecting the 3 PDs it will finish their fleet. Their primary development is focusing on the user interface, design, and upgrades. Vendor IMC RMS is Level 1 Certified and moved into pilot testing with Brookfield PD. The IMC RMS Team's initial submission is at a success rate of approximately 75% and their pilot target error is less than 1%. Bucher further explained that RMS Vendors in L2, NextGen, is in production. IMC L2 validation testing is underway. Central Square completed L2 development and is in validation testing for the UAR Summons and communicating back to their software. Approximately 71.6%+ of all State of CT arrests will be able to go through CISS electronically.

- CJIS-CT Project Manager Sazara Johnson noted that Workflow onboarding is currently at an average of 44% of agencies in each quarter finishing that quarter of onboarding. According to this percentage, about four agencies per quarter will finish within three months. Presently, 3,070 people have been trained and certified. At the current trajectory and limited capabilities, onboarding may not be complete until January 2027. The success rate of onboarding is about 91%. At this rate everyone will be able to be connected to CISS by December 2023 to March 2024 if 11 to 14 agencies participate per quarter of the 109 municipal agencies (police departments).

c. **CJIS Operations Management/CJIS Project Portfolio**

- Initiatives discussed currently include an improvement in communication to different parts of the CISS customer base and management; goal is to receive feedback from the CISS users. Another improvement mentioned was maturing the CJIS Help Desk and aiming to expand the use of customer surveys. CJIS-CT Program Manager Tezaris discussed the importance in hearing from users on digital workflows to further understand what most valued and what challenges they are facing in order to bring the highest value to them. This led the discussion to introducing a system CISS user group starting in the second half of 2023. Another project listed on the Portfolio was CISS Internet Search through handheld devices which will allow for officers that may not have received information from dispatch to be able to go to CISS Search and make an inquiry before they approach a situation. Tezaris further discussed the formation of a committee with the RMS vendors in the state to move forward with connectivity in order to know what is happening in the industry and solicit improvement ideas for CISS.

- Discussion concerning the risks for the current projects included RMS Vendor participation currently not providing 90% of all arrests for CISS Workflows. CJIS will need to add one more large RMS vendor in order to achieve 90%+ of arrest information. A request has been made through OPM for $450k in order to contract the additional RMS vendor. There is a potential that CJIS may need to provide a solution for LEAs with non-CISS connected RMS Vendors in the future. Another risk that was expressed is that CJ Agency Partner personnel retirements are expected to continue over the next 2 years and could cause delays to schedule and increase cost. CJIS is working with Agency Partners to identify retirements that can impact CISS deployment early and will work with Agencies to have a backup person in place.

    o Tezaris briefly discussed the Capital budget with the total bond funds received for Phase 1 and Phase 2 totaling 69.8 million leaving a remaining of $1.3million to cover the rest of the FY.

    o The FY23 General Fund has allowed CJIS-CT to be fully funded with a total budget of $5.8 million.

  d. **Clean Slate Project Update**
  - CJIS-CT Technical Project Manager Mark Sperl discussed the updates for Clean Slate by first noting that Clean Slate components are out of development and being tested in the system test environment. Sperl anticipates that it will come out of the system test in about 2.5 weeks and then moved into the UAT environment where all partners can test. The target date is 12/16/22. The new legislation (PA 22-26) in May of 2022 added scope and will impact the schedule and timeline of August 31, 2023. The latest projected completion date for a Clean Slate automation is based on update estimates from DESPP vendor Idemia and integration milestone deliveries. DESPP Vendor, Idemia, Requirements Definition Document (RDD) is currently in development.
    o Sperl also discussed the potential risks of the Clean Slate Project which included: data availability and data quality issues may exist that require workarounds/or scope modification. To mitigate this risk, CJIS-CT discovery process will include data analysis and cleansing required for automation implementation. Sperl stated that a manual process for non-automatic erasure process to handle cases due to data deficiency is under review.

  - IT Capital Investment Budget has been reviewed and each agency has received the appropriate funds.

VI. **2023 Quarterly Meeting Schedule**

Dates: Thursday, January 26, 2023
Time 1:30 to 3:00 PM
Location: TBD

VII. **Adjournment**

There being no additional comments or discussion, or action items of note, Marc Pelka adjourned the October 27, 2022, CJIS-CT Governing Board Meeting at 3:22 p.m.