



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

April 27, 2023, 1:30PM

Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Sharonda Carlos, Deputy Commissioner, Department of Correction; Judge Patrick Carroll, Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, Division of Public Defender Services; Chief Donald Melanson, Director, CT Police Chief Association; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; Debra Notarino, Division Manager; Angel Quiros, Commissioner, Department of Correction; Mark Raymond, Chief Information Officer; James Rovella, Commissioner, Department of Emergency Services and Public Protection; John Russotto, Deputy Chief State's Attorney, Office of the Chief's State Attorney; Richard Sparaco, Executive Director, Board of Pardons and Paroles; Jennifer Zaccagnini, Chairperson, Board of Pardons and Paroles

Other Attendees:

Lauren Clarke (DAS/BITS), Chief Vincent DeMaio (Clinton Police Department), Ralph Dagostine (Judicial), Christopher Duryea (Judicial), Evelyn Godbout (DCJ, PM), Alan Johnson (DESPP), Naveen Prathikantam (DCJ), Jo Anne Ramm (DESPP), Bryan Sperry (CSSD), Tanya Stauffer (AIC)

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; Pasquale DeMichelle, CJIS HelpDesk Manager

A regular meeting of the CJIS-CT Governing Board was held on April 27, 2023. Due to public health concerns surrounding the COVID-19 pandemic, the Committee's meeting was conducted on Microsoft Teams

I. Welcome

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Judge Patrick Carroll called the meeting to order at 1:30pm to welcome all attendees. Governing Board Co-Chair Undersecretary Marc Pelka welcomed the new Commissioner of the Board of Pardons and Parole, Commissioner Jennifer Zaccagnini. Executive Director McGennis started with the other business topics to permit maximum time for discussions.

II. Approval of Minutes

Previous Governing Board meeting minutes held January 26, 2023, were approved.

III. CJIS-CT Business

a. Workflow Deployment Project

- 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. Executive Director James McGennis invited Deputy Chief State's Attorney, John Russotto (DCJ) to share valuable insights and perspectives from the prosecutor's view on the benefits of CISS Workflow. Russotto was supportive of the CJIS-CT team and Workflow Project Manager, Chris Lovell for assisting DCJ and prosecutors with the rollout of CISS Workflow and bringing the various agencies together. Russotto also noted that as the rollout continued with GA 9, the Judicial Branch and Prosecutors made use of CISS which sped up how the paperwork gets shared throughout the system, specifically with the Bail Commissioners.

b. Bond Fund and Digital Evidence

- Executive Director McGennis noted that the request for bond funding was authorized at the April 6th Bond Commission Meeting. CJIS-CT will be working with OPM and other partner agencies and branches to start the process. Currently, a request for funding allocation has been submitted to OPM. McGennis noted that there will be more updates to follow as this item gains momentum. John Russotto shared an update from the division concerning the process of moving forward with a state contract on a third-party vendor to support digital evidence storage for DCJ and will share with the Board the lessons learned.

IV. CJIS-CT Projects

a. Executive Director Update

- Executive Director McGennis stated the CJIS-CT GB continues to execute projects and programs to support legislative initiatives as well as supporting collaboration across inter-branch and inter-agency partners on various other projects. McGennis highlighted the focus on a major initiative of delivering an automatic Clean Slate erasure process per legislation, further noting that the current technology approach in implementation points to a late Q4 2023 system activation date.
- McGennis also noted the ongoing discussion with OPM on the conversion of some key consultant roles over to full time state employees.
- A Vision and Mission Statement was reviewed with the Board focusing on the future of CJIS-CT by highlighting the top three goals including: Support the Completion of Clean Slate Automated Erasure System, Deploy CISS Digital Workflow statewide and deploy workflow to all integrated RMS municipal police departments, and train all willing and able CISS Search users on an ongoing basis.
- McGennis also reviewed the CISS Project Timeline with the Board that lists the general project timeline highlighting a few key events that are helpful to the broader stakeholder community. McGennis noted CJIS-CT is in Phase Two of the Workflow Deployment.

Governing Board Co-Chair Marc Pelka praised McGennis and the CJIS-CT team for putting the Timeline together that provide a high-level overview of initial briefings.

- A project management scorecard was reviewed to show the health of a set of projects with a highlight on watch items.

b. CISS Workflow/Search/RMS Updates

- CJIS-CT Project Manager, Chris Lovell, discussed the status of CISS Workflow Deployment noting that GA9 deployment finished, with the exception of Old Saybrook who will be scheduled for later in the year. Lovell noted that Clinton PD is completely paperless and soon Cromwell PD will be completely paperless as well. Lovell identified a risk with the smaller PDs such as East Hampton PD and Portland PD not having many individuals in their IT departments, causing IT work to be outsourced which increases time with connectivity. Lovell also noted CSSD had 150 individuals complete CISS training. utilizing Early Arrest Notifications, soon CSP will onboard which will provide a significant increase in workflow network traffic.
- CJIS-CT Project Manager, Sazara Johnson, noted that CISS Search onboarding is currently at 55% completion rate of identified cohort with 3,776 users trained and certified out of 6,912. Johnson also showed appreciation to Lauren Clark at DAS/BITS for getting the upgraded routers for municipal police departments in place. Johnson noted that Group A police department cohort is 100% completed with the onboarding process, Group B is nearly completed, and Group J is in the process of deployment. The other Groups are proceeding per plan.
- Internet access to CISS is being accelerated to improve Connectivity to CISS Search. Discussion continued around the remaining 20 PDs that are included in the connectivity audit process for the current Service Excellence Initiative. Johnson addressed concerns of the remaining PDs due to budgeting, lack of resources, other priorities due to lack of IT staff potentially impacting schedules.
- CJIS-CT Project Manager, Sean Bucher, provided RMS Vendor updates stating that CJIS-CT is currently on schedule to target completion with 90% of arrests stored, inclusive of future vendors. NexGen has Integrated LiveScan Interface with DESPP and is going be a significant improvement allowing information to be entered once. Third party RMS vendor Accucom is in the middle of finishing development and certification and aiming to be in Pilot Phase in Q3 2023. Bucher noted that CJIS-CT is currently looking for a contract with RMS vendor Inform and new RMS vendors in the CT market (Motorola and Axon) integration efforts are being reviewed.
- Bucher also presented a scorecard for CSP workflow deployment discussing the current timeline and status of L1 implementation, deployment, and training.

c. Clean Slate Update

- CJIS-CT Technical Project Manager, Mark Sperl, discussed the updates for Clean Slate Project stating that the target go-live date is still on schedule. Sperl also noted that the tasks underway with DESPP vendor Idemia are a concern with meeting project timelines and a watch item. Sperl also discussed next steps with CJIS-CT SDDB application with the target date of code completion for mid-May. Discussion continued addressing the risks and issues of Offender Matching. Sperl also highlighted the key deliverables in the Gantt

chart that conveys the challenges related to the Offender Docket Matching and related issues with data across systems.

d. Program Manager Update Operations/Other Projects/Risks/Issues

- Program Manager Mark Tezaris introduced the CISS S3 Report Scorecard that highlighted the status of and health of all CISS agency source systems. Access to Weapons and Wanted feeds were highlighted and subsequent discussions will be held to further plan for connection to these systems. A project portfolio was reviewed that provided the overview of the various projects. CJIS-CT has currently 39 projects either in flight or planned for future start. Tezaris also reviewed the target and status of the CISS Steady State Phase, noting the priority on security policy updates including internet access, and shared with the board the news of recent interviews for software tester.

V. 2023 Quarterly Meeting Schedule

Dates: Thursday, July 27, 2023

Time 1:30 to 3:00 PM

Location: Virtual

VI. Adjournment

Judge Patrick Carroll offered the closing remarks by recognizing the CJIS-CT team for the presentation of information that was easy to understand and Undersecretary of Policy Management Marc Pelka also complimented the formatting and streamlined approach of the presentation. In addition to the closing remarks, CJIS-CT Project Manager Sazara addressed the questions and concerns regarding the remaining 20 municipalities to connect with CISS. An action was taken for McGennis to meet with Pelka to discuss plans around connectivity to these police departments. The meeting adjourned at 2:44p.m.