State of Connecticut
Criminal Justice Information System (CJIS-CT)
Governing Board
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CJIS-CT Governing Board – Governance Committee – Meeting Minutes
August 11, 2023, 10:00 am
Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:
Judge Patrick Carroll, Former Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; Chief Paul Melanson, CPCA; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-Chair; James Rovella, Commissioner, DESPP; John Day, Deputy Chief Public Defender, Esq., Designee, CPD

Other Attendees:

Glory Bulkley, DESPP; Naveen Prathikantam, DCJ; LTC Mark Davison, DESPP

CJIS-CT Staff and Contractors in Attendance:

James McGennis, CJIS GB Executive Director; Mark Tezaris, CJIS Program Manager; Tamika Potts, CJIS Technical Writer; Tammi Harris, CJIS IT Analyst

I. Welcome

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Judge Patrick Carroll called the meeting to order at 10:02AM and 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 July 14, 2023 were approved.

III. Business Topics

a. Workflow Deployment – RMS Communication Improvements
- CJIS-CT Executive Director, James McGennis, welcomed all attendees and led the discussion emphasizing the objective of improving communication and collaboration with RMS vendor base for workflow deployment tasks. ED McGennis turned the discussion over to CJIS-CT Program Manager, Mark Tezaris, to provide additional details of communication improvements for this project. Tezaris emphasized two areas of concerns including coordination and communication between CJIS-CT, its stakeholders, and RMS vendors. Tezaris noted that due to a lapse in timely communication and problem resolution with the current RMS vendor involved in workflow deployment, the schedule was delayed in transitioning CJIS-CT stakeholders (e.g., courts, prosecutors, and municipal police departments) to electronic workflows. A mitigation was put in place to reduce the impact to the schedule. CJIS-CT has obtained vendor support for appointing a communication point-person from the RMS Vendor to assist CJIS-CT project managers and stakeholders with status updates and to answer any questions in a reasonable

timeframe. CJIS-CT also has scheduled a daily meeting with the RMS Vendor to coordinate daily work and successes and expedite what work is remaining.

- Co-chair Judge Patrick Carroll raised the question of what caused the lack of communication from the RMS Vendor. Tezaris shared that due to the size of the RMS Vendor's team compared to the amount police departments that they are connected to, there may have been a lack of resources and prioritization that impacted the communication.

b. **Other**
   No additional topics were discussed.

IV. Risk/Issues/Tasks and Project Portfolio

- ED James McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting.

  o **Risk 1 – Source Systems not available to CISS Search.**

     ▪ It was discussed that CJIS-CT has encountered issues with the current Weapons, limited Wanted, and current Criminal History Data not being available in CISS Search. Collaboration efforts continue to progress with CJIS-CT, DESPP, their vendor, and BITS to put together a solid project plan with dates to re-activate these data feeds. Management attention from DESPP is requested to keep visibility on these important projects.

  o **Risk 2 – CISS System Reliability/Up-time not meeting 99.9% requirement.**

     ▪ ED McGennis noted that CJIS-CT is looking to collaborate with its partner agencies to track CISS system and source subsystem up-time which will provide visibility to where improvements need to be made. McGennis further noted that CJIS-CT plans to assign resources to a scorecard project that has a goal of identifying areas of concern and support plans to improve and enhance endpoint monitoring. The mitigation efforts are in the early stages of development and once implemented will be critical for CISS steady state operation.

  o **Risk 3 – CJIS-CT Community Fusion Helpdesk needed to coordinate workflow deployment without major issues.**

     ▪ ED McGennis noted that as CJIS-CT scales with CISS by adding additional GAs, PDs, and other agencies to workflow and more CISS Search users, service desks requests are expected to increase. To mitigate this risk, CJIS-CT is working with CIO Mark Raymond (DAS BITS) on how to leverage the statewide enterprise to support an integrated fusion helpdesk concept. More to come in a future update.

- o **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**
    - ▪ ED McGennis emphasized the importance of mitigating this risk as it will improve the CISS Workflow deployment schedule, reduce costs, and improve customer satisfaction with the workflow deployment. During the discussion of the communication improvements, concerns were raised by DCJ representative Prathikantam regarding the lack of an IT test lower environment by the RMS vendor, and how this impacts schedule and delays technical outcomes. There will be further discussions to mitigate and resolve any uncertainty and concerns around this topic. An action item was taken to schedule a meeting where the topic can be discussed, and action plans formulated to mitigate any issues.

- o **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**
    - ▪ During the discussion, ED McGennis emphasized the importance of resolving this issue in order to ensure that CJIS-CT has a stable core of state employees to support CISS steady state operation. McGennis noted that good discussions were made with OPM Fiscal and Labor Relations that provided clarity on the next step, which is to identify the CJIS-CT positions to be funded under DAS BITS IT Optimization CIO Mark Raymond. McGennis further noted that a meeting is scheduled the following week with CIO Mark Raymond's lead to discuss coordinating budget inputs for the midterm budget adjustment cycle. OPM Fiscal recommended to get the budget information in for FY25.

- o **Issue 2 – Request Governance Committee to modify CJIS-CT legislation requiring all RMS vendors to adhere to new CISS standards and require connectivity to CISS.**
    - ▪ Now that the legislation is signed into law, ED McGennis noted that CJIS-CT is focusing on PD outreach and education including updating the CJIS-CT website to provide information on how RMS vendors can become CISS Certified. Additional information concerning this new legislation will also be included in the next newsletter in September.

- o **Issue 3 - DESPP Livescan/RMS Interface Issue**
    - ▪ It was discussed that Dane Silcox (DESPP) will be meeting with the vendor Idemia and NexGen in the following week to discuss an option for backward compatibility on the inbound interface from the RMS vendor to LiveScan. Progress is being made on this issue but has been impacted due to Clean Slate priorities.

- o **Task 1 – Discontinuing Judicial's CIB interface and Friday File.**
    - ▪ ED McGennis noted that the CISS software has been updated to allow transmittal of the CIB data through CISS and is in the final implementation stages before it goes live. Currently, there is a round of validation testing

that needs to be conducted and CJIS-CT is working with its partners at Judicial to schedule and complete the work.

- o **Project Portfolio Summary**

  - ED McGennis provided an overview of the current CJIS-CT projects. Currently, there are 48 projects in scope with CISS Search, Workflow, and Clean Slate being the priorities. Other projects include infrastructure, data governance, compliance, security, and projects requested by other agencies.

  - CJIS-CT Program Manager, Mark Tezaris, also shared that CJIS-CT is working on prioritizing each project based on the stakeholder's needs, the governing board's preferences, and strategic goals. This will allow CJIS-CT to focus its resources on the higher priority projects by putting the other project on hold until resources are available.

  - Co-Chair Judge Carroll noted the number of projects shown and stressed that the CJIS GB must remember that the initial goal of the CISS project, that's simply stated, was public safety and to act as a tool for law enforcement officers in the field to make their job easier, to provide them with resources to do a better job of protecting all of us. We must never lose sight of that goal.

V. 2023 Monthly Meeting Schedule

Date: Friday, September 8, 2023

Time: 10:00am

VI. Adjournment

Closing remarks from Undersecretary Marc Pelka included thanking everyone for their participation and hard work outside of the meetings. The meeting adjourned at 10:40am.