

**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>

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**CJIS-CT Governing Board- Governance Committee-Meeting Minutes**

February 10, 2023, 10:00 am  
Microsoft Teams Virtual Meeting

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

Judge Patrick Carroll, Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, OPD; Chief Neil Dryfe, President, Member, CPCA; Chief Donald Melanson, Vice President, CPCA; Mark Raymond, Chief Information Officer, DAS; Maurice Reaves, Assistant Division Director, Criminal Justice Policy and Planning Division; James Rovella, Commissioner, DESPP ; John Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney

**Other Attendees:**

Chief Patrick Ridenhour, Danbury PD

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

James McGennis, Executive Director; Tamika Potts, Technical Writer; Mark Tezaris, Program Manager

*A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on February 10, 2023. 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-Chair Marc Pelka has delegated Maurice Reaves, Assistant Division Director, Criminal Justice Policy Planning Division, to cover the meeting in his absence. 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 January 13, 2023 were approved.

**III. CJIS-CT Business**

**a. CISS Workflow – Deployment for CSP – Proposed Schedule**

Executive Director James McGennis briefly discussed the current progress of Workflow. McGennis noted that workflow process automation was piloted with Clinton PD and soon with the remaining PDs in GA9, then GA4 in Waterbury. McGennis also noted that after GA4, CJIS-CT will evaluate the possibility of moving up workflow deployment for Connecticut State Police; allowing workflow benefits to impact more police officers and courts.



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**b. CISS Search – Sources Availability**

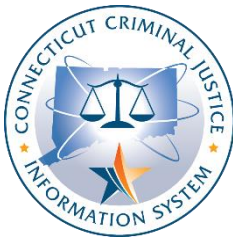
McGennis noted that as CJIS-CT works diligently to finish up CISS Workflow and CISS Search training, the goal is to focus on transitioning into a steady state operations and maintenance phase. One main task is ensuring that source systems are connected and publishing current data into CISS. There are several data feeds that have been previously connected to CISS that need to be reconnected and refreshed due to databases being moved to new servers, expansion of any access, and connectivity. Two of these feeds include CCH WEAPONS and WANTED. CJIS-CT is currently working with Dane Silcox's team (Manager, Identification and Records, DESPP) on CCH and Oracle, which is on track for March completion, and Glory Bulkey (CSO-CJIS Security Officer, DESPP) on WEAPONS and WANTED, which currently does not have a firm date.

**c. Racial Profiling Prohibition New Platform Production Target Date 02/28/2023**

Discussion included the goal for the Racial Profiling Prohibition Project to transition to the new platform that includes the application database and web service that CJIS-CT built. CJIS-CT is currently working on testing with Glory Bulkey (DESPP) to ensure attainment of the production target date of 02/28/2023.

**IV. Risk/Issues/Tasks and Project Portfolio**

- Executive Director McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting. McGennis discussed the active risks including Risk 1 concerning the source systems not being available in CISS Search and Risk 2 concerning the DESPP LiveScan/RMS Interface Issue. Previous discussion in the meeting addressed the mitigation of Risk 1. McGennis noted that the CJIS-CT team will continue working with partner agencies to complete the tasks and activities to get the data fees publishing back into CISS Search. Meetings are being held with CSO Glory Bulkey (DESPP) and Dane Silcox (Manager, Identification and Records, DESPP) to check on the status of feeds and soon with the BITS team for additional support. Discussion on Risk 2 centered around data discrepancies with LiveScan/RMS Interface such as double entry due to loading in the data manually into LiveScan causing an increase workload on police officers. Discussion will be had between CJIS-CT and Dane (DESPP) to determine ownership for the additional RMS vendors.
- The issues that were discussed continued with the high number of consultants and transitioning them into state employees and RMS vendors integrating with CISS. Executive Director McGennis discussed the transition plan from consultant to state employee is in place and stated that it is included in the FY24-25 biennium proposal. CJIS-CT is currently working with DAS BITS to opening other requisitions that are essential to CJIS-CT's CISS operations and maintenance phase. CJIS-CT is working with OPM and DAS BITS and is starting to gain traction on this issue.
- McGennis provided updates on the Legislative Proposal requiring vendors of criminal justice, RMS or record management systems to obtain approval from the CJIS-CT GB prior to



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connecting to CISS. McGennis noted that a bill has been raised concerning this issue: S.B. No. 927 that is also viewable on the [CGA website](#). This issue remains open until the proposal process is complete.

- Task 1 concerning the CIB interface elimination was discussed. McGennis noted that the software changes that were in the CISS update was released at the end of December for cannabis also included the elimination of CIB interface. Implementation follow-ups will be completed by the end of the month which will allow for this task to be completed.
- A copy of the CJIS-CT project portfolio was reviewed. There are 29 projects in progress, with the CISS Workflow deployment, CISS Search/Connectivity, and Clean Slate being the priorities. Internet access for CISS Search is currently being evaluated. Besides these priority projects, a number of CISS infrastructure projects are in work.

**V. 2022 Quarterly Meeting Schedule**

**Date:** Next Meeting Friday, March 10, 2023

**Time:** 10:00 to 11:00 AM

**VI. Adjournment**

Closing remarks from Judge Patrick Carroll and Assistant Division Director, Maurice Reaves, included commending McGennis and the CJIS-CT team for their efforts in expediting the meeting along with the information provided in the presentation. The meeting was adjourned at 10:26AM