



**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**

January 13, 2023, 10:00 am  
Microsoft Teams Virtual Meeting

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

Glory Bulkley, CSO , DESPP; Judge Patrick Carroll, Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; Chief Neil Dryfe, President, Member, CPCA; Mark Davison, Lt. Col Commanding Officer, DESPP; Chief Donald Melanson, Director, CPCA; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; Mark Raymond, Chief Information Officer, Department of Administrative Services; 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, Tamika Potts, Technical Writer; Mark Tezaris, Program Manager

*A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on January 13, 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 called the meeting to order at 10:01 am to dedicate a moment to recognize Judge Carroll's decision to enter the role of Senior Judge and welcomed all attendees. Judge Patrick Carroll 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 November 18, 2022 and December 9, 2022 were approved.

**III. CJIS-CT Business**

**a. Cannabis Erasures – successful go-live**

Executive Director McGennis noted the successful go-live and thanked the Judicial Branch and Executive Branch agencies for their partnership and collaboration for completing the January 1, 2023 go-live of the automated erasure system. McGennis further stated that due to this execution, over 43,000 people have benefited from this process as noted in press releases and press conferences. McGennis also noted the informational clean slate and cannabis website went



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live for the State of Connecticut and will provide public information on the process, including petition for erasure. CJIS-CT Governing Board Co-Chair Marc Pelka took a moment to applaud the agencies, the Executive Branch, Judicial Branch, local government, and stakeholder associations that participated in the process and implementation of the automated erasure system.

**b. LiveScan/Idemia**

Chief Melanson provided a quick overview of how the request to identify funding for municipalities was made to maintain Idemia LiveScan and making sure that the systems are up-to-date and running properly. This is especially important considering the impact it may have on CISS Search and Workflow. Chief Melanson further stated that he will be working with CPCA and OPM to identify potential sources of funding for the law enforcement agencies that are effective.

**c. Workflow Complete Arrest Package – Team Approach for Deployment**

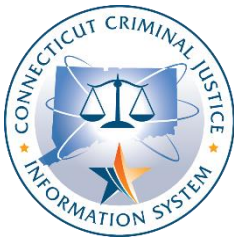
Executive Director McGennis stated that CJIS-CT Governing Board is currently collaborating with DCJ and Judicial stakeholders to present a one-team approach to the municipal police departments and courthouses as Workflow moves into different GAs. McGennis noted that CJIS-CT would like to demonstrate to other municipal police departments how other parts of the system including prosecutors, courthouses, court clerks are moving into the automated workflow process. McGennis continued that this will help articulate the need for change management. Deputy Chief State Russotto suggested automated workflow be tested in Middletown where there is a higher volume of arrests compared to Clinton. Program Manager Mark Tezaris confirmed that an estimated target date for pilot in Middletown will be around February or towards the end of February. Middletown will be completed and verified before any workflow deployment in GA4 (Waterbury)

**d. Clean Slate Erasure: Lessons Learned from Cannabis to Inform Clean Slate Project**

Executive Director McGennis noted that capturing and archiving the lessons learned from Cannabis will aid in the process of the Clean Slate Project. Project teams will allocate time to capturing lessons learned.

**e. Digital Evidence**

Executive Director McGennis discussed that the next step was to resubmit the request to the State Bond Commission for Funding and asked CJIS-CT Governing Board Co-Chair Marc Pelka for recommendations on how to move forward with securing funding to start the study process. McGennis offered to draft a white paper for the secretary's consideration. Pelka suggested that this consideration can be reintroduced in the next Bond Commission to remind the members of the Bond Commission the urgency for the funds.



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Chief Information Officer, Mark Raymond, inquired about one negative response concerning Clean Slate to see if it had been addressed. Pelka advised that during the last press conference an array of questions were addressed concerning the timeline of Clean Slate. Pelka acknowledged that they are on record of describing the intensive efforts that have been undertaken since the law was passed along with addressing the technological challenge confronting branches and agencies working to implement Clean Slate. Pelka assured that the efforts taken remain a priority.

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

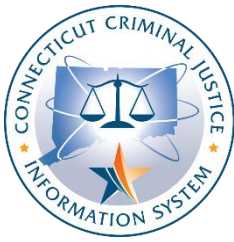
- Executive Director McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting. It was recommended that Risk 1 concerning cannabis to be closed as CJIS-CT completed the CISS software version for the release at the end of December. This facilitated the erasures due to the active team efforts between CJIS-CT and its partners, supporting the go-live. There were no objections.
- The issues that were discussed included 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 biennium proposal. McGennis also stated that CJIS-CT is working with OPM, and, DAS BITS , and is starting to gain traction on this issue.
- McGennis addressed the open issue with the RMS vendors and stated that an agency legislative proposal from the CJIS-CT Governing Board to the Joint Judiciary Committee was submitted. This proposal would require vendors of criminal justice, RMS or record management systems to obtain approval from the CJIS-CT GB prior to connecting to CISS. This issue remains open until the proposal process is complete.
- Task 1 concerning the CIB interface 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 23 projects in progress, with the CISS Workflow deployment, CISS Search/Connectivity, and Clean Slate being the priorities. Besides these priority projects, a number of CISS infrastructure projects are in work.

#### **V. 2022 Quarterly Meeting Schedule**

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

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

#### **VI. Adjournment**



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There being no additional comments or discussion, or action items of note, the meeting was adjourned at 10:34AM