



STATE OF CONNECTICUT
Criminal Justice Information System (CJIS-CT) Governing Board
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CJIS-CT Governing Board Meeting Minutes

January 26, 2023, 1:30PM

Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

TaShun Bowden-Lewis, Esq., Chief Public Defender, Division of Public Defender Services; Judge Patrick Carroll, Chief Court Administrator, Co-Chair; John Day, Esq., Deputy Chief Public Defender, Division of Public Defender Services; Chief Neil Dryfe, President, CT Police Chief Association; 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; Natasha Pierre, Esq., Victim Advocate, Office of Victim Advocate; Angel Quiros, Commissioner, Department of Correction; Mark Raymond, Chief Information Officer; John Russotto, Deputy Chief State's Attorney; Richard Sparaco, Executive Director, Board of Pardons and Paroles

Other Attendees:

Chief Vincent DeMaio (Clinton Police Department), Ralph Dagostine (Judicial), Vilmaris Diaz (BoPP), Christopher Duryea (Judicial), Evelyn Godbout (DCJ, PM), Naveen Prathikantam (DCJ), Jo Anne Ramm (DESPP), Karen Sandler (Judicial), Tanya Stauffer (AIC), Bryan Sperry (CSSD), Diana Varese (Judicial), Stephen Looney (Judicial), Tanya Stauffer, Analyst International (Vendor), Richard Lafave, Consultant DAS/BITS and DESPP

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, Tamika Potts, Technical Writer/Communications Specialist

A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on January 26, 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 1:30pm to welcome all attendees and introduced the new agenda formatting. Executive Director McGennis explained the overview of the new presentation format and started with the other business topics to permit maximum time for discussions.

II. Approval of Minutes

Previous Governing Board meeting minutes held October 27, 2022 were approved.

III. CJIS-CT Business

a. Clinton Police Department Workflow Update

- 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 provide an update on some of the benefits and his perspectives on the electronic workflow initiative for Clinton PD. Chief DeMaio expressed that he found electronic workflow extremely helpful to Clinton PD, whose GA 9 is located about 30 miles away from the courthouse. Due to electronic workflow being able to run in the background, Chief DeMaio stated that it takes 1-2 officers off the road allowing sworn personnel to continue doing their patrol duties and other high priority tasks. Chief DeMaio also recognized the CISS Team and Developer Team on implementing the features and data that allowed the software to be simple to use.

b. Digital Evidence

- Executive Director McGennis briefly discussed the preexisting General Assembly authorization that was submitted to OPM for bond funding to support the study of centralized data storage for recordings from body-worn recording equipment and dashboard cameras. Undersecretary Marc Pelka recognized McGennis's efforts in creating a detailed White Paper elaborating the plan of the study and how it would benefit all agencies that are seeking to adapt in the management of the digital information. Currently, the January agenda has not been posted, but Pelka looks forward to providing briefings when the meeting takes place and keeping the Governing Board informed. In the interim, Chief Information Officer, John Rosutto, recently made progress with a temporary solution to storing cloud based digital evidence with vendor Axon until a more permanent solution has been identified.

IV. CJIS-CT Projects

a. Executive Director Update

- Executive Director McGennis stated 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 took a moment to recognize Judicial and numerous Executive Branch agencies for the January 1st go-live for the automated erasures for the low-level cannabis convictions where over 43,000 people have benefited from this process. McGennis also noted the recent go-live with the Clean Slate and the Cannabis Erasure website that will provide additional information to the public on the processes including petition. In addressing Workflow, CJIS-CT is working in GA9 and targeting GA4 Waterbury afterwards. There is still the request for additional funding for one more RMS vendor to OPM, which CJIS-CT needs to

attain targets for the percentage of arrest data, which is 90% of statewide arrest data to be available in CISS.

- McGennis addressed that the CISS code is currently frozen after the Cannabis release at the end of December. It was frozen to allow the team to focus their resources on the deployment of workflow and then allow the development team to go back and focus on the balance of the clean slate. Changes will be considered on a case-by-case basis.
- The Governing Board was briefed on the introduction of the project scorecard which is a visual tool that provides a clear and concise overview of the individual work streams that the team is engaged. The focus on the scorecard is the yellow statuses that currently include Workflow and Clean Slate due to schedule issues.

b. CISS Workflow/Search/RMS Updates

- CJIS-CT Project Manager, Chris Lovell, discussed the success of the Cannabis Erasure go-live, recognizing collaborative efforts that ensured the project will stay on schedule of release on January 1st, and addressed the ongoing erasure activity for 1,723 records that remain in OBIS.
- Discussion regarding workflow updates centered around the milestone for Clinton PD going completely paperless and then Cromwell PD going live effectively 01/26/2023. Next will be Portland PD and East Hampton PD going live the following week with early arrent notifications being turned on. After GA 9 being completely live by mid-February, the next focus will be on GA 4 in Waterbury. Naugatuck PD will be first, then a few smaller PDs including Middlebury PD, Watertown PD, and Wolcott PD. Waterbury PD will be the last to go-live in GA 4. Lovell addressed the biggest risk will be getting all the PDs online as this is a new and considerable change for them. Lovell addressed the questions from the board concerning the challenges that were encountered during the process of the GA 9 going live and the impact of workflow on the public defender office.
- CJIS-CT Project Manager, Sazara Johnson, noted that CISS Search onboarding is currently at 47% completion rate of identified cohort. Johnson noted that the targeted date of April 2025 to complete both the training for CISS Search and full router connectivity is on schedule and on budget. Currently, 3,215 people out of 6,912 have been trained and certified. The 6,912 trained users may change if chiefs and agency heads only allow certain staff to do searches instead of their entire staff. The current risk that remains is 30 PD/agencies' routers need to be upgraded. To mitigate this issue, CJIS-CT is working with DAS-BITS to use any available routers that are in good condition to aid in replacement of the routers that reached end-of-life.
- 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. NextGen early arrest notification is integrated with LiveScan interface and more than 50PDs are Level 1 Certified. Currently, CJIS-CT is moving forward into level 2 certification with Accucom that will be moving into PD Pilot for Integrated Testing, and then IMC is in the final testing stages for Level 2 Certification and will be moving into PD Pilot Integrated Testing as well. Bucher mentioned that a new vendor, Motorola, selected by Norwich PD, is being reviewed before integration with CISS.

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 for October 30, 2023. Sperl addressed that a change request is in process from DESPP vendor, Idemia, to extend their engagement through 2023 which may potentially impact the budget. Sperl noted the current risks from project stakeholders requesting guidance on the pre-2,000 sentences. Lastly, Sperl highlighted some of the accomplishments and deliverables from the past quarter such as Idemia and DESPP completing the functional requirements specification, Judicial SEO team delivering their first Phase Protective order registry function that's required to automatically determine part of the family violence conditions on a case, DOC and CSSD teams identifying methods to initialize sentence discharge records required for sentence management, and the CJIS development team beginning quality assurance testing including the core statute eligibility algorithm.

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

- Initiatives discussed currently include completion of the NextGen deployment of all state police and more than half of the PDs in the state by the end of 2023 calendar year. Another key scope was the introduction of a 'steady state' phase which includes a 'Build, Test, and Deploy CISS State-wide' model allowing CJIS-CT operations to be steady and predictable along with planned releases and transitioning consultants into state employee roles to maintain domain knowledge. Once in steady state, CJIS-CT will need the capability to handle change requests and new releases, along with steady human resources.

V. 2023 Quarterly Meeting Schedule

Dates: Thursday, April 27, 2023

Time 1:30 to 3:00 PM

Location: Virtual

VI. Adjournment

There being no additional comments or discussion, or action items of note, Judge Patrick Carroll adjourned the January 26, 2023, CJIS-CT Governing Board Meeting at 2:36p.m.