

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
<https://portal.ct.gov/CJIS>

CJIS-CT Governing Board- Governance Committee-Meeting Minutes

June 09, 2023, 10:00 am

Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

John Day, Esq., Deputy Chief Public Defender, OPD; Chief Paul Melanson, CPCA; Maurice Reaves, Assistant Division Director, OPM; John Russotto, Chief State's Attorney, DCJ; James Rovella, Commissioner, DESPP

Other Attendees:

Glory Bulkley, DESPP; Lt. Mark Davison, DESPP; Naveen Prathikantam, DCJ

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 June 09, 2023. Due to public health concerns surrounding the COVID-19 pandemic, the Commission's meeting was conducted on Microsoft Teams

I. Welcome

Judge Patrick Carroll, Co-Chair of the Governing Board of the Criminal Justice Information System (CJIS-CT), and Marc Pelka, Co-Chair of CJIS-CT Governing Board and Undersecretary of Criminal Justice Policy and Planning, were unable to attend the meeting. OPM Assistant Division Director Maurice Reaves was designated to represent Marc Pelka. Reaves welcomed all attendees and called the meeting to order at 10:01am. Executive Director, James McGennis 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 May 12, 2023 were approved.

III. CJIS-CT Business

a. CISS Workflow – Deployment for CSP and Scorecard

During the discussion led by Executive Director James McGennis, the progress of CISS Workflow was reviewed. It was mentioned that the focus for Workflow activation is on the GA4 region which includes the courts, prosecutors, and the five municipal police departments (Middlebury, Naugatuck, Waterbury, Watertown, and Wolcott). GA4 is expected to be complete in July. Another focus for the team was Workflow activation of Connecticut State Police (CSP). Level 1 Early Arrest Notifications were activated towards the end of May and are now available in CISS to authorized users. McGennis also highlighted recent CJIS-CT training statistics, sharing that an additional 148 users were trained, including 50 from Judicial Court Support Services. During the discussion on workflow, a concern was addressed from DCJ about limited system testing when



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PDs are coming live on to CISS. It was mentioned that it is the primary responsibility of the RMS vendor, however, the RMS vendors have limited platforms for testing. Further discussions with RMS vendors will be held to help the PDs have a smoother transition into CISS Workflow.

b. CJIS-CT Funding Request: Inform, Digital Evidence, and Clean Slate

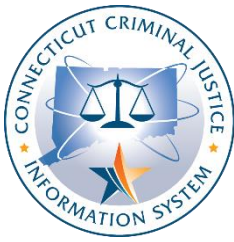
Executive Director, James McGennis, led the discussion on the funding requests that have been submitted. McGennis noted that a request for additional funding to complete the Clean Slate projects work has been submitted to OPM and a meeting with the IT Capitalization Committee is scheduled for June 13th. McGennis also noted that a request for funding RMS vendor Inform will be discussed in the same meeting with the Committee. In addition to the funding requests that were discussed, McGennis also shared that the funding allotment request for the study on centralized data storage of digital evidence has been made to OPM and is currently working through the process of being finalized. In parallel to this request, McGennis shared that CJIS-CT is continuing to plan for the study by opening two consultant positions to support the study.

c. Other

Executive Director McGennis noted that CJIS-CT received an access request to CISS Search from a federal law enforcement agency. The request was authorized after being reviewed/approved by CSP/CSO staff.

IV. Risk/Issues/Tasks and Project Portfolio

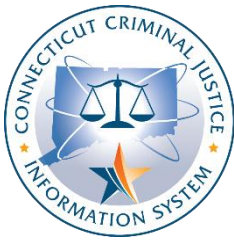
- Executive Director McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting. McGennis discussed the active risks including Risk 1 concerning the source systems not being available in CISS Search, Risk 2 concerning the CISS System Reliability and a new risk (Risk 3) concerning the CJIS-CT Community Helpdesk growth for Workflow support.
 - **Risk 1 - Source Systems unavailable in CISS Search**
 - Executive Director McGennis noted that the CJIS-CT team will continue working with partner agencies to complete the tasks and activities to get the data feeds publishing back into CISS Search. McGennis emphasized the recent productive meeting between CJIS-CT and DESPP/CSP on May 31, 2023. CJIS-CT will continue working with its partners at DESPP on the Weapons, Wanted, and CCH update. Ongoing project meetings are being held between CJIS-CT and Partner Agencies concerning this risk and more updates will be provided.
 - **Risk 2 - CISS System Reliability/Up-time**
 - Executive Director McGennis noted that CJIS-CT will be working with its partner agencies to populate a scorecard to track CISS system reliability. This will include looking at different source systems and the availability of the data which will help provide visibility on where to make improvements.



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The goal is to improve the up-time to 99.9%. McGennis noted that an increased system up-time will be important as CJIS-CT transitions into a steady state phase and sustainability.

- **Risk 3 - CJIS-CT HelpDesk Fusion**
 - Executive Director McGennis raised awareness to this risk due to a recent discussion between CJIS-CT and DESPP. McGennis noted that as more police departments and stakeholder agencies begin using CISS Search and Workflow, a natural increase in customer support requests will rise. Currently, CJIS-CT is studying ways to better leverage the enterprise to support a fusion concept around the HelpDesk. McGennis also In addition to scaling transitioning into a steady state, good service management practices are going to be key.
- The issues that were discussed continued with the high number of consultants and transitioning them into state employees and RMS vendors integrating with CISS.
 - **Issue 1 - High number of consultants**
 - A staffing plan was approved by the Governance Committee at the March 10 meeting, and the next step is for OPM to approve the budget for those positions before they are posted in the DAS position request system. A meeting is planned with some of the leadership at OPM to do a final review of the staffing plan. McGennis noted that one position was recently filled to replace a retiree, with an offer was made to transition one consultant software tester into a state employee.
 - **Issue 2 - Proposed RMS legislation**
 - McGennis provided the updated status of SB 927, noting that the bill has recently been approved by both chambers and is currently pending the Governor's signature. (Shortly after the meeting, the bill was passed and signed by Governor Lamont). McGennis expressed his gratitude to all who participated in the process and discussed the next steps to provide vendor education.
 - **Issue 3 - LiveScan RMS Interface**
 - In his remarks, McGennis stressed the importance of automation in reducing error rates and discrepancies between RMS and LiveScan data, which may directly affect CISS data quality. McGennis further noted that by having this integration, not only will it reduce error rates, but also the workload with having to enter data into both systems. Progress on this issue is being made.



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- Task 1 concerning the CIB interface elimination was discussed. McGennis noted that the software version 11.4 that was released at the end of December 2023 added the capability to send CIB information through CISS. McGennis shared that stakeholders are now completing implementation follow-ups and final testing with Judicial are taking place. McGennis noted that the delay on this task was due to the system test environment being tied up to support Clean Slate testing, but this issue is on schedule to be resolved by the end of June. Program Manager, Mark Tezaris, addressed the question on the elimination of CIB by noting that the information from CIB is already in CISS and by eliminating CIB will reduce the redundancy and cost to have both systems, making it more efficient to provide the data through CISS. DCJ noted that an improvement opportunity exists with the Risk matrices to clarify the 'what' and 'why' underpinning each risk, issue, or task. The CJIS team will add this moving forward.
- A copy of the CJIS-CT project portfolio was reviewed. There are 38 projects in progress, with the CISS Workflow deployment, CISS Search/Connectivity, and Clean Slate being the priorities, along with infrastructure compliance, data governance, and security. McGennis noted that good progress is being made on CISS Internet Access for Search and that once it goes live, an authorized user will be able to access CISS through any device that has a browser, using MFA. Additionally, CJIS-CT is updating the security policy from 2014 to capture any changes in the latest version of federal specs.

V. 2022 Quarterly Meeting Schedule

Date: Next Meeting Friday, July 14, 2023

Time: 10:00 to 11:00 AM

VI. Adjournment

Closing remarks from Maurice Reaves included commending McGennis and the CJIS-CT team for the information provided in the presentation. The meeting was adjourned at 10:26AM.