



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

March 10, 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 Donald Melanson, Vice President, CPCA; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-chair; Mark Raymond, Chief Information Officer, DAS; John Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney

Other Attendees:

Naveen Prathikantam, DCJ; Glory Bulkley, DESPP; Matthew LaFayette, OPM

CJIS-CT Staff and Contractors in Attendance:

James McGennis, Executive Director; Tamika Potts, Technical Writer; Chris Lovell, Project Manager

A regular meeting of the CJIS-CT Governing Board- Governance Committee was held on March 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 called the meeting to order at 10:04AM 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 February 10, 2023 were approved.

III. CJIS-CT Business

a. CISS Workflow – Deployment for CSP – Proposed Schedule

Executive Director, James McGennis, noted that workflow activation continues as planned with Level 2 transmittals being operational in Clinton PD and Cromwell PD. Middletown PD started on Friday, March 10, 2023, with two arrest packets coming in through CISS. Portland PD will be activated the following week and then East Hampton PD after. This will complete GA9 with the exception of Old Saybrook PD, which will be integrated in Q4 of 2023. McGennis also noted that CJIS-CT is currently working with CSP and RMS vendor NexGen on workflow Level 1 to allow Level 1 arrests notices to transmit early the following week.



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b. Scorecard for Workflow Deployment

McGennis introduced the development of a scorecard that will be used to track Workflow as it is deployed across the state. McGennis noted the benefits of having a scorecard by enabling project stakeholders to monitor progress and track performance against established goals and objectives. This will help CJIS-CT to identify any areas in Workflow that may be lagging or require additional attention. The scorecard will include metrics around the following: PDs, Connectivity, Partner Agency Training and Readiness, and Workflow Deployment Schedule Milestones.

c. CSSD DCJ Document Agreement by 04/03/2023

McGennis noted that CJIS-CT is currently coordinating with partner agencies, court support services and DCJ on a change access on the workflow process for some arrest documents. There are currently five different documents that require DCJ to review, hold, redact, or release prior to downstream agencies' access. McGennis noted that access to these documents is critical for CSSD processing same day arraignments as well as eliminating the need for DCJ to print out these documents. CJIS-CT is planning on a CISS software release, version 11.4.2, to implement this change.

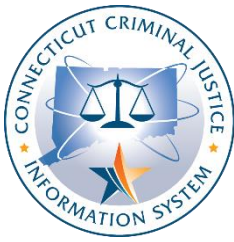
d. Other

Other topics included in the discussion focused on CJIS-CT's efforts on transitioning into a steady state phase by transitioning consultants into full-time state employees. While questions arose around training, advantages, and disadvantages associated with consultants and being a full-time state employee, Members of the committee collectively agreed and supported the plan of transitioning consultants into state employees, allowing for more consistency. Further discussion with OPM will be had concerning next steps.

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. McGennis noted that the CJIS-CT team will continue working with partner agencies and the CSO to complete the tasks and activities to get the data feeds publishing back into CISS Search especially with the Weapons and Wanted data feeds. Meetings are continuing to be held with Dane Silcox (Manager, Identification and Records, DESPP) on CCH. Progress is being made and completion on this data feed is projected for May 2023.
- 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. Idemia is under contract with DESPP and is continuing work on



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- the project to complete the interface between LiveScan and NexGen RMS. Idemia will also be publishing the application programming interface, API, for all other RMS systems to connect with LiveScan. CJIS-CT continues actively working with Dane's team on mitigating this risk.
- The issues that were discussed continued with the high number of consultants and transitioning them into state employees and RMS vendors integrating with CISS. Discussion concerning this issue was addressed earlier in the meeting and CJIS-CT is continuing to work on different action steps associated with 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 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. A public hearing is anticipated to be held later in the month concerning the Bill. Undersecretary of Criminal Justice Policy and Planning, Marc Pelka suggested consulting with Judge Patrick Carroll to finalize the testimony and distribute it to the Governing Board Members to raise the desire to testify the bill on behalf of the governing board.
 - Task 1 concerning the CIB interface elimination was discussed. McGennis noted that the software changes that were in the CISS update was released (R11.4) at the end of December that added capability to send infraction information. 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 34 projects in progress, with the CISS Workflow deployment, CISS Search/Connectivity, and Clean Slate being the priorities. McGennis noted that CJIS-CT moved the Connecticut Racial profiling prohibition application and database to new infrastructure. This project is in the final steps of pre-production with testing with a plan to release mid-month. Besides these priority projects, a number of CISS infrastructure projects are in work.

V. 2022 Quarterly Meeting Schedule

Date: Next Meeting Friday, April 14, 2023

Time: 10:00 to 11:00 AM

VI. Adjournment

There being no additional closing remarks the meeting was adjourned at 10:36AM