CJIS-CT Governing Board- Governance Committee-Meeting Minutes
May 12, 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; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-chair; Mark Raymond, Chief Information Officer, DAS; James Rovella, Commissioner, DESPP

Other Attendees:
Naveen Prathikantam (Representing DCJ on Behalf of Assistant Chief State Attorney John Russotto)

CJIS-CT Staff and Contractors in Attendance:
Chris Lovell, Project Manager; James McGennis, Executive Director; Tamika Potts, Technical Writer;

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 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 March 10, 2023 were approved.

III. **CJIS-CT Business**

a. **CISS Workflow – Deployment for CSP**
During the discussion led by Executive Director James McGennis, the progress of the Workflow was reviewed. It was mentioned that almost all of the workflow process automation for GA9 is complete, except for Old Saybrook, which is deferred until Q4 2023, along with Troop F and Connecticut State Police (CSP). The next step in the workflow automation process is the deployment schedule for GA 4 Waterbury, which includes training for the courts, prosecutors, and five municipal PDs in May/June. The team also focused on CSP Level 1 Arrest Notifications activation. Additionally, CJIS-CT has been collaborating with RMS Vendor NexGen with CISS Integration. A chart showing the training status from the past 30 days was reviewed. Over the past 30 days, 58 staff from different municipal police departments and 129 users from state agencies have been trained. Majority of the recently trained users came from Judicial CSSD and DOC. McGennis also noted that a request was submitted for additional support and resources

for DCJ integration activities between CISS Workflow and the EProsecutor tool to assist with the statewide rollout of CISS. DCJ Director of IT, Naveen Prathikantam, provided further input concerning additional resources to help with CISS workflow. McGennis further discussed that CJIS-CT is working with OPM on a recent request for funding to include RMS Vendor Inform for additional workflow integration.

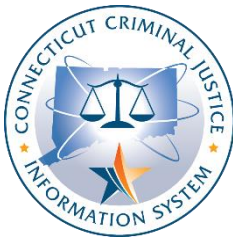b. **Scorecard for Workflow Deployment**

CJIS-CT Project Manager Chris Lovell provided updates on CSP Level 1 Early Arrest Notifications project noting that a lot of training has been complete with the Bail Commissioners, individuals with CSSD, and Family Services within the Courts. Early Arrest Notifications from CSP will help these agencies to process paperwork rapidly and view arrests as they are occurring.

c. **Other**

Executive Director McGennis briefly discussed Digital Evidence and the Bond Funding that was recently authorized at the April 6th Bond Commission meeting. McGennis further noted that a request for the allocation of the funding has been made to OPM. Once the funding has been received, planning will begin including a plan to staff the initiative accordingly. Undersecretary of Criminal Justice Policy and Planning, Marc Pelka shared that he will inquire about the status of this item.

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 DESPP LiveScan/RMS Interface Issue, and a new Risk (Risk 3) concerning the CISS System Reliability.

  o **Risk 1**
    - 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. 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.

  o **Risk 2**
    - Executive Director McGennis noted that CJIS-CT is receiving good support from DESPP to assist with addressing this issue.

  o **Risk 3**
    - Executive Director McGennis raised awareness to this risk due to a recent issue involving data sets failing with a couple of routers causing system downtime. McGennis noted that CJIS-CT will work with its partner agencies

to create a system up-time and reliability scorecard to provide visibility of where improvements can be made.

- The issues that were discussed continued with the high number of consultants and transitioning them into state employees and RMS vendors integrating with CISS.

  o Issue 1-High number of consultants

    ▪ Executive Director McGennis noted that a staffing plan was approved by Governance Committee attendees at the March 10 meeting, and that the next step is OPM to approve the budget on those positions prior to posting in the position request system. Undersecretary of Criminal Justice Policy and Planning, Marc Pelka provided an update from OPM concerning this issue, sharing that a meeting with the Secretary of the State is scheduled to review this plan.

  o Issue 2-Proposed RMS legislation

    ▪ McGennis noted that good progress has been made on this issue stating that a public testimony has been completed and that a substitute bill (S.B 927) that was voted out of the committee as joint favorable is now pending a House vote.

- 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 are taking place. This issue is on schedule to be resolved by the end of May.

- 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. McGennis noted that the project concerning the Connecticut Racial Profiling Prohibition application database was completed. Internet access for CISS Search is currently being evaluated. Besides these priority projects, a number of CISS infrastructure projects are in work.
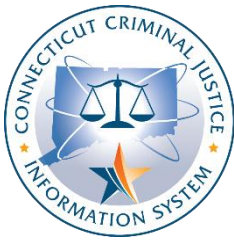
Questions/Concerns

Concerns were addressed about CISS Training and the eProsecutor tool. Offline discussion between CJIS-CT and DCJ will continue to address these concerns. Search Training

V.   2022 Quarterly Meeting Schedule

Date: Next Meeting Friday, June 09, 2023

Time: 10:00 to 11:00 AM

VI.   Adjournment

Closing remarks from Marc Pelka included commending McGennis and the CJIS-CT team for the efficiency of the presentation. The meeting was adjourned at 10:30AM.