



State of Connecticut

Criminal Justice Information System (CJIS-CT)

Governing Board

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CJIS-CT Governing Board – Governance Committee – Meeting Minutes

November 9, 2023, 1:00PM

Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Judge Patrick Carroll, Former Chief Court Administrator, Office of the Chief Court Administrator, Co-Chair; Chief Paul Melanson, President, CT Police Chief Association; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-Chair; John Russotto, Assistant Chief State's Attorney, Esq., Office of Chief State's Attorney

Other Attendees:

Glory Bulkley, CSO DESPP; Naveen Prathikantam, Director IT DCJ; LTC Mark Davison, DESPP; Steven Mann, BITS CSM for DESPP, Matthew LaFayette, DESPP

CJIS-CT Staff and Contractors in Attendance:

James McGennis, CJIS GB Executive Director; Mark Tezaris, CJIS Program Manager; Tamika Potts, CJIS Technical Writer

I. Welcome

The Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Marc Pelka and Executive Director James McGennis opened the meeting at 1:00PM by thanking everyone for attending and suggesting the meeting start with the other business topics to allow for maximum discussion time.

II. Approval of Minutes

Previous Governance Committee meeting minutes held on October 13, 2023 were approved.

III. Business Topics

a. RMS Vendor Discussion with CPCA – Communication Outreach

- CJIS-CT ED James McGennis discussed the successful passage of legislation mandating RMS vendors to integrate with CISS and the upcoming collaboration with CPCA to execute a joint communication strategy. McGennis noted the aim of this initiative is to inform stakeholders, particularly other police departments, about the implications of the new public act. McGennis also noted that CJIS-CT intends to share a list of RMS vendors that are currently CISS Certified.

b. Digital Evidence Study – Legal Considerations

- ED McGennis provided an update on the ongoing study regarding the feasibility of centralized statewide digital evidence storage and information sharing. Currently, CJIS-CT staff have initiated surveys and questionnaires with state agencies and municipal police departments. McGennis noted that they are also ensuring the incorporation of legal considerations by reaching out to the AG's office for legal support. Updates on the collaboration and progress will be shared once they receive a response.

c. CISS Updates to DCJ eProsecutor

- CJIS-CT Program Manager, Mark Tezaris, provided an update on the request received from DCJ for approximately 425,000 dockets from the Judicial criminal system. He noted that CJIS-CT worked with Judicial, DCJ, and DESPP, to gather the data into CISS which was formatted as case updates, and then uploaded the formatted data into eProsecutor to process Clean Slate erasures. Tezaris shared that the collaboration was successful, and Deputy Chief State's Attorney, John Russotto, expressed gratitude to DCJ IT Director, Naveen Prathikantam, and his team for their hard work in simplifying the workload.

IV. Risk/Issues/Tasks and Project Portfolio

- ED James McGennis reviewed the Risk/Issue/Task matrix. A copy was distributed to the attendees prior to the meeting.
 - **Risk 1 – Source Systems not available to CISS Search.**
 - ED McGennis discussed the different feeds for Weapons and Wanted source systems and expressed the confusion about the communication breakdown. McGennis shared that a new request has been received from DESPP legal department regarding statutory authority or prior written agreements for accessing Weapons data. He suggested having a meeting with DESPP Legal Director, Cynthia Isales, to clarify the next steps and discussed the possibility of resending previous documentation agreements if requested. In addition, he mentioned the ongoing inquiries from municipal police departments regarding the availability of data through the CISS Search portal.
 - CJIS-CT Program Manager, Mark Tezaris, emphasized the CISS advantage of having indexed source systems to provide law enforcement with information related to Weapons. The discussion concluded with an agreement on the necessity of further discussions to address the confusion and ensure clear communication.
 - **Risk 2 – CISS System Reliability/Up-time not meeting 99.9% requirement.**
 - ED McGennis emphasized the goal of achieving 99.9% uptime to demonstrate reliable services. He highlighted incremental progress in developing additional monitoring with the infrastructure team and plans to allocate more resources for uptime monitoring initiatives.

- **Risk 3 – CJIS-CT Community Fusion Helpdesk needed to coordinate workflow deployment without major issues.**
 - ED McGennis noted that as the user base expands, service helpdesk requests are expected to increase. He also mentioned CJIS-CT's collaboration with Mark Raymond's team and BITS for leveraging their tools to improve customer service. However, there is a need to replace a CJIS-CT help desk associate (consultant) before allocating more resources to this risk.

- **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**
 - ED McGennis discussed the challenges along with the progress in the activation of different geographical areas and police departments for the CJIS-CT CISS electronic workflow. He noted that CJIS-CT is making progress and have set a target completion date of May 2024 for the NexGen municipal police departments. Once this target is achieved, CJIS-CT will start working with other RMS vendors and smaller cohorts of police departments. Deputy Chief State's Attorney, John Russotto, emphasized the importance of physical presence for relationship building. Additionally, CJIS-CT Program Manager, Mark Tezaris, and DCJ IT Director, Naveen Prathikantam, provided updates on upcoming meetings and the involvement of the States Attorney's Office in Hartford. They highlighted the significance of these meetings for building relationships and gaining familiarity with CISS.

- **Risk 5 – Given recent legal interpretation of Clean Slate Erasure language in the statute, DESPP will not be displaying erasure case or charge data to their sworn law enforcement. The risk is that CJIS-CT will have to change the CISS Search code before 1/1/2024 so that DESPP arrest data that was erased will not be displayed.**
 - ED McGennis noted that this is a new risk as this requirement overlaps with Clean Slate. Currently, CJIS-CT is developing a proposal for implementing DESPP erase cases into CISS and is working with CISS software vendor, AIC, to implement this change. Implementation will likely be post 1/1/24.

- **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**
 - ED McGennis noted that there have been no substantive changes since the last review. A plan was put into the FY25 midterm budget adjustment forecast and CJIS-CT is working with BITS to identify a number of positions that need to be converted into State positions.

- **Issue 2 - DESPP Livescan/RMS Interface Issue**
 - ED McGennis emphasized the importance of reducing error rates and discrepancies between the RMS data and the LiveScan data, which would ultimately become a CISS data quality issue. Currently, DESPP is coordinating next steps with RMS vendor, Idemia. Mitigation efforts are still in progress, but are impacted from the scale of the change and Clean Slate priorities. (Note: this is a DESPP-managed project.)

- **Issue 3 - CJIS-CT is getting an increase in requests from non-criminal justice agencies for access for CISS Search data to help them make better decisions involving public safety. This includes public safety departments at academic institutions, DSS, Department of Consumer Protection, and the Department of Revenue Services.**
 - ED McGennis noted that the requests received aim to assist in making better decisions in public safety. He recommended two options to address this issue: reactivating the previous legal committee to vet agencies and authorize access to CISS Search data or leveraging the AG's office for legal support. The committee came to a consensus that guidance from the CJIS-CT legal committee is furnished for advisory purposes and in this case CJIS-CT needed a legal opinion, hence the AG's office should be engaged when the requests are formally made by the agency to CJIS-CT.

- **Task 1 – Discontinuing Judicial's CIB interface and Friday File.**
 - ED McGennis emphasized the importance of automating the distribution of CIB information through CISS. Currently, Judicial generates a report every Friday for distribution to other agencies by utilizing a mainframe system, and the goal is to replace that with an automated delivery through CISS. There have been no substantive progress since the last review as the focus was on DCJ support with pre-2010 records. McGennis noted that the aim is to wrap up this testing by the end of the month with more updates to come.

- **Project Portfolio Summary**
 - CJIS-CT Program Manager, Mark Tezaris, reviewed the portfolio and shared that there are currently, 49 projects are in scope listed by priority, with Clean Slate and CISS Workflow as the top priorities. ED McGennis shared that there is a project intake system where agencies can submit work requests. He emphasized that there are additional pending requests not listed in the document, as the current list only includes ongoing projects.

V. Open Discussion

CJIS-CT ED McGennis opened the floor up for an open discussion on any topic that the Committee wanted to discuss.

- The discussion included the importance of engaging agencies, increasing CISS Search volume of searches, and prioritizing projects based on their impact on the Criminal Justice community. The discussion highlighted the need for collaboration, agile approaches, and gathering user requirements.

VI. 2023 Monthly Meeting Schedule

Date: Friday, December 8, 2023

Time: 10:00am

VII. Adjournment

In the closing remarks, the committee members expressed their gratitude and appreciation for veterans and service members. DESPP CSO Glory Bulkley took a moment to thank veterans for their courage and dedication to keeping the nation safe, wishing everyone a happy Veterans Day. ED James McGennis, Co-chairs Judge Patrick Carroll and Undersecretary Marc Pelka, and Assistant Chief State's Attorney John Russotto expressed agreement and appreciation for Glory's statement commending the bravery and sacrifice of veterans. The meeting adjourned at 1:48pm.