S t a t e   o f   C o n n e c t i c u t
Criminal Justice Information System (CJIS-CT)
Governing Board
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CJIS-CT Governing Board – Governance Committee – Meeting Minutes
October 13, 2023, 10:00 am
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; John Day, Deputy Chief Public Defender, Esq., Designee, CPD; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, OPM, Co-Chair; Mark Raymond, Chief Information Officer, DAS/BEST

Other Attendees:

Glory Bulkley, CSO DESPP; Naveen Prathikantam, Director IT DCJ; Steven Mann, BITS CSM for 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**

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 September 8, 2023 were approved.

III.**Business Topics**

a. **Workflow Deployment – RMS Communication Improvements**
   - CJIS-CT Executive Director, James McGennis, led the discussion noting that CJIS-CT has encountered deployment delays due to slow issue resolution with an RMS vendor involved in Workflow deployment and coordination issues with MPDs, which is critical to activating the workflow across the state. McGennis noted that CJIS-CT is continuing to work on improving and refining communication and collaboration with the RMS Vendor. ED McGennis invited CJIS-CT Program Manager, Mark Tezaris, to highlight some of the improvements and additional details on this project with the CJIS-CT stakeholders.

   - Tezaris shared that there is a communication point of contact for both the State and the RMS Vendor that are working together to address issues related to PD connectivity, deployment, and application configuration. Tezaris noted that the RMS Vendor will be joining the CJIS-CT Governing Board meeting this month to discuss their accomplishments. The focus will be on demonstrating their commitment to success and

establishing a deployment schedule that everyone is comfortable with. Tezaris stated that due to the improvement of communication from the RMS Vendor, things are progressing well.

b. **Digital Evidence Study – Project Steering Committee**
- ED McGennis noted that the committee recently held its inaugural meeting, which marked a significant advancement in the study. It was an informative meeting with about 22 attendees from various agencies and branches in attendance. The key objectives achieved during the meeting included presenting an overview of the project, discussing the roles of the steering committee, outlining the project timeline, identifying risks, and establishing a communication plan. Additionally, the meeting involved discussions about agency business requirements, which will be followed up with individual discussions between project team members and agency representatives. McGennis noted that the study is progressing well, with current focus on completing the survey of municipal police departments regarding body worn camera costs and vendors.

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.**
    - It was previously discussed that CJIS-CT has encountered issues with the current Weapons, limited Wanted, and current Criminal History Data not being available in CISS Search. McGennis noted that CISS was implemented to facilitate the immediate and comprehensive sharing of criminal justice information amongst authorized users. McGennis emphasized the criticality of having these source systems being available and sharing current data. Currently, there is a dependency on DESPP to reevaluate previously approved information sharing documents, and there has been no substantial change on that matter since the last meeting.
  - **Risk 2 – CISS System Reliability/Up-time not meeting 99.9% requirement.**
    - ED McGennis shared that CJIS-CT is looking to collaborate with its partner agencies to create a scorecard for tracking CISS system and source subsystem up-time, which will provide visibility to where improvements need to be made. McGennis noted that there have been no substantial changes since the last discussion due to resource limitations and prioritization. CIO Mark Raymond asked if there were concerns about this risk. McGennis assured that though this risk is a high priority, progress will be provided once work resumes.

  - **Risk 3 – CJIS-CT Community Fusion Helpdesk needed to coordinate workflow deployment without major issues.**

- ED McGennis noted that as CISS scales by adding additional GAs, PDs, and other agencies to workflow and more CISS Search users, CJIS-CT service desk support requests are expected to increase. He noted that CJIS-CT is exploring various ways to utilize the state enterprise and had a meeting with BITS service management leaders to explore leveraging their tools. Additionally, progress is being made with an RMS Vendor's troubleshooting tools for the production scenario. ED McGennis emphasized that these initiatives are still in progress and shared this information for visibility purposes only.

- o **Risk 4 – CJIS-CT Workflow schedule misalignment with MPDs delays overall Workflow deployment.**

  - McGennis noted again that one of the RMS Vendor's mentioned earlier in the discussion will be attending the Quarterly Governing Board meeting this month. Additionally, McGennis shared that the lessons learned from the experience with the RMS Vendor will be applied to other RMS vendors in the future.

- o **Risk 5 – 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 raised a new risk to discuss with the committee concerning the impact of the erasure data displaying in CISS Search. He noted that CJIS-CT is meeting with DESPP stakeholders to gain a deeper understanding of the issue. Undersecretary Marc Pelka, sought clarification on the origin of disagreement, specifically related to the legal interpretation and implementation of erasures. Program Manager, Mark Tezaris, confirmed that the disagreement centers around the implementation of erasure hiding in CISS Search. Currently, meetings will be planned with relevant stakeholders to find a resolution so that it doesn't impact the Clean Slate deliverables.

- o **Issue 1 – CJIS-CT resources are heavily dependent on consultants with critical domain knowledge.**

  - During the discussion, ED McGennis noted that this issue was displayed for informational visibility purposes and there is no substantive changes since the last review. He shared that CJIS-CT coordinated with the BITS team to include a new state employee head count of about 15 key positions for the FY25 midterm budget adjustment cycle. Mitigations are being worked out and currently CJIS-CT is awaiting feedback on acceptance of the proposal.

- o **Issue 2 – Request Governance Committee to modify CJIS-CT legislation requiring all RMS vendors to adhere to new CISS standards and require connectivity to CISS.**

  - Now that the legislation is law, ED McGennis noted that the focus is on updating the CJIS-CT website with an informational section that will provide

communication to RMS vendors on becoming CISS certified. Webpage content has been drafted to include guidelines on CISS system integration specifications, contracting, and more. It was recommended to close this issue. There were no objections.

- DCJ Director of IT, Naveen Prathikantam, raised questions about CJIS-CT's involvement in contract negotiations and the selection of RMS vendors that can connect to CISS. ED McGennis confirmed CJIS-CT's involvement and the need to tighten processes related to new legislation, suggesting an authorized list of integrated vendors. DAS/BITS CIO, Mark Raymond, proposed a checklist and registry of compliant vendors. The discussion continued with DESPP CSO, Glory Bulkley, emphasizing the need for coordination with DMV and a process to ensure compliance and data security. The overall focus of the discussion was on streamlining the procurement and integration process of RMS vendors with FBI compliance and efficient coordination among various agencies involved.

- o **Issue 3 - 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. He noted that the DESPP team has been meeting with RMS vendors to discuss next steps, and it is understood that progress on this issue is being made.

- o **Task 1 – Discontinuing Judicial's CIB interface and Friday File.**

  - ED McGennis noted that CJIS-CT needs to meet and collaborate with Judicial partners to perform validation and testing. However, due to resource constraints and other priorities such as Clean Slate and other initiatives, this task is still in queue and will remain on the list until it is completed.

- o **Project Portfolio Summary**

  ED McGennis and Program Manager, Mark Tezaris gave an overview of the current CJIS-CT projects, emphasizing that the primary goal of CISS is public safety and to serve as a tool for law enforcement officers. Currently, 53 projects are in scope listed by priority, with Clean Slate as the highest priority, including other projects that support Clean Slate.

- o **Open Discussion**

  - During the discussion, Undersecretary Marc Pelka expressed gratitude for the support in implementing the electronic workflow and sought an update on its progress. ED James McGennis confirmed the progress, mentioning the

towns involved and the phased approach being taken. Program Manager Mark Tezaris provided a visual representation of the CISS Workflow Deployment Scorecard, highlighting successful connectivity and ongoing issues. He emphasized the importance of working with the vendor, NextGen, to address challenges and assured the group that it received high priority. Overall, the committee members acknowledged the challenges but expressed optimism about the ongoing implementation of the electronic workflow.

V. 2023 Monthly Meeting Schedule

Date: Friday, November 10, 2023

Time: 10:00am

VI. Adjournment

In his Closing remarks, Co-Chair, Judge Patrick Carroll expressed his gratitude for Commissioner and GB Member, James Rovella, for his cooperative leadership and support of the CJIS-CT's initiative. Echoing his sentiments, Undersecretary Marc Pelka emphasized the pleasure of working with Commissioner Rovella for nearly five years and appreciates his critical partnership. ED James McGennis also expresses his gratitude for Commissioner Rovella who has been very helpful and supportive to him as he came into the role of Executive Director for CJIS-CT.   The meeting adjourned at 10:57am.