



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

October 26, 2023, 1:30PM

Microsoft Teams Virtual Meeting

CJIS-CT Governing Board Members and Designees in Attendance:

Tashun Bowden-Lewis, Esq., Chief Public Defender, Division of Public Defender Services; John Day, Esq., Deputy Chief Public Defender, Division of Public Defender Services; Chief Donald Melanson, Director, CT Police Chief Association; Chief Paul Melanson, President, CT Police Chief Association; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; Debra Notarino, Division Manager, Department of Motor Vehicles; Angel Quiros, Commissioner, Department of Correction; Mark Raymond, Chief Information Officer; John Russotto, Deputy Chief State's Attorney, Office of the Chief's State Attorney;

Other Attendees:

Lauren Clarke (DAS/BITS), Karen Sandler (JUD), Vilmaris Diaz (BoPP), Pradeep Ankaraju (DESPP), Anthony Leone (JUD), Diana Varese (JUD), Dane Silcox (DESPP), Maureen Klinkert (JUD), Steven Mann (DESPP), Christopher Duryea (Judicial), Evelyn Godbout (DCJ, PM), Alan Johnson (DESPP), Naveen Prathikantam (DCJ), Jo Anne Ramm (DESPP), Bryan Sperry (CSSD), Sal Annunziato (NexGen), Jon Travisano (NexGen)

CJIS-CT Staff and Contractors in Attendance:

Executive Director James McGennis, Mark Tezaris, Program Manager; Christopher Lovell, Senior Project Manager; Sean Bucher, Senior Project Manager; Sazara Johnson, Senior Project Manager; Mark Sperl, Technical Project Manager; Henry Lindgren, CJIS-CT Public Safety Liaison; Tammi Harris, Business Analyst; Tamika Potts, Technical Writer/Communications Specialist.

A regular meeting of the CJIS-CT Governing Board was held on October 26, 2023. The Committee's meeting was conducted on Microsoft Teams.

I. Welcome

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair Undersecretary Marc Pelka called the meeting to order at 1:30pm to welcome all attendees. As an acknowledgement of Co-chair Judge Patrick Carroll and Commissioner John Rovella's absence due to scheduling conflicts, he expressed gratitude to Commissioner Rovella for his service. Executive Director McGennis thanked Undersecretary Marc Pelka for his comments and echoed his appreciation for Commissioner Rovella's assistance and guidance. He welcomed attendees and started with the other business topics to permit maximum time for discussions.

II. Approval of Minutes

Previous Governing Board meeting minutes held July 27, 2023, were approved.

III. CJIS-CT Business

a. RMS Vendor Focus

- CJIS-CT Program Manager, Mark Tezaris, acknowledged the collective effort required in creating the Connecticut Information Sharing System (CISS) and commends the role of NextGen, a third-party RMS vendor, in supporting the CISS infrastructure. He acknowledged NextGen's experience in providing record management systems (RMS) to multiple law enforcement agencies and their dedication to projects in Connecticut, and introduced Sal Annunziato, the CEO of NextGen.
- NexGen CEO, Sal Annunziato, expressed gratitude for the opportunity to collaborate with Commissioner Rovella and spoke about NextGen's extensive history in the sector. He announced NextGen's commitment to delivering their part within the CISS project and highlighted past successful projects, including the Connecticut Department of Transportation's electronic accident form and e-ticketing system. He emphasized the importance of ongoing collaboration with the CJIS-CT team to deliver a robust solution.
- John Travisano, the lead developer for NextGen, discussed the integration of CISS electronic workflows into their enterprise solution, and the benefits of electronic transfer of records, including improved efficiency and data quality for law enforcement agencies. In addition, he announced future collaborations with CJIS-CT and other CJIS-CT stakeholders on a deployment schedule for CISS Workflow level 2 - arrest package deployments.

IV. CJIS-CT Projects

a. Executive Director Update

- CJIS-CT Executive Director James McGennis provided a brief overview of the ongoing projects and collaborations of the governing board, including the Clean Slate automated erasure project, which has faced challenges due to legacy technology platforms. McGennis noted that CJIS-CT is working with multiple agencies and the Judicial Branch to complete software testing and integration. The projected system activation date is in late Q4 2023. ED McGennis highlighted that through RMS vendor collaboration, the number of police departments using CISS electronic workflows to deliver early arrest notifications has increased to 44. McGennis shared other initiatives that CJIS-CT is working on including a digital evidence storage and management study, updating the CISS software, and applying for a JAG grant with OPM for Municipal Police Departments. Overall, progress is being made, and more updates are expected in the future.
- A project management scorecard was reviewed to show the health of a set of projects with a highlight on watch items.

b. CISS Workflow/Search/RMS Updates/Digital Evidence/Special Projects

- CJIS-CT Senior Project Manager, Chris Lovell, provided an overview of the progress made in CISS electronic workflow deployment. Lovell highlighted the increase in police departments sending early arrest notifications, now up to 44, and discussed the challenges faced in connectivity with local police departments and the need for ongoing support. Lovell mentioned the completion of connectivity activities for several police departments and the readiness for Level 2 - full arrest package deployment. He noted the continuous training of CSSD personnel and pretrial and probation services to support the statewide deployment. In addition, he mentioned the target timeline for Level 2 deployment and the schedule for enabling additional police departments. The floor was then open up for questions.
 - Co-chair Undersecretary Marc Pelka asked a series of questions about the transition to electronic workflow, including issues related to Wi-Fi connectivity, how court officials access and use the information, and the use of tablets and laptops by public defenders and prosecutors.
 - Deputy Chief State's Attorney, John Russotto, provided responses to Pelka's questions, explaining how prosecutors currently receive and use the information, the challenges with Wi-Fi connectivity, and plans for transitioning to tablet-based workflows.
 - DCJ IT Director, Naveen Prathikantam, discussed collaborative efforts with judicial partners to improve Wi-Fi access and share access points, allowing for expanded connectivity and device usage among different agencies.
- CJIS-CT Senior Project Manager, Sean Bucher, provided an update on the Connecticut State Police's workflow deployment scorecard. He mentioned the implementation of policies for Clean Slate erasures and the automated solution based on that policy. He also discussed the programming for bidirectional communication with the State police pseudo prod server. Bucher mentioned the plan to install updated codes on the server and validate arrests on the new code package. Additionally, he highlighted the pilot kickoff and the involvement of Troops C, F, and L in the regional Centers of Excellence. He concluded by mentioning the projected timeline for production readiness.
- CJIS-CT Senior Project Manager Sazara Johnson provided an update on CISS Search and Connectivity, noting the success of training for CISS Search, which is at 64% completion and 285 new users have been added since last quarter. As of October 26, 2023, this brings the total number of CISS Search Certified Users to 1,694. Johnson noted that the Clean Slate Initiative is currently top priority, potentially impacting the onboarding of CISS Search training until the second quarter of 2024. Johnson also shared the CISS Search connectivity statistics, stating that there has been an increase in MPD connectivity to 83%; however, some PDs require reconnection or validations.
- CJIS-CT Senior Project Manager, Sean Bucher, provided an update on the integration and development activities of the RMS vendors. He mentioned that the targeted contract with the three RMS vendors will be completed by the end of Q2 2024. Bucher noted that RMS vendor NexGen has completed all development activities, while

Accucom and IMC are in the final stages of Level 2 certification. Bucher also mentioned that new vendors are entering the market, and there are ongoing efforts to streamline integrations and ensure compliance with new legislation. He highlighted the risks and mitigations, including the completion of the State police pilot, and expressed confidence in the schedule for the remainder of the year.

- CJIS-CT Senior Project Manager, Sean Bucher, provided an update on the Digital Evidence Study noting that the study is currently in the execution phase. Bucher shared that research is being conducted and involves outreach to state agencies and external vendors, visiting crime labs and police departments to gather feedback and understand their processes. He identified some risks and issues with the study, such as resource competition and staff shortages, and reemphasized the study's goal, which is to identify cost reduction opportunities, ease of use, and best practices for maintaining chain of custody.
- A scorecard was reviewed that provided updates on analytics projects, highlighting changes and completed work.

c. Clean Slate Update

- CJIS-CT Technical Project Manager, Mark Sperl, discussed the updates for the Clean Slate Project stating that the target go-live date is still on schedule. Sperl also highlighted the completion percentage of tasks (71%) and mentioned that those in progress are closing in on the final phase of development. Sperl also discussed tasks underway with two items in particular: the initialization of criminal justice records in SDDb and the completion of Clean Slate functionality. He acknowledged the collaboration with various agencies and emphasized that these tasks are significant achievements. Additionally, he noted that the risks identified earlier in the project, including the integration of Motor Vehicle Acts and Offender Docket Matching, have been mitigated.
- DESPP Manager of Identification and Records, Dane Silcox, provided updates on the Clean Slate project representing the State Police Office of Administrative Services. He mentioned that the Clean Slate records erasure is scheduled to start in December and provided an estimated number of people and dockets to be impacted. Silcox discussed the process of obtaining discharge messages and the efforts made to provide an updated estimate of erasures based on that information. He highlighted the importance of testing related to sentence discharge messaging and mentioned the need for collaboration between systems during the processing of these messages and erasures. Silcox also addresses concerns about the impact of erasures on production and the need to throttle the processing to avoid any issues.
- A Gantt chart was reviewed to measure against the timeline for multi-agency multi-system integration. Discussion continued around the remaining efforts towards CCH completion and Clean Slate notification messages. Schedule modeling showing a risk area with completion of CCH testing was discussed.

d. Program Manager Update Operations/Other Projects/Risks/Issues

- CJIS-CT Program Manager, Mark Tezaris, provided an overview of the project portfolio, highlighting the projects related to the Clean Slate and CISS electronic Workflow initiatives, which are color-coded for easy identification. He emphasized that resources are being allocated to support and prioritize Clean Slate. Tezaris reviewed the scorecard of various Source Systems and identified some projects that need attention. He concluded by discussing plans to convert roles into key state employee positions in order to maintain the CISS domain knowledge.

V. 2023 Quarterly Meeting Schedule

Dates: Thursday, January 25, 2024

Time 1:30 to 3:00 PM

Location: Virtual

VI. Adjournment

Co-chair Undersecretary Marc Pelka offered closing remarks by expressing gratitude towards ED McGennis and the CJIS-CT team for their diligent and thoughtful presentations, appreciated their problem-solving abilities, and acknowledged the hard work put in by the team. The meeting adjourned at 3:05 p.m.