



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

August 09, 2024, 10:00AM

This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees

Judge Patrick Carroll, Former Chief
Court Administrator, Co-chair
Daniel Karpowitz, Undersecretary
Chief Donald Melanson, Windsor PD
Director CPCA
Mark Raymond, Chief Information
Officer (CIO)

John Russotto, Deputy Chief State's
Attorney

Organization

Office of the Chief Court Administrator

Office of Policy and Management (OPM)
Connecticut Police Chiefs Association
(CPCA)
Department of Administrative Services/
Bureau of Information technology
Solutions (DAS/BITS)
Office of the Chief State's Attorney

CJIS-CT GB Staff and Contractors

James McGennis, Executive Director	CJIS-CT
Mark Tezaris, Program Manager	CJIS-CT
Christopher Lovell, Senior Project Manager	CJIS-CT
Tamika Potts, Technical Writer/Communications Specialist	CJIS-CT

Guests

Pradeep Ankaraju	DESPP
Steven Mann	DESPP
Cynthia Powell	DESPP
Col. Chris Lewis	DEEP
Naveen Prathikantam	DCJ

1. Welcome

Criminal Justice Information System (CJIS-CT) Judge Patrick Carroll called the meeting to order at 10:01 AM to welcome all attendees.

McGennis began the meeting by thanking everyone for joining and expressed gratitude to the committee, staff, and guests, emphasizing the importance of their collaboration and guidance for the success of CISS projects.

He then suggested the meeting to start with Other Business topics to permit maximum time for discussion.

2. Approval of Minutes from May 10, 2024

Judge Carroll made a motion to approve the minutes. Undersecretary Daniel Karpowitz seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held July 12, 2024, were unanimously approved.

3. CJIS-CT Business

a. CISS Workflow Operational Challenges and Solutions – Integration Testing with Both State Agencies and RMS Vendors RMS

McGennis provided a brief overview of CISS Electronic Workflows before turning it over to Chris Lovell to report its current status. McGennis shared that CISS was originally designed to improve public safety by assisting law enforcement and now offers various tools like automated arrests, case updates, and data sharing.

Lovell reported that the CISS Electronic Workflow team had certified the new code for a vendor and migrated it to a super user group, who provided positive feedback with some minor interface tweaks. The remaining police departments in GA14 and GA9 were scheduled to be brought online the following week, and the prosecutors in GA7 and GA23 were set to receive training later in the month. Lovell also mentioned that they were coordinating with Waterbury PD, the largest remaining department, to get them onboarded by the end of the month. Additionally, they were working to migrate Southbury PD from the resident trooper program to a municipal PD.

- Cynthia Powell inquired about the effective date of Southbury PD transitioning from the resident trooper program to becoming a municipal PD. Lovell noted that progress has been made and that he would follow up to get that information.
- Judge Carroll asked a question to John Russotto, inquiring about the progress of the prosecutor training and who was conducting the training. Russotto shared that he and Naveen Prathikantam were conducting training to address the inconsistent use of CISS electronic Workflow among agencies, focusing on gaining support from prosecutors and supervisors. Judge Carroll offered judicial assistance to promote cooperation, drawing a parallel to the initial resistance to electronic filing. Judge Carroll offered judicial assistance to promote cooperation, drawing a parallel to the initial resistance encountered during the mandated implementation of electronic filing within the court system.

b. Review DEEP Request for CISS Integration

A presentation detailing the progress and status of the DEEP request was shared with the committee. This information was also included in the complete distribution package.

McGennis informed the committee that the Governance Committee had received a request from the Commissioner of the Department of Energy and Environmental Protection

Conservation's Law Enforcement unit to integrate them into the CISS system. Mark Tezaris was asked to provide an update.

Tezaris outlined the standard operating procedure followed, including obtaining necessary approval from the legal committee without objection. He inquired whether the Governance Committee could authorize proceeding with the onboarding process or if Governing Board approval was required. Judge Carroll, John Russotto, and Chief Melanson concurred that the Governance Committee had the authority to approve, emphasizing the critical need for rapid onboarding of the understaffed law enforcement division. Additionally, Mark Raymond confirmed that the Governing Board had already endorsed the access determination process.

Tezaris assured the committee that DEEP would be integrated into the CISS Search functionality as the initial step, followed by the integration of their digital workflows.

c. Review Survey Results from the July Governing Board Meeting

McGennis shared recent survey results indicating overall board satisfaction but also areas for improvement, such as guest speakers and shorter presentations. Raymond and Judge Carroll supported the findings, emphasizing the need for clear communication and board engagement. McGennis also shared that the next Governing Board meeting scheduled in October will be held in-person. Russotto raised a potential scheduling conflict for the in-person meeting but confirmed commitment to the event. The team will address scheduling and continue planning.

4. Open Discussion

There were no additional items to discuss.

5. Risk and Issues

Prior to the meeting, a [full documents package](#) including a comprehensive Risks and Issues Register was distributed to the Committee. The highlighted risks and issues below were brought forward for discussion to the Governance Committee, **highlighting only those that generated discussion**:

1. Key Risk #1 – RMS Vendor Participation Does Not Provide 90% + of All Arrests to CISS

- Russotto inquired whether the vendors shared by Tezaris were newly established. Tezaris clarified that they were relatively new to the industry, having been operational for approximately a year. Russotto sought insights into lessons learned from collaborating with a primary vendor that could be applied to the new partnerships. Tezaris emphasized the significant value of these lessons and making them a part of the standard operating procedure moving forward. When asked about the combined arrest coverage of Hartford and New Haven PD, Tezaris estimated it to be roughly 92-96%.

2. Key Risk #2 – System Reliability/Up-time not Meeting 99.9% Requirement

- Tezaris confirmed that a paragraph mandating telemetry support is being drafted for inclusion in RMS vendor contracts. CJIS-CT has a verbal agreement with the primary vendor to incorporate telemetry support code into their application. This requirement will also be extended to other vendors. Tezaris assured minimal cost impact, as telemetry support will be a seamless pass-through implemented by their .NET development team.

3. Key Risk #3 – Two new RMS vendors are required to onboard into CISS Workflow. Adding these two RMS Systems will bring at least 90% of the arrest information into CISS as planned. The challenge lies with cross-branch/cross agency resource capacity to support the onboarding. This work will require resources and hence agency funding will be required for each new vendor integrated into CISS.

- No discussion items

4. Risk #4 – Change management not only includes the technical portion of the solution, but also includes the non-technical changes needed for successful implementation. DESPP, DCJ, and other CJIS agencies may need support for additional personnel and/or equipment for successful CISS Workflow deployment.

- **The group discussed challenges related to staffing, equipment, and digital evidence management during the CISS system rollout.** Steve Mann initiated the conversation by inquiring if staffing shortages were isolated to DESPP. Tezaris confirmed it was a broader issue, particularly affecting the state police due to attrition and the increasing volume of digital evidence.
- Russotto described the division's use of temporary staff to address shortages and outlined challenges with managing digital evidence, including network bandwidth limitations. He also mentioned exploring partnerships with a vendor to improve digital evidence handling. Judge Carroll raised concerns about IT security related to thumb drives.
- The discussion shifted primarily to digital evidence management with Chief Melanson proposing a statewide solution to avoid integration problems between different systems. Naveen Prathikantam explained ongoing work on API integrations to facilitate data transfer but emphasized the importance of network infrastructure improvements. Russotto highlighted the need to maintain focus on the CISS system while addressing digital evidence challenges and offered to provide detailed feedback for the DEMS solution. Raymond suggested involving Connecticut Education Network and Public Safety Data Network to discuss long-term technology solutions across government agencies.
- Additionally, McGennis recommended conducting stakeholder workshops to gather input on the Digital Evidence team's proposed solutions.

5. Issue #1 – Source Systems Not Available to CISS Search

- Undersecretary Karpowitz proposed a joint effort to consult with the governor's office council. He suggested coordinating with Mark and Jim to determine the best approach.
- Tezaris expressed gratitude to Karpowitz and confirmed their intention to complete the ongoing process with the SOP and Attorney General's office, and if needed, they would reach out to address what is needed for the CJIS community.

6. Action Items

1. **Interagency Technology Planning Meeting:** CJIS-CT will coordinate to schedule meetings with Connecticut Education Network (Clayton and Ryan), Public Safety Data Network, and include Mark Raymond to discuss long-term technology solutions across government agencies.
2. **Schedule Stakeholder Workshops for Digital Evidence:** The Digital Evidence Project Team will schedule various stakeholder workshops to gather feedback and input for stakeholders to review.
3. **CISS RMS Vendor Integration Policy:** The CISS team will be developing and circulating a draft policy for RMS vendors to connect to the CISS system, seeking feedback from the Governance Committee.

7. Correspondence/ Handouts:

- [07-12-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [08-09-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [08-09-2024 CJIS-CT Governance Committee Documents Package](#)

8. Next Meeting Date:

Friday, August 09, 2024, at 10:00AM – 11:00 AM, via MS Teams

9. Closing comments and Adjournment

In his closing remarks, McGennis and Raymond shared the disheartening news of two recent losses to the CJIS community. Long-time contributor Richard LeFave passed away in late July, leaving behind a legacy of modernization efforts and contract oversight. Terry Schnure, a key figure in the program's inception, also succumbed recently.

Committee members expressed their condolences and acknowledged the profound impact of these losses. Judge Carroll highlighted Schnure's unwavering dedication, spanning nearly two decades and continuing even after retirement. Russotto echoed the sentiment of Schnure's significant contributions.

With no further remarks, Judge Carroll moved to adjourn the meeting, which concluded at 10:56 AM.