



# State of Connecticut

## Criminal Justice Information System (CJIS-CT) Governing Board

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### **CJIS-CT Governance Committee Meeting Minutes**

December 13, 2024, 10:00AM

This was a virtual meeting.

### **Attendance**

#### **CJIS-CT Governing Board Members and Designees**

#### **Organization**

Daniel Karpowitz, Undersecretary,	Office of Policy and Management (OPM)
Mark Raymond, Chief Information Officer (CIO)	Department of Administrative Services/ Bureau of Information technology Solutions (DAS/BITS)
John Russotto, Deputy Chief State's Attorney	Office of the Chief State's Attorney
John Day, Esq., Acting Chief Public Defender	Division of Public Defender Services

#### **CJIS-CT GB Staff and Contractors**

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

#### **Guests**

Colonel Chris Lewis	DEEP EnCon
Det. LT George Clements	Meriden PD
Naveen Prathikantam	DCJ
Steven Mann	DESPP
Pradeep Ankaraju	DESPP
Dane Silcox	DESPP
Greg Dion	DPDS

### **1. Welcome**

Criminal Justice Information System (CJIS-CT) GB Member James McGennis called the meeting to order at 10:02 AM to welcome all attendees, noting this was the last meeting of the year and encouraged reflection on their achievements. He invited Mark Raymond and Undersecretary Daniel Karpowitz to share any open remarks.

Undersecretary Karpowitz expressed gratitude to McGennis, Mark Tezaris, and their teams for the collaborative efforts made between meetings over the past month.

Mark Raymond reflected on the accomplishments of the year, praised the unique collaboration within the Governance Committee, and expressed gratitude to McGennis and his team.

McGennis appreciated the comments from the Committee Members and moved forward to discuss Other Business Topics.

**2. Approval of Minutes from October 11, 2024**

Mark Raymond made a motion to approve the minutes. John Russotto seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held November 8<sup>th</sup>, were unanimously approved.

**3. CJIS-CT Business**

**a. CJIS-CT Budget Update**

McGennis noted budgetary challenges, mentioning that a \$1.6 million General Fund rollover request from FY24 was not approved, impacting funding for last year's bills, Clean Slate Project, and system operations. McGennis highlighted the risk of program delays and consultant loss if additional funding is not secured and requested advocacy support from committee members. He also shared positive updates on meetings that strengthened collaboration, including discussions on the CISS data-sharing framework and the potential use of POST ID as a trusted identifier, which could benefit law enforcement and judicial partners.

**b. Status Update: CJIS-CT and DESPP Collaboration**

McGennis highlighted positive developments from the recent in-person meeting with DESPP including a meeting with the COLLECT unit representatives to review CISS data sharing and security frameworks. The meeting aimed to familiarize new members on the DESPP side with CISS operations, ensuring a better understanding of data security and access protocols. McGennis expressed confidence that this meeting facilitated knowledge transfer and strengthened the team's foundation.

Additionally, McGennis shared that he and his team also met with the POST team to discuss the potential use of the POST ID as a trusted identifier for sworn law enforcement officers within CISS. While further research is needed, McGennis believed the conversation was promising and could benefit both CISS and judicial partners, especially regarding the JOCE portal, an electronic paperwork platform for police officers. He praised this collaboration as an example of successful interagency and branch coordination.

**c. Update on Legislative Proposal and Next Steps**

McGennis noted that CJIS-CT has been discussing an older business item for about six months related to issues around offender and non-offender data sharing within CISS and the interpretation of the CISS statute. After speaking with Patrick Hulin, the recommendation was to pursue a legislative proposal to clarify shared data. He planned to send Hulin a draft for review and invited further input.

Karpowitz expressed cautious optimism about progress on legislative fixes related to data sharing within CISS, emphasizing the importance of a measured approach, despite some reservations about unnecessary changes.

- Raymond suggested framing the legislative campaign to highlight benefits for the public, emphasizing how smoother information flow within the law enforcement and public safety community could positively impact public interests.

#### **d. CISS Electronic Workflow Update**

Chris Lovell noted mixed progress since the last meeting sharing that GA15 saw three of seven PDs operational, with others delayed due to downstream agency constraints. Southington PD was certified, and Berlin and Bristol showed progress. A project (CR246) was launched to streamline document access for agencies like CSSD, public defenders, and OVS, reducing reliance on paper. Training efforts and onboarding continued, with Seymour, Shelton, Ansonia, and Vernon PDs at various stages. A software update (CISS 2.1) improved document quality. By year-end, 24 PDs are expected to be live, up from 8 in February.

- McGennis praised the progress, noting the significant increase in live PDs from February (8) to year-end (24).
- Naveen Prathikantam highlighted challenges with hybrid workflows, stressing the burden on clerical staff handling both paper and electronic documents. He emphasized CR246's importance in resolving these issues by enabling downstream agencies to access documents independently, streamlining agency processes. Lovell acknowledged his concerns and reinforced the critical role of CR246 in transitioning to a fully paperless process. He assured the team that efforts were underway to address these challenges and commended the team for their efforts to transition to a paperless system.

#### **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 following **highlights only those that generated discussion**:

1. **Issue 1 – The Attorney General’s office interpretation of the CISS Legislation Title 54, Chapter 961a section 54-142q, (b), and (f) has now been interpreted to only include offender data in CISS and not data currently available to law enforcement containing non-offender data.**
  - Undersecretary Karpowitz shared that this was not solely a Connecticut-specific effort but part of a Federal Bureau initiative in which Connecticut has

excelled. He suggested this could contribute to a larger strategy, with guidance from Mark Raymond, and expressed his willingness to assist further.

2. **Issue 2 – Additional Change Management focus for CISS Workflow Deployment needed in areas of hardware, staff and cross-agency coordination.**

## 6. **Action Items**

1. **CISS Workflow Change Management:** Finalize and review the draft legislative proposal to clarify data-sharing issues within CISS, and incorporate input from stakeholders and Patrick Hulin, focusing on improved information flow and public safety impact.

### **Correspondence/ Handouts:**

- [11-08-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [12-13-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [12-13-2024 CJIS-CT Governance Committee Documents Package](#)

## 7. **Next Meeting Date:**

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

## 8. **Closing comments and Adjournment**

In his closing remarks, Undersecretary Karpowitz echoed Mark Raymond’s earlier reflections on the year, commending CJIS-CT for a productive year and recognizing their effective navigation through the challenges they faced. He also expressed gratitude for collaborating on a cross-governmental initiative serving the public interest and for being part of the broader state enterprise in Connecticut.

Before adjourning, McGennis expressed gratitude to Tamika Potts, wishing her well during her maternity leave and her return in April. Potts, in turn, thanked McGennis and the team, expressing her anticipation for reconnecting with everyone upon her return.

There being no additional closing remarks, McGennis wished everyone a happy holiday and moved to adjourn the meeting, which concluded at 10:37 AM.