State of Connecticut

Criminal Justice Information System (CJIS-CT)
Governing Board
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CJIS-CT Governing Board Meeting Minutes
January 25, 2024, 1:30PM
This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees	Organization
Sharonda Carlos, Deputy Commissioner	Department of Correction
Judge Patrick Carroll, Former Chief Court Administrator, Co-Chair	Office of the Chief Court Administrator
Debra Notarino, Division Manager	Department of Motor Vehicles
Angel Quiros, Commissioner	Department of Correction
Mark Raymond, Chief Information Officer	Department of Administrative Services/ Bureau of Enterprise Systems and Technology
Maurice Reaves, Assistant Division Director, Co-Chair	Office of Policy and Management
John Russotto, Deputy Chief State's Attorney	Office of the Chief's State Attorney
Christopher Smith, Division Chief	Department of Motor Vehicles

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
Sean Bucher, Senior Project Manager	CJIS-CT
Sazara Johnson, Senior Project Manager	CJIS-CT
Mark Sperl, Technical Project Manager	CJIS-CT
Tamika Potts, Technical Writer/Communications Specialist	CJIS-CT

Guests

Chief Vincent DeMaio	Clinton PD
Glory Bulkley	DESPP
Lauren Clarke	DAS/BITS
Karen Sandler	Judicial branch
Vilmaris Diaz	BOPP
Pradeep Ankaraju	DESPP
Anthony Leone	Judicial branch

Dane Silcox	DESPP
Naveen Prathikantam	DCJ
Jo Anne Ramm	DESPP
Chief Eric Peterson	Coventry PD
Ralph Dagostine	Judicial Branch SCO
Tanya Stauffer	Innova Solutions (vendor)

1. <u>Welcome</u>

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair, Judge Patrick Carroll, called the meeting to order at 1:30pm to welcome all attendees. Judge Patrick Carroll welcomed Assistant Division Director, OPM, Maurice Reeves, to the meeting, mentioning his role as an acting designee in lieu of former Undersecretary Marc Pelka, who has left his role at OPM for a position elsewhere with the State. He thanked both Pelka and Reaves for their contributions and welcomed DESPP Commissioner Higgins to his first CJIS Governing Board meeting. Assistant Division Director Reeves expressed gratitude for the welcome and mentioned looking forward to working with the team.

2. <u>Approval of Minutes from October 26, 2023</u>

Judge Patrick Carroll made a motion to approve the minutes. Previous Governing Board meeting minutes held October 26, 2023, were approved with one abstention.

3. <u>CJIS-CT Business</u>

a. **Governing Board Member Updates: Commissioner Higgins, Co-Chair Marc Pelka, and Welcome Maurice Reaves**

Executive Director, James McGennis, expressed gratitude to all stakeholders and Governing Board Members for their participation and dedication to the success of projects like the Connecticut Information Sharing System (CISS) and the Clean Slate initiative. He emphasized the importance of collaboration as a unified team to drive progress and innovation. Additionally, Department of Environmental Services and Public Protection (DESPP) Commissioner, Ronnell Higgins, was welcomed as a valuable new member of the governing board. ED McGennis concluded by thanking Co-Chair Maurice Reaves and former Undersecretary Marc Pelka for their contributions, with special well-wishes to Marc Pelka for his future endeavors.

b. **Clean Slate Live**

James McGennis commemorated the successful Clean Slate go-live milestone achieved in late December. He expressed his gratitude to the extended team, executive branch agencies, and the judicial branch for their exceptional dedication and hard work in bringing the project to fruition. While acknowledging a separate Clean Slate project review to be held later in the meeting on risks/issues and deferred scope, he emphasized celebrating this success and recognizing the project team's efforts cross-branch and cross-agency.

c. **CISS Search User Group**

James McGennis announced an upcoming virtual event in early February for the CISS Search User Group. He invited all board members to attend or nominate an alternate. Mark Tezaris elaborated on the event's purpose, highlighting the opportunity to gather user feedback, particularly regarding successful use cases for CISS Search. The event aimed to collect insights on features and functionalities that could enhance law enforcement and public safety capabilities. Tezaris specifically encouraged participation from the governing board, emphasizing the value of their insights.

4. **Open Discussion**

It was proposed to use the available timeslot later in the meeting in case there was a need for discussions resulting from the different presentations.

5. **CJIS-CT Presentations**

During the board meeting, the CJIS-CT Executive Director, Program Manager, and Project Managers presented their quarterly status updates, which were included in the pre-distributed package and posted to the CJIS-CT website. **The following list details the topics covered, highlighting only those that generated discussion:**

- **Executive Director Update**
- **Clean Slate Automation (incl. DESPP CCH Update) –** A detailed discussion unfolded in which the following was addressed:
  o CIO Mark Raymond raised concerns about false positives and testing methodologies to prevent future issues. He also inquired about notifications to partners about potential errors.
  o Mark Tezaris discussed plans for mass erasure processing, manual handling of ineligible records, and strategies for addressing false positives and system limitations, including creating a standardized procedure for errors.
  o DCJ IT Director, Naveen Prathikantam, noted potential budget impacts of automating the unclean slate process and recommended centralized automation to ensure consistency. He mentioned the importance of gathering requirements from all stakeholders.
  o CSO Glory Bulkley highlighted issues with stakeholder requirements and manual processes impacting the project. She noted the necessity of stringent testing and collaboration across teams to mitigate risks effectively.
  o Technical challenges and data quality issues were acknowledged, with updates on remediation efforts and project timelines revisited.
- **CISS Workflow Deployment**
  o No discussion items
- **Connecticut State Police (CSP) Workflow Deployment –** A question was raised during this status update and captured below:
  o Deputy Chief State's Attorney, John Russotto, expressed interest in a separate meeting to learn more about the new staffing model for clerk duties and the transition from paper to electronic systems in the division.
  o Sean Bucher acknowledged this as a risk associated with the L2 production phase, explaining that CSP was considering how to adapt staffing for the new electronic

system and the court liaison role. A meeting will be scheduled with John Russotto to provide an overview of the new staffing model for clerk duties.

- **RMS Vendor Integration –** A question was raised during this status update and captured below:
  - o Glory Bulkley raised questions regarding agreements with new vendors, background checks, and data sharing arrangements with CISS and DESSP. Bucher assured us that these aspects would be addressed as the projects progress and emphasized the need for documentation and compliance with audit requirements.
  - o Mark Tezaris suggested inviting representatives from DESPP to ensure effective communication and planning for integration tasks. Sean Bucher agreed and mentioned ongoing collaboration with DESPP in LiveScan project meetings.

- **CISS Search and Connectivity –** An acknowledgement was made:

  - o Sazara Johnson recognized Coventry Police Chief Eric Peterson and thanked him before providing updates on the CISS search, onboarding, and connectivity projects.

- **Body Worn Camera (BWC) Media Storage / Digital Evidence Study**
  - o No discussion items

- **CISS Steady State Operations**
  - o No discussion items

6. <u>Action Items</u>

1. Sean Bucher to Schedule meeting with John Russotto to learn more about the new staffing model for clerk duties.

7. <u>Correspondence/ Handouts:</u>

The following were viewed during the meeting:

- o [10/26/2023 Governing Board Meeting Minutes – Draft](#) (Approved Minutes Posted)
- o [01/25/2024 CJIS-CT Governing Board Meeting Agenda](#)
- o [01/25/2024 CJIS-CT Governing Board Meeting Presentation](#)

8. <u>Next Meeting Date:</u>

Thursday, April 25, 2024, at 1:30 PM – 3:00 PM, via MS Teams

9. <u>Closing comments and Adjournment</u>

In his closing remarks, James McGennis solemnly announced the recent passing of the former Executive Director of CJIS-CT, Humayun Beg, which evoked heartfelt reflections from Mark Tezaris on their shared professional experiences working with the former Executive Director.

Subsequently, Judge Patrick Carroll expressed gratitude for the team's attentive presence throughout the detailed discussions and underscored the importance of recentering efforts on the fundamental functions of CJIS-CT and the CISS project.

The meeting was formally adjourned by Judge Carroll at 3:30pm, who extended his appreciation to all attendees for their valuable contributions and active engagement.