



# State of Connecticut

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

55 Farmington Avenue, Hartford, CT 06105  
Phone: (860) 622-2000 | Email: [CJIS.HelpDesk@ct.gov](mailto:CJIS.HelpDesk@ct.gov)  
<https://portal.ct.gov/CJIS>



### **CJIS-CT Governing Board Meeting Minutes**

July 12, 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  
Ronnell Higgins, Commissioner

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

Department of Emergency Services and  
Public Protection (DESPP)

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  
Mark Tezaris, Program Manager  
Christopher Lovell, Senior Project  
Manager  
Sean Bucher, Senior Project Manager  
Tamika Potts, Technical  
Writer/Communications Specialist

CJIS-CT  
CJIS-CT  
CJIS-CT

CJIS-CT  
CJIS-CT

#### **Guests**

Glory Bulkley  
Pradeep Ankaraju  
Steven Mann  
Nicole Lake  
Naveen Prathikantam

DESPP  
DESPP  
DESPP  
DESPP  
DCJ

### **1. Welcome**

Criminal Justice Information System (CJIS-CT) Judge Patrick Carroll called the meeting to order at 10:02 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 also mentioned changes to the agenda to encourage more productive discussions.

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. Chief Melanson seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held June 14, 2024, were unanimously approved.

**3. CJIS-CT Business**

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

Chris Lovell provided an update on the CISS Workflow deployment and integration with RMS vendors. He highlighted that integration testing with stakeholder agencies was successful, with 64 police departments prepared for the next phase. Lovell reported that progress has been hindered by connectivity issues requiring new hardware at several departments. Once this equipment is installed, anticipated in the coming weeks and months, deployment is expected to accelerate. Obtaining approval to move the new code to production during the summer proved challenging. Lovell anticipates securing necessary approvals at an upcoming meeting.

Additionally, he noted that an RMS vendor completed the additional product changes but will not release the updated code to the super user group until the end of the month. A rapid rollout to ten police departments is planned for early August. The RMS vendor has finalized updated training materials, which will be distributed to Municipal Police Departments (MPDs) and the Connecticut State Police (CSP) in the following week.

- John Russotto inquired about training and workflow changes for police officers interacting with prosecutor and clerk offices. He noted that once police departments were trained on the new RMS software, the next step was improving their interactions with these offices. Lovell confirmed this and discussed the project team's approach, including turning off paper processes in stages and scheduling integrations on specific days to avoid court busy times.
- Undersecretary Karpowitz proposed publicly recognizing and incentivizing the work of police and prosecutors on this initiative to help motivate and help with buy-in from the next generation. McGennis concurred and suggested potential celebration methods, including a joint press release with the governor's office or a public event highlighting collaborative efforts.
- It was agreed during the discussion to adopt Chief Melanson's recommendation that CSP provide CISS Workflow and process updates, categorized by RMS vendor, directly to regional police chief meetings.

- Additionally, Russotto suggested that the state's attorney's office will send representatives to meet with police departments to emphasize the importance of document requirements for the court system. Joint meetings between CSP, prosecutors, and MPDs will be scheduled to address these issues collaboratively.

**b. CJIS-CT Workforce Updates – Derek Poundstone Joins CJIS-CT**

McGennis introduced the new CJIS-CT state employee, Derek Poundstone, a recently retired police lieutenant from Naugatuck PD with IT and policing experience. McGennis also mentioned that CJIS-CT had started making progress with moving other state job requisitions forward, to build a stronger core state employee base.

**c. Continual Improvement of CJIS-CT Governing Processes**

McGennis proposed enhancing the governing processes by launching a survey to gauge board members' interests and involve them in setting meeting agendas. He noted that the next governing board meeting in October would be held in-person, rather than virtually, believing this would improve interaction and cohesiveness. Mark Raymond agreed with a hybrid approach, citing its success in other organizations.

**d. CJIS-CT Analytics Urban Institute – Grant Opportunity**

McGennis shared that at the last Governance Committee Meeting CJIS-CT had discussed an analytics granting opportunity with the Urban Institute, which aimed to evaluate the impact of 2015 legislation that reduced penalties for felony drug possession to misdemeanors. Undersecretary Karpowitz expressed his pleasure at the collaborative nature of the meeting involving the DOC and other stakeholders. He noted the absence of relevant literature pertaining to similar undertakings in other jurisdictions, underscoring Connecticut's pioneering role. He emphasized his support for the project, having found no reasons to oppose it, and confirmed that the collaboration would proceed.

**4. Open Discussion**

**- RMS Marketplace Update**

Mark Tezaris reported on the state of the RMS market space in Connecticut, highlighting that the RMS vendors played a crucial role in data entry for arrest information, which was then digitized and sent to endpoints. He mentioned that the goal was to achieve 90% electronic submission of arrest information through CISS, with current vendors nearing this target. He also mentioned [Public Act 23-26](#), which required the approval of RMS vendors by the CJIS-CT Governing Board, and outlined plans to draft and circulate a policy for RMS vendors.

- John Russotto added that he and Chief State's Attorney, Patrick Griffin, will attend CPCA meetings to explain the importance of engaging with the group from a prosecutor's perspective, especially in light of potential bail reform. He aimed to ensure documents reached prosecutors quickly and efficiently.

- **DCJ/CJIS-CT Observations/Recommendations pertaining to CISS Workflow Deployment**

McGennis explained he had been discussing concerns about the need for additional staff to handle increased data entry and electronic paperwork to support the CISS Workflow implementation, suggesting this might be a dependency requiring Governance Committee approval.

- Russotto emphasized the importance of a thorough staffing analysis and proposed external review to ensure accuracy.
- Tezaris highlighted the need for additional hardware, specifically scanners, to process increased digital evidence, expressing concern about potential project delays. DESPP CSM Steve Mann addressed hardware concerns, stating a standard deployment plan was in place, but acknowledged staffing issues were the primary focus.
- Tezaris concluded by asking whether staffing and hardware limitations would delay the project or if it could proceed with adaptations and project management support.
- Daniel offered to work with the budget team at OPM and present the various requests from CJIS stakeholders in a more integrated, coherent way to decision-makers like the Secretary.

- **CJPAC Update**

Undersecretary Karpowitz provided an update on the CJPAC meeting, noting Kevin Neary's presentation on changes in the DOC population post-COVID. He highlighted a conversation between judicial and DCJ about opportunities for better practices around the pretrial population.

Karpowitz also shared that CJPAC wanted to engage more with victim coalitions, especially in domestic violence, and focus discussions on DOC staff health and wellbeing, given challenges with new mandates. He emphasized the importance of making CJPAC a forum to represent different stakeholder perspectives and inform better policy.

**5. Risk and Issues**

Prior to the meeting, a [full documents package](#) including a comprehensive Risks and Issues Register was distributed to the Committee. McGennis confirmed no substantive changes since the last review, therefore, this item was not reviewed during the meeting.

**6. Action Items**

1. **Coordinate CISS Workflow Meetings with Law Enforcement:** Chris Lovell and John Russotto will coordinate to schedule meetings with CSP, MPDs and prosecutors to address issues and provide updates on the CISS workflow implementation and get their input.

2. **Schedule Next Governing Board Meeting In-person:** The CJIS-CT Governing Board meeting scheduled in October is planned to be held in-person. An updated invitation will be distributed to board members.
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:**

- [06-14-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [07-12-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [07-12-2024 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**

There being no closing remarks, a motion to adjourn the meeting was made by Judge Carroll.  
The meeting adjourned at 10:57 AM.