



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

May 10, 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
Chief Donald Melanson, Windsor PD
Director CPCA
Mark Raymond, Chief Information
Officer (CIO)

John Russotto, Deputy Chief State's
Attorney (Designee)
Maurice Reaves, Assistant Division
Director (Designee on behalf of
Undersecretary Daniel Karpowitz)

Organization

Judicial branch, Office of the Chief Court
Administrator (designee)
Connecticut Police Chiefs Association
(CPCA)
Department of Administrative Services/
Bureau of Information technology
Solutions (DAS/BITS)
Office of the Chief State's Attorney

Office of Policy and Management (OPM)

CJIS-CT GB Staff and Contractors

James McGennis, Executive Director
Mark Tezaris, Program Manager
Christopher Lovell, Senior Project
Manager
Tammi Harris, IT Analyst

CJIS-CT
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CJIS-CT

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Guests

Glory Bulkley
Pradeep Ankaraju
Steven Mann
Nicole Lake
Cynthia Powell
Naveen Prathikantam

DESPP
DESPP
DESPP
DESPP
DESPP
DCJ

1. Welcome

Criminal Justice Information System (CJIS-CT) Governing Board Co-Chair, Judge Patrick Carroll, called the meeting to order at 10:01 AM to welcome all attendees. CJIS-CT Executive Director, James McGennis, welcomed and thanked all attendees to the meeting. He

emphasized the importance of collaboration for projects like CISS and acknowledged the critical guidance and oversight provided by the committee. McGennis acknowledged the upcoming National Correctional Officers Week and National Police Week, highlighting the contributions of the criminal justice community. He then suggested the meeting to start with Other Business topics to permit maximum time for discussion.

2. Approval of Minutes from April 12, 2024

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

3. CJIS-CT Business

a. CISS Workflow Status Updates – Integration Testing with Both State Agencies and RMS Vendors RMS

CJIS-CT Senior Project Manager, Chris Lovell, presented updates on CISS Workflow deployment and integration efforts with RMS vendors, sharing key numbers with the attendees. He mentioned integrating with 105 police entities, including state police barracks, which was an increase from the original 93 entities. Lovell highlighted the consolidation in the market, with RMS vendor NexGen serving 74 police departments and 11 state police barracks. It was noted that 62 NexGen police departments are now fully prepared for the arrest package functionality. Lovell identified ongoing efforts to address integration challenges with non-NexGen RMS used in larger cities. Additionally, the complexities of integration testing with various stakeholders were acknowledged, with efforts underway to refine these processes for a successful statewide deployment. The Committee raised several key points during the discussion, including:

- Deputy Chief State's Attorney, John Russotto, sought clarification on non-NexGen RMS vendors, particularly in large cities like Hartford, Stamford, Milford, and New Haven. Lovell noted that due to the volume of arrests packages coming in from these vendors, it is important to integrate with them. CJIS-CT Program Manager, Mark Tezaris, also shared that CJIS-CT has received additional funding from OPM to bring on another large vendor and are in the process of communicating with the vendor while also working on a cost-benefit analysis proposal to be shared with the committee for review and input.
- DCJ IT Director, Naveen Prathikantam, encouraged considering alternative vendors for the CISS Workflows, emphasizing the benefits of an inclusive approach. He highlighted the potential advantages of integrating with other RMS vendors and stressed the importance of analyzing market data for informed vendor selection decisions. Prathikantam emphasized the need for creating a roadmap for new vendor integration and fostering collaboration for system enhancements.
- CIO Mark Raymond emphasized the importance of maintaining fairness and transparency when selecting vendors, highlighting a structured and unbiased approach to vendor management to uphold the integrity of the selection process. Similarly, Judge Carroll underlined the significance of setting clear guidelines and

equal opportunities for all vendors to participate in the project, promoting a level playing field for vendor selection.

- James McGennis provided a link to the CJIS-CT [website](#) that includes resources for RMS Vendors to become CISS Certified in compliance with [PA 23-36](#).

b. Grant Funded Work – Updates

- James McGennis shared that CJIS-CT received a federal Edward Byrne Memorial Justice Assistance Grant (JAG) for purchasing new routers to replace end-of-life routers at the municipal Police Department. Funding for this project was allotted from OPM, and an MOU agreement between CJIS-CT, DAS BITS, and DESPP was being finalized. More details to follow in future reports.
- He also shared that CJIS-CT was reviewing a National Criminal History Improvement Program grant opportunity with OPM for a potential future project involving CISS Search integration with the Deadly Weapons Offender Registry. An MOU with DESPP for information exchange agreement was being finalized. The goal of this grant would be to cover the integration costs for the CISS team.
- Additionally, CJIS-CT and DOC are reviewing a granting opportunity with the Urban Institute to evaluate the impact of [HB No. 7104](#) (reduced penalties for felony drug possession crimes to a Class A misdemeanor). The Urban Institute is looking for a statement of interest from DOC and CJIS-CT, followed by a proposal to support this granting activity with data. McGennis reached out to Undersecretary Daniel Karpowitz to coordinate with OPM and the Criminal Justice Policy and Planning Committee to align on how to respond to the request. Undersecretary Karpowitz sought more information on the methodology, and he and McGennis plan to have a conversation with the Urban Institute in the future.

c. Digital Evidence Study – Updates

- McGennis noted that discussions were underway with OPM regarding the funding needed for the project's Phase One. Additionally, potential chargeback models for municipal PDs were being considered for those utilizing the centralized state tool. McGennis mentioned that the report's conclusion would be shared in a future meeting once these activities were completed.

4. Open Discussion

No other items were raised.

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**
 - No discussion items
2. **Key Risk #2 – System Reliability/Up-time not Meeting 99.9% Requirement**
 - CIO Mark Raymond inquired about the timeline for the implementation plan. Tezaris indicated that a timeline for a phase one plan is to be completed by the end of the year, with CJIS-CT Operations Manager, Archana Mulay, serving as the project manager. He emphasized the importance of clear and concise reporting that caters to a broad audience, ensuring comprehension for everyone, not just those with technical expertise.
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. **Issue #1 – Source Systems Not Available to CISS Search**
 - Cynthia Powell raised concerns about access to the WANTED database, which is classified as federal information, shared in the CJIS-CT system. She highlighted the importance of proper vetting of individuals who have access to sensitive information through the CSO.
 - Nicole Lake shared insights on the formal request sent to the Attorney General's Office for an interpretation regarding WEAPONS data sharing to the data feed in CISS. She mentioned that the request was under review by the Solicitor General to provide clarity on what information can be shared and in what manner. Lake highlighted the importance of seeking formal opinions to navigate the complexities of WEAPONS data sharing and access within the organization.
 - In response to the concerns raised about proper vetting, Mark Tezaris clarified that CJIS-CT personnel underwent thorough vetting at the project's outset. This included background checks required by both DESPP and the FBI, ensuring all individuals meet the necessary security standards.
 - CSO Glory Bulkley acknowledged the importance of seeking formal opinions from the Attorney General's Office to clarify data sharing practices within the CJIS-CT system. Bulkley expressed the need for a larger conversation to address concerns related to accessing federal information and the vetting process for individuals with access to sensitive data. She suggested scheduling a meeting with Cynthia, Nicole, and CJIS-CT staff to delve deeper into the topic and find a resolution.
 - Additionally, Bulkley highlighted DESPP's commitment to collaboration and partnership with CISS at the DESPP headquarters for testing and accessing the

two terminals, emphasizing the significance of clear communication and cooperation among team members.

6. Action Items

1. Meeting between CJIS-CT/DESPP: CJIS-CT will convene a meeting with DESPP to further discuss and clarify concerns about accessing WANTED and WEAPONS data and define the vetting process for individuals with access to sensitive data.

7. Correspondence/ Handouts:

- [04-12-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [05-10-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [05-10-2024 CJIS-CT Governance Committee Documents Package](#)

8. Next Meeting Date:

Friday, June 14, 2024, at 10:00AM – 11:00 AM, via MS Teams

9. Closing comments and Adjournment

Judge Carroll commended the team for their perseverance despite the challenges encountered between meetings and expressed his appreciation for their hard work.

Maurice Reaves echoed Judge Carroll's sentiment and specifically highlighted the productive collaboration with the CJIS-CT team on the previously discussed grant items.

Glory Bulkley took a moment to extend warm wishes to all mothers and motherly figures in honor of Mother's Day.

Judge Carroll reciprocated the Mother's Day wishes and made a motion adjourn the meeting at 10:47 AM.