



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
<https://portal.ct.gov/CJIS>



CJIS-CT Governing Board Meeting Minutes

November 8, 2024, 10:00AM

This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees

Maurice Reaves, Assistant Division Director,
Designee on behalf of Undersecretary Daniel
Karpowitz
Chief Paul Melanson, Avon PD, President
CPCA
Chief Donald Melanson, Windsor PD
Director CPCA
Mark Raymond, Chief Information Officer
(CIO)

John Russotto, Deputy Chief State's Attorney

Organization

Office of Policy and Management
(OPM)

Connecticut Police Chiefs
Association (CPCA)
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
Derek Poundstone, Curriculum and
Training 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
CJIS-CT

Guests

Colonel Chris Lewis
Naveen Prathikantam
Cynthia Powell
Steven Mann
Pradeep Ankaraju
Dane Silcox
Glory Bulkley
Frank DiMatteo
Bryan Sperry

DEEP EnCon
DCJ
DESPP
DESPP
DESPP
DESPP
DESPP
DPDS
Judicial

1. Welcome

Criminal Justice Information System (CJIS-CT) GB Member Mark Raymond called the meeting to order at 10:02 AM to welcome all attendees.

James McGennis opened the CJIS-CT Governance Committee meeting by thanking attendees and outlining the agenda, which included a discussion on CISS Workflow Change Management. He introduced Christopher Lovell, Senior Project Manager, to present on transitioning from manual to electronic workflows for the Department of Public Defender Services and the Judicial Court Support Services Division, noting the presence of agency representatives Brian Sperry and Frank DiMatteo.

2. Approval of Minutes from October 11, 2024

Mark Raymond made a motion to approve the minutes. John Russotto moved. Raymond seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held October 11th, were unanimously approved.

3. CJIS-CT Business

a. CISS Workflow Change Management – DPDS and CSSD

A slide was presented to highlight what is needed to transition to fully electronic data consumption and the benefits to DPDS and CSSD. Lovell noted that the CISS Workflow Deployment initiative across the GAs started with GA9 and progressed to other regions, such as GA4 and GA15. Lovell described the two-step workflow process, which involves generating arrest documents at Public Defender Services (PDS), routing them through CISS to the respective agencies, and processing them via the E-Prosecutor and judicial criminal systems. He emphasized that the workflow had reached a critical juncture, necessitating collaboration with public defenders and CSSD personnel.

Lovell elaborated on the extensive training conducted for over 400 CSSD staff the previous year, stating that this preparation positioned them well for the next phase. He highlighted the importance of directing CSSD teams, particularly those handling family violence cases, to access necessary documents promptly. Lovell underscored the need to identify key personnel in courthouses and coordinate with Brian Sperry to ensure smooth operations. He further noted the inclusion of probation, parole, and OVS personnel in the workflow process.

- Raymond expressed concerns about the prior training sessions, suggesting that staff might have forgotten key information without updates. Lovell agreed and stressed the need for refresher training for courthouse personnel. He explained that changes in version 11.5 would allow CSSD immediate access to documents from PDS, streamlining workflows for family violence cases and reducing reliance on paper processes.
- Bryan Sperry noted that improved workflows depend on all police departments submitting electronically, cautioning that mixed electronic and paper workflows would continue for now.
- John Russotto echoed concerns about the challenges of mixed workflows, citing examples from New Haven and Hartford, where major police departments still use paper submissions.

- Mark Tezaris shared updates on API connectivity projects, estimating New Haven's transition to electronic submissions within 18 months and Hartford's within two years.
- Lovell proposed convening stakeholders for training and discussions at Rocky Hill to address workflow improvements and better coordination.

b. Legal Support for CJIS-CT Governing Board

McGennis explained that CJIS-CT does not have a full-time attorney and instead relies on the AG's office for legal support as needed. He noted that the agency was currently handling a FOIA request requiring legal review to identify privileged documents and make necessary redactions.

Additionally, McGennis shared that while he had sought advice from the AG's office, they do not handle FOIA requests or document reviews for other agencies. To address the issue, he held a meeting with Undersecretary Karpowitz and Maurice Reaves from OPM to explore potential assistance. He informed the Committee of the situation and requested their support, outlining potential options: seeking help from OPM's legal team, revisiting the AG's office for further input, consulting with Judge Carroll, or even engaging outside counsel.

- Raymond referenced previous initiatives to address legal gaps through a governing board legal committee but questioned the practicality of reestablishing such a structure under current circumstances. He proposed exploring alternative options, such as leveraging DESPP or other administrative frameworks, and expressed concerns regarding the AG's office's ability to provide operational legal support.
- Russotto asked if requests involving agency-specific data were typically redirected, as CISS is not the system of record. McGennis clarified that the current request focused on staff activities related to the Clean Slate project, not CISS data.
- Maurice Reaves noted that OPM's legal counsel was reviewing staff communications and planned to consult the governor's office for additional support, stressing the importance of protecting privileged information before release.

c. Question from CPCA Regional Meeting – Consolidate Major BWC 3rd Party Vendors into a Cooperative Agreement that Municipalities can Leverage at Substantial Savings

McGennis introduced the topic of CPCA regional meetings, highlighting that Tezaris and his team had been attending to enhance communication regarding CISS usage. He referenced a question raised by a police chief during an October meeting in Norwich, which prompted the need for discussion on a potential consolidated contractor agreement for body-worn cameras and turned the discussion over to Tezaris.

Tezaris detailed his team's efforts at CPCA meetings to address workflow changes and change management. He emphasized that digital evidence challenges were a pressing concern among police chiefs, particularly the rising costs of data storage for body-worn cameras, vehicle cameras, and other evidence. He noted that these costs frequently doubled

or tripled over a few years, imposing significant financial strain on agencies, which viewed this as an unfunded mandate.

Tezaris conveyed a proposal from Groton Police Chief David Burton to leverage the state's purchasing power to negotiate contracts with key vendors. Such an approach could reduce costs by pooling resources at the state level. Tezaris clarified that the request did not involve seeking additional funding but rather aimed to utilize collective purchasing power to secure better pricing and improve efficiency.

- Mark Raymond explained that DAS has the authority to establish contracts on behalf of municipalities, enabling them to consolidate purchases for cost efficiency.
- Tezaris proposed contacting DAS contracts to explore the possibility of selecting two or three preferred vendors, aiming to negotiate better pricing by leveraging CPCA's ability to generate additional business for those vendors.
- McGennis suggested including the Digital Evidence Steering Committee in these discussions, and Raymond highlighted the efficiency of using an existing NASPO ValuePoint contract for body-worn cameras, already utilized by 77 entities. He advised starting with Jean Burke to negotiate preferred pricing and determine guidelines for vendor participation.
- Tezaris agreed with this approach and committed to consulting CPCA and the Digital Evidence Steering Committee for approval before proceeding with DAS. Naveen Prathikantam offered support, emphasizing his regular collaboration with Axon and access to relevant information.

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.**
 - Raymond inquired whether there had been any requests to remove DMV data, to which Tezaris confirmed that no such requests had been made. Tezaris elaborated that while the current interpretation suggested DMV data might be categorized as non-offender data, there remained ambiguity regarding the definition of offender data. He invited further input on the matter.
 - Raymond addressed the issue by pointing out that the interpretation from DESPP suggested they should not be transmitting the data. He questioned the necessity of creating an issue when an existing MOU with DMV already

facilitated access to the data, noting that DMV appeared compliant in providing it. Tezaris agreed with Raymond's reasoning and affirmed they would proceed accordingly, ensuring the Committee was informed of any additional developments.

6. **Action Items**

1. **CISS Workflow Change Management:** Chris Lovell to conduct refresher training for courthouse personnel to address knowledge gaps from prior sessions and to convene stakeholders, including CSSD, PDS, and police departments, for workflow training and discussions at Rocky Hill. Mark Tezaris monitor the progress of API connectivity projects for New Haven 18 and Hartford.
2. **Legal Support for CJIS-CT Governing Board:** James McGennis to explore alternative legal support options and coordinate with OPM's legal counsel to address FOIA requests and ensure the protection of privileged information.
3. **Consolidated Vendor Agreement for Body-Worn Cameras (BWC):** Mark Tezaris to collaborate with DAS contracts, CPCA, and the Digital Evidence Steering Committee to explore preferred BWC vendors and negotiate better pricing.

Correspondence/ Handouts:

- [10-11-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [11-08-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [11-08-2024 CJIS-CT Governance Committee Documents Package](#)

7. **Next Meeting Date:**

Friday, December 13, 2024, at 10:00AM – 11:00 AM, via MS Teams

8. **Closing comments and Adjournment**

In his closing remarks, Maurice Reaves expressed gratitude to attendees, particularly those who had served in the military or had family members currently serving. He acknowledged the upcoming holiday on Monday and thanked them for their service, wishing everyone an enjoyable long weekend.

There being no additional closing remarks, Judge Carroll moved to adjourn the meeting, which concluded at 10:57 AM.