State of Connecticut

Criminal Justice Information System (CJIS-CT)
Governing Board
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CJIS-CT Governing Board Meeting Minutes
October 11, 2024, 10:00AM
This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees	Organization
Judge Patrick Carroll, Former Chief Court Administrator, Co-chair	Office of the Chief Court Administrator
Daniel Karpowitz, Undersecretary	Office of Policy and Management (OPM)
Chief Donald Melanson, Windsor PD Director CPCA	Connecticut Police Chiefs Association (CPCA)
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

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
Sean Bucher, Senior Project manager	CJIS-CT
Tamika Potts, Technical Writer/Communications Specialist	CJIS-CT

Guests

Colonel Chris Lewis	DEEP EnCon
Naveen Prathikantam	DCJ
Cynthia Powell	DESPP
Steven Mann	DESPP
Andre Simons	OPM

1. **Welcome**

   Criminal Justice Information System (CJIS-CT) Co-Chair Judge Patrick Carroll called the meeting to order at 10:02 AM to welcome all attendees.

James 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 then suggested the meeting to start with Other Business topics to permit maximum time for discussion.

2. **Approval of Minutes from September 13, 2024**

Judge Carroll made a motion to approve the minutes. Daniel Karpowitz seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held September 13, 2024, were unanimously approved.

3. **CJIS-CT Business**
   a. **CISS Key Statistics - Users**

   A presentation was shared, highlighting CISS Search training and system usage. This information was also included in the complete distribution package.

   Derek Poundstone reported that nearly 5,300 users were trained in CISS Search in September, with additional training in CAAs, MVP, and the CISS Audit Log. The system averaged 179.2 searches per day, providing valuable insights to guide future training efforts. He also provided data on the 80 municipal police departments and 10 state agencies using the system.

   - Mark Raymond appreciated the data presented and suggested a breakdown of average searches by municipalities, campuses, and state agencies to better understand usage by group.
   - Poundstone agreed to prepare this refined view for the upcoming Governor's Board meeting and for future use.

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

   Chris Lovell reported good progress in CISS Workflow deployment, mentioning that GA7 and Meriden were prepared to go paperless. He noted the initial reluctance in some departments, like Woodbridge PD, due to apprehension about adopting the electronic system. He shared that efforts by DCJ and other partners helped mitigate these concerns, with local support from figures like Poundstone, who personally reached out to departments like Woodbridge PD. Lovell also highlighted advancements in GA23. Upcoming deployments were scheduled for Southington PD, Bristol PD, Berlin PD, and Wethersfield PD. Lovell emphasized that challenges remained, but the presence of supportive partners and a structured plan would foster continued progress.

   - John Russotto noted that, although regional meetings were informative, departments often faced issues like funding and lack of IT support. He highlighted that Naugatuck's centralized quality control model could inspire other departments.

- Judge Carroll inquired if the judicial branch could assist police departments in understanding and remedying repeated rejections. Russotto agreed, suggesting that collaboration might improve clarity, as departments used to receive real-time feedback when physically submitting paperwork. Judge Carroll proposed engaging Ralph Dagostine for further ideas on addressing this post-COVID dynamic, which had altered interactions in clerk's offices.

- Chief Donald Melanson asked about training materials, and Lovell confirmed a detailed user guide and support at go-live, which would also be shared with Chief Melanson.

- Tezaris recommended a cheat sheet for common errors. Lovell explained that clerks required high accuracy to ensure smooth future integration with the judicial system.

c. CSP Workflow Deployment – Staff Equipment Needs and Request for Clarity on DESPP Project Manager

Sean Bucher reported that the pilot program, led by Lieutenant Sampson, was progressing well, with plans to complete workflow implementation across all barracks by year-end. He detailed efforts to standardize procedures, including a 75-page document guiding troopers on electronic workflows for consistency. He highlighted staffing concerns and necessary dependencies, such as system certifications and production data access, to support statewide deployment readiness.

- Russotto inquired if these were new positions or existing vacancies, and Cynthia Powell clarified they were new roles, addressing previous staff cuts.

- Steve Mann discussed plans to transition data to a new data center, which would involve configuring production servers for NexGen RMS installations.

- Chief Melanson raised concerns about the added staffing and equipment demands on local police departments. Bucher explained that while staffing requirements varied by agency, their needs were especially high due to existing staff shortages. Powell and Chief Melanson suggested collaborating to gather feedback from departments already using the system to share best practices.

- Additionally, Powell emphasized that adequate staffing was critical for live production and that current shortages could force additional duties onto troopers, straining resources further.

- Russotto noted that the Division of Criminal Justice (DCJ) was also managing with limited personnel, underscoring a shared challenge across agencies.

4. <u>Open Discussion</u>

There were no additional items to discuss.

5. <u>Risk and Issues</u>

Prior to the meeting, a [full documents package](#) including a comprehensive Risks and Issues Register was distributed to the Committee. Due to time constraints, two new risks were raised during the meeting and 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.**
   - No discussion items

2. **Issue 2 – Additional Change Management focus for CISS Workflow Deployment needed in areas of hardware, staff and cross-agency coordination.**
   - No discussion items

6. **Action Items**

   1. **Streamline CISS Search Usage Statistics:** Derek Poundstone to prepare a breakdown of search data by municipalities, campuses, and state agencies for the Governing Board meeting and future meetings.
   2. **Provide Training Materials and User Guide to Chief Melanson for Distribution:** Chief Melanson requested access to training materials. Chris Lovell confirmed that a detailed user guide and go-live support were available and committed to sharing these resources with Chief Melanson for further distribution among regional chiefs.
   3. **Contact Judicial to Develop Solutions for Rejection Notices**: DCJ to contact Judicial to explore and develop potential solutions for assisting police departments in understanding and addressing the causes of repeated rejection notices from clerk's offices.

   Correspondence/ Handouts:

   - [09-13-2024 Governance Committee Meeting Minutes – Draft (Final uploaded)](#)
   - [10-11-2024 CJIS-CT Governance Committee Meeting Agenda](#)
   - [10-11-2024 CJIS-CT Governance Committee Documents Package](#)

7. **Next Meeting Date:**

   Friday, November 08, 2024, at 10:00AM – 11:00 AM, via MS Teams

8. **Closing comments and Adjournment**

   In his closing remarks, Judge Carroll acknowledged the significant challenges ahead, particularly in securing additional personnel and funding, noting that budget constraints mean funding one agency often results in cuts to another. He highlighted the financial "guardrails" currently under discussion and anticipated that budgeting would be a major challenge in the upcoming legislative session. Judge Carroll emphasized that agencies like the DCJ have

struggled to secure funding in past sessions. He advised that planning for contingencies should remain a priority to ensure the investment in the system is worthwhile.

There being no additional closing remarks, Judge Carroll moved to adjourn the meeting, which concluded at 11:00 AM.