



# 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**

September 13, 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  
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  
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	CJIS-CT
Mark Tezaris, Program 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**

LTC Mark Davison	CSP
Glory Bulkley	DESPP
Pradeep Ankaraju	DESPP
Steven Mann	DESPP

### **1. Welcome**

Criminal Justice Information System (CJIS-CT) Judge Patrick Carroll called the meeting to order at 10:01 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.

Before transitioning to Other Business topics, McGennis observed the anniversary of 9/11 and led the group in a moment of silence to honor those impacted.

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

## **2. Approval of Minutes from August 9, 2024**

Judge Carroll made a motion to approve the minutes. John Russotto seconded. There were no other comments. Therefore, the previous Governance Committee meeting minutes held August 9, 2024, were unanimously approved.

## **3. CJIS-CT Business**

### **a. Status on Source Systems – WEAPONS and DMV**

A presentation was shared, highlighting CISS statute CGS 54-142q (g)(3) and questions for the committee. This information was also included in the complete distribution package.

Mark Tezaris briefly provided the legislation, background, and history of the CISS project, explaining that the CISS project was intended to consolidate data from various source systems into one centralized location. However, recent concerns were raised by DESPP Legal that the CISS statute only allows for the inclusion of offender data, which could limit the data that can be shared. Tezaris outlined the implications this interpretation would have for the WEAPONS and DMV data currently in CISS. He sought clarification of whether there should be a legislative proposal to update the statute or should older data from DESPP weapons be removed from CISS.

- John Russotto sought clarification on the specific types of information that would be impacted and unavailable in CISS. Tezaris acknowledged that some of the information included data from COLLECT, however, he did not have the specific details readily available but will provide it in writing and distribute to those on the call to review. Additionally, Chief Donald Melanson shared that officers have access to DMV records through an RMS vendor's portal.
- Mark Raymond reflected on the evolution of the legislation, noting the original intent seemed broader than limiting CISS to offender data. He suggested exploring options to maintain the practical benefits of CISS while adhering to the legal interpretation.
- Alternatively, Glory Bulkley noted that WEAPONS and DMV data is already accessible to law enforcement through other systems such as COLLECT, addressing the concern of there being a law enforcement safety issue. She emphasized the need to involve the legal counsel and the Commissioner's office in these discussions to ensure alignment.
- Judge Carroll strongly advocated for clarifying the language in the legislation, stating the original intent was for a "one-stop shopping" system to provide authorized law enforcement with the information they need. He urged the group to take this issue to the legislature quickly if an agreement cannot be reached.
- In response, Chief Melanson and Raymond agreed that legislative action may be necessary to resolve the ambiguity in the statute. McGennis concluded discussion

on this topic, outlining the next steps will be to schedule a briefing with key legislative leaders to discuss the issue and potential solutions.

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

Chris Lovell reported that they were about two-thirds of the way through deploying CISS Workflow to GA7 and GA23. He noted that the process was taking much less time compared to the previous deployment to GA4, as they had used that time to set up the necessary connectivity. Lovell mentioned they were seeing some non-IT related issues around inconsistencies in how different police departments and courts were processing the paperwork, but they were working through those with the help of staff from the Judicial Branch and Division of Criminal Justice. He acknowledged that they would likely continue to face such issues as they expanded to other jurisdictions. Lovell also informed the group that NextGen had added three new police departments and Southbury as municipal customers, continuing the market consolidation trend.

- Russotto commented that they were doing a lot of hands-on support with the police departments to help them adapt to the changes. He emphasized the importance of police department leadership making this a priority for their officers.
- Lovell agreed that the on-site support from Russotto's team had been invaluable in identifying issues, such as the timing of same-day arraignment paperwork submissions. He also noted they had to work with one department to ensure they were using the proper, court-approved forms.

**c. CSP Workflow Deployment Equipment Needs**

McGennis explained that they were working with Steve Mann on the Digital Workflow for the State Police. Sean Bucher then provided an overview of the proposed equipment needs to improve the electronic workflow. He discussed the plans for scanners, new PCs, dual monitors, and multifunction printers at the various state police barracks.

- Russotto suggested that they should do a similar analysis for DCJ and Judicial, as the electronic workflow would impact those organizations as well. He emphasized that it was a critical piece that needed to be considered.
- Raymond expressed concerns about addressing this topic at the Governance Committee level, rather than as a DESPP-specific technology concern. He expressed concerns about the cost estimates, suggesting they might be inflated by including full replacement costs rather than incremental costs. Due to these reasons, Raymond was hesitant to recommend taking this request to the IT Capitalization Committee in its current form.
- Mann acknowledged that the estimates were based on a survey, and there were likely additional FTE needs that were not fully accounted for. He and Bucher agreed to follow up with Raymond offline to get guidance on how best to present and justify the funding request.

#### 4. Open Discussion

Judge Carroll sought an update on the integration of DEEP EnCON PD on behalf of Commissioner Dykes. McGennis explained they were working on an information exchange agreement that was 90% complete and they were looking to get it reviewed by Director Smith to move it forward.

#### 5. Risk and Issues

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. **NEW Risk – DESPP and DAS BITS have been planning for a significant amount of time the computing infrastructure that will be created in the State's Groton Data Center. The build out of the new servers and CJIS-CT compliance certification for the CISS Workflows for this new infrastructure is in process with an undefined delivery date.**
  - No discussion items
2. **NEW Risk – CISS Search has been built to use the COLLECT ID for searches of DMV data as per DESPP (DPS) requirements in 2015. Now the DESPP COLLECT Unit does not want CISS to get the COLLECT ID for new users being onboarded.**
  - Judge Carroll sought clarification on what caused the sudden change in approach from the DMV. Tezaris clarified that it was the DESPP COLLECT ID Unit that changed their approach.
  - Bulkley acknowledged that the DESPP Legal Team was involved in addressing the COLLECT ID issue. She stated they were working through it and would involve Tezaris and McGennis once decisions were made. She assured they would reach out to find a solution.

#### 6. Action Items

1. **Schedule Legislative Proposal Meeting to Update Statutes:** CJIS-CT will coordinate to schedule meetings with DESPP Legal, CJIS-CT GB members, and Co-chairs to discuss updating the current statutes for CISS information sharing. Additionally, CJIS-CT will schedule a meeting with Sen. Winfield and Rep. Stafstrom to make the legislature aware.
2. **Schedule RMS Cost Estimate Meeting with CIO Raymond:** CJIS-CT will schedule a meeting with CIO Mark Raymond to discuss the costs of equipment for CISS Workflow CSP Troops and how to present to the IT Capitalization Committee.
3. **Invite DESPP Legal to Governance Committee Meetings:** The CJIS-CT team will invite DESPP Legal to future CJIS-CT Governance and Governing Board meetings.

**Correspondence/ Handouts:**

- [08-09-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [09-13-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [09-13-2024 CJIS-CT Governance Committee Documents Package](#)

**7. Next Meeting Date:**

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

**8. Closing comments and Adjournment**

There being no closing remarks, Judge Carroll moved to adjourn the meeting, which concluded at 11:06 AM.