



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: December 12, 2025

Time: 10:00 AM – 11:00 AM

Location: Virtual, MS Teams

Attendees

Governing Board Members/Designees

1. Mark Raymond – Chief Information Officer, DAS-BITS
2. Kenneth Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
3. John Russotto – Deputy Chief State's Attorney, DCJ

CJIS-CT Staff/Consultants

4. James McGennis – Executive Director, CJIS-CT
5. Mark Tezaris – Program Manager, CJIS-CT
6. Derek Poundstone – Training/Curriculum Manager,
7. Christopher Lovell – Senior Project Manager, CJIS-CT
8. Sazara Johnson – Senior Project Manager
9. Tamika Potts – Technical Writer/Communications Specialist, CJIS-CT
10. Sean Bucher – Senior Project Manager, CJIS-CT
11. Sridhar Brahma – GRC Analyst – CJIS-CT
12. Giuliana Vincens – CJIS-CT Intern

Guests

13. LTC Mark Davison – OAS-CSP
14. Matthew LaFayette – Principal Budget Specialist, OPM
15. Frank DiMatteo – Information System Business Manager, DPDS
16. Naveen Prathikantam – Director of IT, DCJ

1. Welcome and Call to Order

- James McGennis called the meeting to order at 10:01 a.m. He acknowledged progress made over the past year and thanked committee members and staff for their continued collaboration. He emphasized the importance of sustained cross-agency coordination and alignment to advance shared goals. In the absence of the CJIS-CT Co-Chairs, Judge

Carroll and Undersecretary Daniel Karpowitz, he invited Ken Barone and Mark Raymond to offer opening remarks.

- Barone and Raymond expressed appreciation for staff engagement, training efforts, and ongoing system development, highlighting the value of increased understanding and collaboration across agencies.
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2. Results/Status of the CJIS-CT Security Audit and Resultant Action Steps

Presenter: Sridhar Brahma

Sridhar Brahma provided an update on CJIS/CISS-related security reviews and audits. Four audits and reviews have been completed, with remaining reviews substantially complete. Documentation has been shared, review sessions held, and a physical site review. Formal audit findings are expected before the end of the calendar year, with remediation to follow through established governance processes. DESPP is conducting the audits under FBI CJIS Security Policy requirements. A third-party architectural security review conducted by 3rd party vendor Trustwave is scheduled to begin early January, with an estimated 12-week duration.

- Ken Barone and Mark Raymond inquired about audit completion and timing of findings. Brahma confirmed findings are expected from DESPP before year-end.
 - Barone followed up about which entities conduct the audits. Brahma and LTC Mark Davison confirmed DESPP involvement with CJIS compliance standards.
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3. Efforts and Plans to Speed Up CISS Workflow Deployment

Presenters: Chris Lovell and Derek Poundstone

Chris Lovell provided an overview of the CISS Workflow deployment approach supporting the courts, DCJ, CSSD, and public defenders. He explained that deployment follows three phases—pre-go-live preparation, go-live readiness, and post-go-live operations—and noted that the two-week certification model originated from stakeholder input, including Naveen Prathikantam and Karen Sandler.

Lovell defined certification as achieving 95% acceptance in arrest package submissions to the courts and noted that several recently onboarded departments met this threshold within two weeks. He added that increased pre-go-live engagement and standardized processes have reduced error rates, and while the overall onboarding spans approximately eight weeks, the operational focus is on certifying departments within two weeks of go-live before proceeding to the next deployment.

Two-Week Certification Process

Presenter: Derek Poundstone

Derek Poundstone provided a high-level overview of the workflow flowchart, noting that it emphasizes early data validation, stakeholder coordination, and supervisory review of arrest paperwork. He stated that the streamlined process has improved accuracy, increased buy-in from local law enforcement, and supported the effectiveness of the two-week certification model.

CISS Workflow Deployment Timeline by RMS Vendor

Presenter: Chris Lovell

Chris Lovell reviewed projected deployment timelines by RMS vendor. He reported that Municipal Police Departments using NexGen RMS are expected to be fully onboarded by Q4 2026, contingent on continued success with the two-week certification model. He further noted that onboarding of the State Police is expected to begin after all troop jurisdictions have also at least one municipal department live, with a target of late May 2026 to meet that condition and a goal of beginning or completing State Police onboarding by the end of Q3 2026. Lovell added that the program goal is to reach approximately 90% of statewide arrests submitted electronically by the end of 2026.

RAP Sheet Handling and FBI Data Compliance Discussion

John Russotto raised concerns regarding inconsistent inclusion of RAP sheets in electronic arrest packets and the resulting impact on prosecutorial workflows. The issue was discussed in the context of FBI CJIS compliance requirements related to the transmission of FBI numbers.

- LTC Mark Davison and Mark Tezaris explained that inclusion of FBI numbers triggers higher CJIS compliance requirements for receiving agencies.
- Naveen Prathikantam noted that inconsistent practices across departments are creating workflow inefficiencies and requested clearer, statewide guidance.
- Ken Barone suggested formalizing a workflow working group to allow for more detailed discussion of workflow issues and to bring recommendations back to the Governance Committee.
- LTC Davison stated he would follow up with State CSO Captain Pattberg to clarify outstanding issues related to RAP sheet handling and identify a workable solution.
- Russotto suggested an initial working group consisting of DCJ, DESPP, and other relevant stakeholders to resolve security and CISS Workflow concerns.
- Barone emphasized the importance of including municipal representation, noting CPCA participation.
- McGennis stated this would be treated as an action item, noting that informal coordination exists but should be formalized, with the RAP sheet issue as the group's first task.

4. Introduction to Analytics Topics

Ken Barone provided an overview of initial discussions to better understand the analytics landscape and potential data-sharing needs across state agencies and other government entities. He emphasized the need to establish a governance framework for vetting analytics requests, ensuring data security, and securing agency-of-record participation, noting that the work is in a formative, exploratory phase. McGennis recommended that the committee defer further discussion of analytics topics until Undersecretary Daniel Karpowitz is able to participate, with the topic to be revisited at a future Governance Committee meeting.

5. Closing Comments & Adjournment

Mark Raymond commented that the meeting's focus on substantive issues requiring discussion and resolution was a welcome change. He noted that topics such as RAP sheet handling are long-standing issues that warrant continued attention and expressed appreciation for the discussion.

Ken Barone thanked the group for their engagement and responsiveness, noting his appreciation for the discussion.

A motion to adjourn was made by Barone and seconded by John Russotto.

The meeting was adjourned at 10:57 AM.

6. Action Items

Task	Owner	Status	Notes
Workflow Subcommittee Formation	Chris Lovell/Tamika Potts	In Progress	A CISS Workflow working group to address CISS Workflow-related issues, with an initial focus on RAP sheet handling and associated CJIS compliance considerations.
Rap Sheet Handling Follow-Up	LTC Mark Davison, Chris Lovell, Naveen Prathikantam	In progress	LTC Davison will follow up with CSO to clarify security and policy considerations related to rap sheet inclusion and identify a workable, consistent approach.

Minutes prepared by: Tamika Potts, Technical Writer/Communications Specialist (Tamika.Potts@ct.gov)