State of Connecticut

Criminal Justice Information System (CJIS-CT)
Governing Board
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Meeting Minutes: CJIS-CT Monthly Governance Committee Meeting

Date: February 14, 2025
Time: 10:00 AM – 10:57 AM
Location: Microsoft Teams Virtual Meeting

1. Opening Remarks

Presented by: Undersecretary Daniel Karpowitz

- Acknowledged the attendees and thanked them for their participation.
- Noted that Judge Carroll was unable to attend due to travel.

2. Approval of Minutes

Motion: Daniel Karpowitz moved to approve the minutes from the previous meeting.
Seconded by: Mark Raymond
Outcome: Unanimously approved.

3. CJIS-CT – Other Business

a. Updates to Previous Actions

Presented by: James McGennis

- Noted significant progress on key governance actions, which are now being formally tracked within meeting minutes.
- Provided an update on the legislative proposal regarding data sharing and executive director's responsibilities.
- Mentioned discussions with Judiciary Committee staff regarding the legislative proposal.

b. Update on Legislative Proposal & Next Steps

Presented by: James McGennis

- Outlined the approval process for the legislative proposal regarding data sharing and the executive director's role.
- Discussed upcoming public testimony requirements and the need for board members to participate.
- Highlighted ongoing monitoring of legislative developments that may impact CJIS-CT operations.

c. CJIS-CT Budget Update

Presented by: Mark Tezaris

- Reported a budget deficit of $1.915M for FY25 due to the absence of the anticipated rollover from FY24.
- Due to budget constraints, 12 consultants were terminated, which helped reduce the deficit to some extent. However, this reduction in staff significantly impacted project capacity, leading to delays and increased workload for remaining personnel.
- Proposed mitigation strategies include automation, AI integration, renegotiation of vendor contracts, and chargeback models for specialized projects.
- Discussed potential reliance on grants, capital funding, and legislative adjustments. CJIS-CT is identifying a budget shortfall for FY25 of $1.599M and is working with DESPP Fiscal and OPM to add CJIS-CT to the Comptroller's deficiency report.

d. Recent Research Requests – CISS Analytics

Presented by: Mark Tezaris

- Noted an increase in research requests for data analytics in criminal justice, including racial profiling and recidivism trends.
- Emphasized the need for sustainable funding models to support research activities.
- Discussion between Daniel Karpowitz and Mark Raymond emphasized the need for strategic alignment in research projects and data analytics initiatives. They highlighted the importance of interagency collaboration to enhance data utility and optimize funding sources. Mark Raymond suggested exploring the OPM Criminal Justice Policy Advisory Committee as a potential venue for discussions on leveraging CISS for research on policy outcomes.

e. CISS Electronic Workflow Update

Presented by: Christopher Lovell

- Reported that 25 police departments (PDs) are actively submitting arrest paperwork digitally.
- Observed improvements in error rates due to better communication and training.
- Addressed bond selection errors and proposed collaboration with NexGen and AI integration.
- Emphasized the urgency of onboarding additional PDs to meet project timelines.

- Highlighted the role of court liaison officers in ensuring accurate paperwork submission.

4. Risk and Issues Discussion

Presented by: Mark Tezaris

a. Budget Deficit Impact

- As mentioned earlier, the reduction of 12 consultants has affected project timelines and workload.
- CJIS-CT is pursuing alternative funding sources and cost-saving measures.

b. Legislative Clarification on Offender vs. Non-Offender Data

- The Attorney General's office has interpreted legislation to exclude non-offender data.
- CJIS-CT is working with the legislature and executive agencies to address the issue.

c. Change Management for CISS Workflow Deployment

- DESPP requires additional staffing (22 records technicians, supervisors, IT staff) and hardware for workflow implementation.
- Lack of funding for these needs may delay CISS workflow project timelines.
- Discussion on mitigating schedule impact without assuming financial responsibility within CJIS-CT.
- The risk will be revised to clarify its identification as a Workflow schedule risk; however, mitigation resides with the agencies and will not be managed by CJIS-CT staff.

5. Closing Comments

Presented by: Undersecretary Daniel Karpowitz

- Encouraged further strategic discussions on interagency collaboration and funding sustainability.
- Proposed broader discussions on workflow modernization at CJPAC.
- Noted the importance of maintaining a long-term vision for CJIS-CT operations.

6. Adjournment

Motion: Daniel Karpowitz
Seconded by: Mark Raymond
Outcome: Unanimously approved.

Meeting Adjourned at 10:57 AM

Next Meeting: March 14, 2025

Attendance Summary:

- **Total Participants:** 16
- **Meeting Duration:** 1 hour, 2 minutes
- **Average Attendance Time:** 55 minutes

Attendance Details:

CJIS-CT Governing Board Members and Designees	Organization
Daniel Karpowitz, Undersecretary	OPM
Mark Raymond, Chief Information Officer	DAS/BITs
Chief Don Melanson, Director	CPCA
John Russotto, Deputy Chief State's Attorney	DCJ

CJIS-CT GB Staff and Contractors	Organization
James McGennis, Executive Director	CJIS-CT
Tammi Harris, Business Analyst	CJIS-CT
Sridhar Brahma, Governance, Risk and Compliance Analyst	CJIS-CT
Christopher Lovell, Senior Project Manager	CJIS-CT
Mark Tezaris, Program Manager	CJIS-CT
Sean Bucher, Senior Project Manager	CJIS-CT
Derek Poundstone, Curriculum and Training Manager	CJIS-CT

Guests	Organization
Colonel Chris Lewis	DEEP EnCon
Naveen Prathikantam	DCJ
Dane Silcox	DESPP
Pradeep Ankaraju	DESPP
Cynthia Powell	DESPP