



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governance Committee Meeting Minutes

January 10, 2025, 10:30 AM

This was a virtual meeting

Attendance

CJIS-CT Governing Board Members and

Designees

Judge Patrick L. Carroll, III, Former Chief Court Administrator
Daniel Karpowitz, Undersecretary
Mark Raymond, Chief Information Officer (CIO)

John Russotto, Deputy Chief State’s Attorney
Chief Donald Melanson, Director

Organization

Judicial Branch

Office of Policy and Management (OPM)
Department of Administrative Services/
Bureau of Information Technology
Solutions (DAS/BITs)
Office of the Chief State’s Attorney
Connecticut Police Chiefs Association

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
Sridhar Brahma, Governance, Risk and Compliance (GRC) Analyst
Tammi Harris, Business Analyst

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Guests

Naveen Prathikantam
Frank DiMatteo
Colonel Chris Lewis
Steven Mann
Dane Silcox
Jo Anne Ramm
Cynthia Powell

DCJ
DPDS
DEEP EnCon
DESPP
DESPP
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DESPP

1. Opening Remarks

- **Presenter:** Judge Patrick Carroll
- Judge Carroll called the meeting to order at 10:31 AM, welcoming the committee members and participants.
- Recognized the efforts and dedication of CJIS team members in the past year and extended New Year’s wishes.

2. Approval of Minutes

- **Presenter:** Judge Patrick Carroll
- The minutes of the December 13, 2024, meeting were reviewed and approved.
- Motion to approve was made by Mark Raymond and seconded by Chief Donald Melanson.
- The motion carried without opposition.

3. CJIS-CT Other Business

a. Updates to Previous Actions

- **Presenter:** James McGennis
- Updates were provided on prior governance committee discussions and actions, particularly the legislative proposal regarding offender and non-offender data sharing.

b. Legislative Proposal Update

- **Presenter:** James McGennis
- Discussed the draft legislative proposal to address statutory misalignments concerning offender and non-offender data sharing.
- Highlighted the second legislative component to clarify the executive director's authority to sign agreements.
- Committee recommended scheduling a virtual special meeting to secure the governing board's formal approval.

c. Budget Update

- **Presenter:** Mark Tezaris
- Reported a budget shortfall of \$1.9M due to reallocated carryover funds, dwindling bond funds for development, and Clean Slate program expenses.
- Action taken includes the layoff of 12 consultants, with other mitigation strategies under consideration.
- Efforts to obtain reimbursement for Clean Slate expenses and optimize contracts are ongoing.
- Requests will be made for State IT capitalization funds for development work

d. CISS Electronic Workflow Update

- **Presenter:** Chris Lovell
- Significant progress noted in electronic submissions from police departments (PDs).
- Several PDs are nearing certification for electronic workflows, improving efficiency.
- Staffing reductions may delay critical updates, impacting timelines for workflow enhancements.

4. Risk and Issues

- **Presenters:** James McGennis and Mark Tezaris
- Legislative clarification on offender and non-offender data was discussed as a high-priority risk.

- Change management challenges, including staffing and equipment needs, were highlighted.

5. Action Items

1. **Legislative Proposal Approval:**
 - Schedule a virtual special meeting of the governing board to secure formal approval for the legislative proposal.
 - **Responsible:** James McGennis
 - **Deadline:** By next week.
2. **Budget Mitigation Efforts:**
 - Continue discussions with OPM regarding Clean Slate reimbursements and explore additional cost-saving measures.
 - **Responsible:** Mark Tezaris
 - **Deadline:** February 2025.
3. **Electronic Workflow Timeline Update:**
 - Provide detailed timelines for workflow testing and certification to key stakeholders.
 - **Responsible:** Chris Lovell
 - **Deadline:** Within two weeks.
4. **Risk Mitigation:**
 - Develop contingency plans for staffing and resource gaps affecting critical workflows.
 - **Responsible:** Mark Tezaris
 - **Deadline:** February 2025.

6. Closing Comments

- **Presenter:** Judge Patrick Carroll
- Emphasized the technical nature of the legislative proposal and expressed hope for smooth approval.
- Noted the need for prompt scheduling of a special governing board meeting to authorize the legislative submission.

7. Next Meeting Date

February 14, 2025, 10:00AM – 11:00 AM, via MS Teams

8. Adjournment

- The meeting adjourned at 11:09 AM.

Prepared by: Tammi Harris, CJIS-CT Information Technology Analyst and Sridhar Brahma, GRC Analyst