



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Monthly Governance Committee Meeting

Date: June 13, 2025

Time: 10:00 AM – 11:00 AM

Location: Virtual via MS Teams

1. Attendance

Board Members & Key Attendees

1. Daniel Karpowitz – Undersecretary, Office of Policy and Management and CJIS-CT Governing Board Co-chair
2. Mark Raymond – Chief Information Officer, Department of Administrative Services / Bureau of Information Technology Solutions
3. Ronnell Higgins – Commissioner, Department of Emergency Services and Public Protection
4. James McGennis – Executive Director, CJIS-CT
5. Mark Tezaris – CJIS-CT Program Manager
6. Derek Poundstone – CJIS-CT Training and Curriculum Manager
7. Christopher Lovell – CJIS-CT Workflow Project Manager
8. Sean Bucher – CJIS-CT Project Manager
9. Sazara Johnson – CJIS-CT Project Manager
10. Sridhar Brahma, CJIS-CT Security Governance, Risk and Compliance (GRC) Analyst
11. Tamika Potts – CJIS-CT Technical Writer/Communications Specialist
12. Naveen Prathikantam – DCJ IT Director (representing John Russotto)
13. Dane Silcox – CSP Manager, Identification and Records
14. Cynthia Powell – DESPP Records
15. Pradeep Ankaraju-DESPP IT Management

2. Welcome/Call to Order

Co-chair Daniel Karpowitz opened the meeting by acknowledging the group's first convening following the legislative session and noted that SB 1387 to enhance CISS's research and analytics function had not advanced. He cited uncertainty regarding the cause, attributing it potentially to session volume. He emphasized the continued importance of the analytic function and commended the support of new board members.

James McGennis concurred, referencing a late-session filibuster and the low passage rate of proposed bills.

3. Approval of Minutes

Undersecretary Karpowitz requested a motion to approve the previous meeting's minutes. A motion to approve the previous minutes was made by Mark Raymond and seconded by Naveen Prathikantam. The minutes were approved unanimously.

4. Updates to Previous Actions

The previous action items from the May 09, 2025 Governance Committee meeting were reviewed with the following updates:

a. Judicial Review of CJIS Security Policy

James McGennis stated that technical and security questions from the Judicial Branch had been addressed. The document was under legal review by Judicial Legal Affairs. Final approval remained pending.

b. Escalation Letter for Unresponsive PDs

- A draft escalation letter intended to improve engagement from nonresponsive PDs was presented for committee feedback.
- Derek Poundstone noted that while communication with these departments existed, attempts to confirm onboarding timelines had been unsuccessful. He recommended enlisting support from State's Attorneys through this collaborative yet directive letter.
- Mark Raymond advised clarifying the legal basis for the letter's mandatory language, outlining the operational benefits of electronic submission, and consider copying municipal leaders to elevate visibility. McGennis and Poundstone agreed to incorporate these revisions.
- Naveen Prathikantam added that some State's Attorneys had already engaged with the PDs and proposed formally discussing the matter at their upcoming monthly meeting, inviting CJIS to participate.

c. Rap Sheet Inclusion Clarification

Naveen Prathikantam clarified previous discussions regarding the inclusion of rap sheets in arrest submissions, noting that the State Police had confirmed their inclusion is required when generated during an investigation. He and legal colleagues endorsed this guidance and recommended statewide communication to PDs upon finalization of the CJIS Security Policy.

5. CISS Electronic Workflow Update and Success

- Chris Lovell reported significant progress in electronic arrest submissions. Waterbury PD exceeded the 95% acceptance threshold and aimed to eliminate daily paper submissions. Trumbull and Fairfield PDs also met certification standards, maintaining 100% performance for several weeks.
- Statewide, overall acceptance rates rose from 67% to 87%, driven by expanded training and support. However, bond-related data entry errors remained a key issue.
- Mark Raymond recommended mistake-proofing improvements such as input validation, clearer UI, and engaging with RMS vendors for solutioning. Derek Poundstone concurred, attributing most errors to ambiguity in the screens presented to users rather than to system defects and emphasized the value of "poka-yoke" design. Sean Bucher confirmed ongoing collaboration with RMS vendors to address enhancement needs, including warrant processing improvements.

6. CISS Search Training and Usage Update

- Derek Poundstone reported:
 - Over 6,500 users were trained since inception of the project, with 7,000+ estimated by year's end.
 - CSSD user onboarding was underway (400+ users), as was DEEP onboarding (less than 100).
 - DEEP was fully approved and ready to activate pending final legal sign-off.
 - New agencies including MTA, Amtrak, and regional dispatch centers, were in various onboarding phases.
 - To accelerate deployment, a “train-the-trainer” model was being developed with POSTC.

7. CISS Analytics

- Mark Tezaris introduced the CISS analytics initiative:
 - A de-identified, cross-indexed data platform was being developed using Power BI.
 - The initiative would allow standard export and reporting for researchers.
 - A proof-of-concept was planned for late Q3 2025.
 - De-identification processes would be guided by data owners to ensure legal, regulatory and compliance concerns.
- Mark Raymond advised rethinking terminology and architecture in light of AI developments. For example, avoid ‘Google-like search’ branding.
- Tezaris confirmed that a pilot comparing Azure AI cross-indexing to CJIS’s current MultiView was underway, noting potential cost and performance advantages.

8. Approve MOU Agreement for Hiring of Intern

- James McGennis sought approval to onboard a UConn MPA intern under two DAS-compliant MOUs, assuring the group that fingerprinting, data security, and policy training were in place. In response to Mark Raymond’s concerns about data access, McGennis confirmed alignment with the CJIS Security Policy with added paragraph to the MOU.
- Daniel Karpowitz introduced a motion to approve, highlighting the intern’s role in supporting analytics. The motion was moved by Mark Raymond and seconded by Naveen Prathikantam on behalf of Deputy Chief State’s Attorney John Russotto. It passed unanimously.

9. Risks and Issues

Mark Tezaris reviewed the active risk register:

- **Budget Risk Resolved:** FY25 and FY26 deficiency funding (including Clean Slate support) was secured. Staffing levels remained flat, but timelines were adjusted to maintain deliverables.
- **SB1387 Status:** While an update was provided earlier in the discussion, further action is needed to address potential challenges related to the handling of offender and non-offender data. Work on this issue is ongoing.
- **Legal Counsel Gap:** Tezaris emphasized the ongoing lack of dedicated legal support. He noted that the AG's office was unable to review MOUs promptly, and CJIS had no in-room counsel during legal discussions.
- Commissioner Ronnell Higgins suggested hiring a retired AG staffer as a Temporary Worker Retirees (TWR) to address the gap. Mark agreed and noted that CJIS would require funding support to pursue that option. The idea will be assessed with OPM.

10. Closing Remarks (*Undersecretary Daniel Karpowitz*)

Undersecretary Daniel Karpowitz invited final comments and thanked all meeting participants. There being no additional comments, the meeting was adjourned at 11:02am.

Action Items & Next Steps

Task	Owner	Status
Revise escalation letter language (authority, benefits, cc to municipal leaders); present to State's Attorneys	Derek Poundstone / Chris Lovell	In Progress
Investigate hiring a retired Attorney (TWR) for legal counsel; identify funding options	Jim McGennis/Daniel Karpowitz	New

Adjourned at: 11:02AM

Next Meeting: July 11, 2025

Meeting Minutes Prepared by: Tamika Potts, Technical Writer/Communications Specialist
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