



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Monthly Governance Committee Meeting

Date: May 09, 2025

Time: 10:00 AM – 11:00 AM

Location: Virtual via MS Teams

1. Attendance

Board Members & Key Attendees

1. Judge Patrick Carroll – Former Chief Court Administrator, Judicial Branch and CJIS-CT Governing Board Co-chair
2. James McGennis – Executive Director, CJIS-CT
3. Mark Tezaris – CJIS-CT Program Manager
4. Christopher Lovell – CJIS-CT Workflow Project Manager
5. Sean Bucher – CJIS-CT Project Manager
6. Sazara Johnson – CJIS-CT Project Manager
7. Sridhar Brahma, CJIS-CT Security Governance, Risk and Compliance (GRC) Analyst
8. Tamika Potts – CJIS-CT Technical Writer/Communications Specialist
9. Col. Chris Lewis. – DEEP EnCon
10. Naveen Prathikantam – DCJ IT Director
11. Dane Silcox – CSP Manager, Identification and Records
12. LTC Mark Davison – DESPP/CSP Lt. Colonel
13. Cynthia Powell – DESPP Records
14. Frank DiMatteo – Public Defender Service
15. Pradeep Ankaraju-DESPP IT Management

2. Welcome/Call to Order

James McGennis welcomed attendees and acknowledged the upcoming observance of National Police Week, scheduled for May 11–17. He noted this as a meaningful time to honor and remember law enforcement officers who have made the ultimate sacrifice in the line of duty. McGennis extended appreciation to all agencies represented for their ongoing dedication and collaboration in enhancing public safety across Connecticut.

3. Approval of Minutes

Judge Carroll requested a motion to approve the previous meeting's minutes. There was a motion for approval and a second. With no objections, the motion passed unanimously.

4. Updates to Previous Actions

The previous action items were reviewed with the following updates:

- a. **Finalize Pathway for JOCE System Access**

McGennis noted that this remains a work in progress. He reported that additional internal and interagency meetings are scheduled to finalize access protocols and confirm legal compliance.

b. Track Senate Bill 1387 Progress and Coordinate Outreach

Passed the Judiciary Committee and OFA/OLR; awaiting Senate action. This bill has implications for how non offender data is shared with CISS. Close tracking of its legislative progress is vital.

c. Distribute Final CJIS Security Policy to Governing Board Members

Finalized process for Judicial branch sign-off; Judicial review to be led by Diana Varese with assistance from CJIS-CT Sridhar Brahma. The policy underwent a significant expansion to accommodate security updates. Judicial review is a key step toward adoption across participating agencies.

d. Continue onboarding coordination and SOP distribution

Ongoing with DEEP, Amtrak, MTA, Litchfield County Dispatch. Each new agency onboarding includes standardized procedures (SOPs) to ensure compliance and consistency with system usage and data practices.

e. Vendor Contract Updates:

Awaiting AG Office's contract finalization; follow-up communication ready. Finalizing this NASPO contract will facilitate procurement efficiency and enhance system integration for agencies already utilizing this vendor.

f. Hartford & New Haven PDs Workflow

Early stages of onboarding. Vendor RMS contracts (Inform and ProPhoenix) under review. Due to their size, these jurisdictions are pivotal for statewide coverage. Their onboarding is being managed in coordination with respective vendors and internal project milestones.

5. CISS Electronic Workflow Update and Success

- Chris Lovell reported that 32 police departments are now submitting arrest documentation electronically. Fairfield and Ansonia have gone fully paperless, with Seymour nearing certification. The team is working to eliminate parallel paper processes that increase administrative burden.
- He also outlined plans for the CISS 11.4.7 CSSD software release, which is scheduled for May 24, 2025, starting in GA15 (New Britain). This update aims to resolve existing workflow challenges and support statewide expansion of fully digital processing.

6. Requested Governance Committee Support

- Chris Lovell expressed concern about non-participation from key PDs (New Milford, Montville, West Haven), which impacts broader rollout goals. An escalation strategy is being prepared to prompt engagement.
- Judge Carroll offered to help move discussions forward.

7. Additional Discussion Items – RAP Sheets in Workflow (Change request submitted by DCJ)

- Naveen Prathikantam proposed an important change related to **RAP sheets** (criminal history records). Currently, RAP sheets are not routinely included in electronic arrest packets, which has caused workflow inefficiencies within State’s Attorney offices. He noted that including RAP sheets electronically—via the “miscellaneous sensitive” document type—would significantly streamline case preparation and reduce the burden on inspectors.
- Naveen further asked about the CISS system being FBI CJIS compliant. Mark Tezaris confirmed that the infrastructure is secure and capable, and prior FBI approval email exists from 2017-2018 time-period although coordination with DESPP and the State Police is needed to finalize alignment on this topic, including completion of the aforementioned security audit.

8. Risks and Issues

- Budget Deficiencies:** CJIS-CT experienced a \$1.6 million funding gap due to a rescinded rollover and a state cut. This led to the release of 12 consultants. The team is mitigating the impact through cost-saving measures, vendor contract efficiencies, and automation. Discussions with OPM for FY25 support are ongoing.
- Legislative Tracking:** Senate Bill 1387, which governs the use of offender and non-offender data, is awaiting Senate action. The CJIS-CT team continues to monitor the bill and engage with the Governor’s Office.

9. Closing Remarks (*Honorable Patrick Carroll*)

Judge Carroll thanked the CJIS-CT team for their resilience despite funding constraints and praised their ability to adapt and deliver results. He also acknowledged the increased involvement of partners like DEEP, highlighting the importance of cross-agency cooperation.

Action Items & Next Steps

Task	Owner	Due
Judicial review of Security policy	Diana Varese/ Sridhar Brahma	Meeting scheduled May 16
Workflow-Draft escalation letters to unresponsive PDs	Chris Lovell / CJIS-CT Team	By next committee meeting
Discuss RAP sheet inclusion process	Naveen Prathikantam/ Chris Lovell / DESPP	Initial meetings to be scheduled

Adjourned at: 10:44AM

Next Meeting: June 13, 2025

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