



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: October 10, 2025

Time: 10:00 AM – 11:00 AM

Location: Virtual, MS Teams

Attendees

Governing Board Members/Designees

1. Judge Patrick Carroll – Former Chief Court Administrator, Co-Chair, Office of the Chief Court Administrator
2. Daniel Karpowitz – Undersecretary, Co-Chair, OPM
3. Mark Raymond – Chief Information Officer, DAS-BITS
4. Kenneth Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
5. John Russotto – Deputy Chief State's Attorney, DCJ

CJIS-CT Staff/Consultants

6. James McGennis – Executive Director, CJIS-CT
7. Mark Tezaris – Program Manager, CJIS-CT
8. Tamika Potts – Technical Writer/Communications Specialist, CJIS-CT
9. Christopher Lovell – Senior Project Manager, CJIS-CT
10. Derek Poundstone – Training/Curriculum Manager,
11. Sridhar Brahma – GRC Analyst – CJIS-CT

Guests

12. Captain Josh Pattberg – CSP
13. Pradeep Ankaraju – IT Manager, DESPP
14. Frank DiMatteo – Information System Business Manager, DPDS

1. Welcome and Call to Order

- **Presenter:** Judge Patrick Carroll, Undersecretary Daniel Karpowitz, and James McGennis
- Judge Carroll welcomed attendees and called the meeting to order at 10:01AM.
- Before covering the previous action items, McGennis welcomed participants and expressed appreciation for the committee's collaboration across partner agencies. He

reviewed the committee’s recent progress in implementing CJIS-CT initiatives and emphasized the importance of maintaining momentum as several projects near completion. McGennis highlighted that continued interagency coordination remains essential to sustaining operational improvements and advancing system integration goals.

2. Updates to Previous Actions

McGennis provided an overview of outstanding items from prior meetings:

- **Onboarding Coordination:** Continued progress with multiple state and local agencies. The Department of Energy and Environmental Protection (DEEP) is nearing full completion of its onboarding process.
 - **Hartford–New Haven RMS Onboarding:** Contracting review underway for Hartford and New Haven RMS vendor onboarding with anticipated completion before year-end.
 - **Escalation Letter Language:** A finalized template now exists to address delayed agency responses to onboarding requests.
 - **Hiring Retired Attorney:** The hiring request is advancing through the HR review process, supported by carryover funding from OPM. The position is intended to provide additional legal expertise and support for ongoing CJIS-CT initiatives. The request remains under active consideration, with updates expected once the standard approval steps are completed
 - **Research and Analytics:** A meeting including Kyle Baudoin is scheduled for October 27, 2025, to ensure analytics representation across CJIS data initiatives.
 - **SB 1387 Legislative Change:** Ongoing coordination with the Governor’s Office and Judiciary Committee Co-Chairs on potential reintroduction of the bill.
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3. SB 1387 Discuss Update

Presenter: Undersecretary Daniel Karpowitz

Undersecretary Karpowitz provided an update on the status of Senate Bill 1387, noting that discussions with the Governor’s Office indicated that prior session challenges were largely procedural. The proposal remains under consideration as a continuing executive branch initiative, with the potential for reintroduction in the upcoming legislative session as a House bill.

Undersecretary Karpowitz added that outreach efforts are ongoing with the Governor’s legislative team and the Judiciary Committee leadership to coordinate planning and ensure alignment on next steps.

4. Digital Arrest Process Update and Success Stories

Presenters: Chris Lovell and Derek Poundstone

Chris Lovell delivered a comprehensive update on the Digital Arrest Workflow Process noting:

- **Department Participation:** Eight new police departments (PDs) became fully paperless in September, reaching over 1,200 arrest packages electronically submitted in that month.
- **Performance Metrics:**
 - **Arrest package acceptance rate:** Increased to 91%, up from 67% at program launch.
 - **Rejection rates:** Decreasing as defects such as missing signatures and bond errors are resolved.
- **System Enhancements:** Issues identified in warrant versus on-site arrest workflows were addressed through NextGen software fixes, significantly reducing entry errors.
- **Certification Progress:** Judicial and DCJ stakeholders are requesting accelerated PD certification timelines—targeting two weeks—to minimize dual (paper and electronic) processes.

Derek Poundstone expanded on recent onboarding improvements, citing a collaborative approach among PDs that allows for parallel training and mentorship. Fairfield, Trumbull, and Newtown PDs completed certification rapidly, with Fairfield achieving readiness in under three months. The goal is to reduce certification to one week of onboarding and one week of monitoring for future PDs.

The team noted that nearly all participating PDs are certified, with only Wolcott, Waterbury, Willimantic, and Plainfield PDs awaiting final sign-off. Plans to onboard Bethel, Groton, and Newington PDs are underway.

The committee discussed challenges with limited budgets for testing environments, with the team exploring local test access to avoid overtime costs. Members commended the reduction in defects and recognized the positive feedback from law enforcement agencies embracing digital workflow practices.

5. Source System Status Updates

Presenter: Mark Tezaris

- Mark Tezaris reported:
- **RMS Vendor Integrations (Accucom, IMC):** Both vendors are on track for completion within the next six months. Integration work continues as part of the overall system modernization plan.
- **DMV Data Access:**
 - The current data exchange operates under an existing interagency Memorandum of Understanding (MOU) that governs access to driver and vehicle information, including photos.
 - Recent discussions have identified concerns about data-sharing responsibilities and liability under that agreement. A written legal opinion is being requested to clarify these terms and ensure continued compliance.

- Members emphasized the importance of maintaining open communication among agencies to support consistent, authorized access to critical information and to prevent any disruption to ongoing operations.
- **WEAPONS Data:** The project team is transitioning to use of the *Deadly Weapons Offender Registry* as the primary data source. Required MOU addendums and related grant deliverables are being finalized, with implementation expected within the next 12 months.
- **WANTED Data Review:** The committee was informed of a proposal to reduce the number of shared data fields from roughly 100 to 10. Members expressed concern about maintaining adequate functionality and requested a comprehensive summary of current data-sharing limitations and proposed changes for Governing Board review.

The discussion concluded with consensus on the need for clear documentation, formalized agreements, and continued collaboration across participating agencies to ensure reliable access to essential criminal justice information.

6. Risks, Issues, and Project Portfolio

Presenter: Mark Tezaris

Mr. Tezaris summarized risk and issue highlights from the handout provided to members. Primary risks discussed included:

- Interagency legal constraints affecting data access.
- Resource availability impacting workflow expansion to additional agencies.
- Coordination timelines for RMS vendor testing environments and certification pacing.

The project portfolio remains on track overall, with attention focused on high-priority system dependencies and legislative actions.

7. Recap on New Actions

Presenter: James McGennis

McGennis reviewed the follow-up actions identified during the meeting. Two items were noted for next steps:

- **Compile a summary of agency data-sharing concerns**, including any identified objections or restrictions affecting source system information. This summary will support Undersecretary Karpowitz in ongoing interagency coordination and preparation for future Governing Board discussions.
 - **Prepare a draft summary statement or letter** for potential Governing Board consideration, outlining data-sharing issues and proposed next steps for formal communication.
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8. Closing Comments

Presenters: Judge Patrick Carroll and Undersecretary Daniel Karpowitz

Judge Carroll reported on a recent presentation he gave at the Police Commissioners Association of Connecticut (PCAC), attended by over 275 participants, highlighting CJIS-CT technology’s role in supporting law enforcement modernization. He thanked the CJIS staff for their briefing materials and noted strong engagement from municipal police leaders.

He also announced that Justice Joan Alexander will replace Judge Elizabeth Bozzuto as Chief Court Administrator. Discussions are underway regarding whether Justice Alexander will assume the statutory Co-Chair role for the Governing Board.

Undersecretary Karpowitz thanked members for constructive dialogue, reaffirming his commitment to supporting interagency problem-solving on data access and legislative priorities.

Judge Carroll concluded by commending member engagement and constructive candor, emphasizing the committee’s continued focus on efficiency and transparency.

9. Action Items

Task	Owner	Status	Notes
Compile a summary of agency data-sharing concerns, including any objections or restrictions affecting source system information.	James McGennis / Mark Tezaris	In Progress	To provide Undersecretary Karpowitz with supporting detail for interagency discussions on data governance.
Prepare a draft summary statement or letter for potential Governing Board consideration, outlining data-sharing issues and proposed next steps for formal communication.	James McGennis	In-progress	Draft to reflect committee discussion and facilitate executive review of coordination and documentation needs.

10. Adjournment

The meeting was adjourned at 10:58AM.

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