



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: April 23, 2026

Time: 1:30 PM – 3:00 PM

Location: In-Person at the Kevin T. Kane Training Center (300 Corporate Place, Rocky Hill, CT), and Virtually Via 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. Ronnell Higgins – Commissioner, DESPP
5. Kenneth Barone – Project Manager, IMRP, Designee for Gary Winfield, Senator
6. Rep. Renee LaMark Muir – 36th District, Designee for Steven Stafstrom, Representative
7. Patrick Griffin – Chief State’s Attorney, DCJ
8. Jennifer Zaccagnini – Chairperson, BOPP
9. Joe Garibaldi – Executive Director, BOPP
10. Chief Donald Melanson – Director, CPCA
11. Chief Louis Fusaro – President, CPCA (Online Attendance)
12. Chief Matthew Galante – CVSD Chief, DMV (Online Attendance)

CJIS-CT Staff/Consultants

13. James McGennis – Executive Director
14. Mark Tezaris – Program Manager
15. Tamika Potts – Technical Writer/Communications Specialist
16. Christopher Lovell – Senior Project Manager
17. Sean Bucher – Senior Project Manager
18. Derek Poundstone – Training/Curriculum Manager
19. Sridhar Brahma – GRC Analyst
20. Giuliana Vincas – Intern
21. Henry Lindgren – Public Safety Liaison

Guests

22. Frank DiMatteo – DPDS
23. Anthony Leone – CSSD
24. Karen Sandler – SCO
25. Diana Varese – SCO-ITD
26. Ralph Dagostine – SCO
27. Pradeep Ankaraju – DESPP
28. LTC Alex Giannone – DESPP/CSP
29. Major John Gregorzek – DESPP/CSP

Online Attendees

30. Tammi Harris – CJIS-CT
 31. Evan Martucci – CJIS-CT
 32. Sazara Johnson – CJIS-CT
 33. Sarah Karwan – DESPP
 34. Michelle Huggins – DMV
 35. Michelle Givens – DMV
 36. Kimberly Graham – DMV
 37. David J Cordone – DMV
 38. Erika Olsen – OPM
 39. Jennifer Lee – DPDS
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1. Welcome, Call to Order, and Approval of Minutes

Presenter: Judge Patrick Carroll

Judge Carroll called the meeting to order at approximately 1:30 PM. The minutes from the January 22, 2026 Governing Board meeting were presented for approval. A motion was made and seconded. The minutes were approved unanimously, with no objections or abstentions.

CJIS-CT – New Business

2. Governing Board Bylaws Review

Presenter: Ken Barone

Overview and Discussion Highlights

Ken Barone presented a revised version of the Governing Board Bylaws incorporating comments from the January meeting. Barone walked through the document paragraph by paragraph, explaining each section and requesting any additional feedback.

Discussion

- Commissioner Higgins asked how the Security Committee chair would be determined and emphasized maintaining continuity, noting he was not seeking to change the current approach.
 - Ken Barone stated that Co-Chairs would appoint the chair based on subject matter expertise and noted that Captain Pattberg currently serves in that role and would be expected to continue unless changed by the Co-Chairs.
 - Judge Carroll noted concerns about quorum and stated that, despite past challenges meeting the threshold, he considers the current requirement fair.
 - CIO Mark Raymond asked whether subcommittees would be subject to the State's open meeting requirements, including public notice and accessibility, and it was confirmed that all committees would comply with applicable Freedom of Information (FOI) laws.
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3. Governing Board Bylaws Vote

Presenter: Judge Carroll

- A motion to approve bylaws was made and seconded. The Bylaws were approved unanimously, with no objections or abstentions.
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4. Governing Board Retreat Planning Update

Barone provided an update on planning for a Governing Board retreat to support strategic discussion beyond the quarterly meeting cadence.

- The retreat is proposed as a half-day facilitated session at UConn Hartford, with a third-party facilitator to guide discussion on priorities and direction.
- The goal is to establish shared priorities and align Board expectations for the coming year.
- Tuesday, June 9 was identified as the confirmed date.

Next Steps

- CJIS-CT staff will finalize logistics and distribute a calendar invitation.
 - A draft agenda will be shared in advance for Board input.
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Regular Updates

5. Subcommittee Status Updates

CISS Analytics Subcommittee

Presenter: Ken Barone (Chair)

Barone reported that the Analytics Subcommittee is focused on establishing a governance framework for data access and sharing and is working with the University of Pennsylvania to leverage an existing governance model. The objective is to enable appropriate data access while avoiding repeated MOU processes.

- Agencies were notified that only the data dictionary (not actual data) would be shared.
- No objections were received.
- Draft governance and legal framework targeted by end of summer 2026, with Board review in the fall.

Discussion

- Commissioner Higgins emphasized that legal counsel should be engaged early in the development of the data governance framework, noting that delayed involvement could slow progress.
 - Barone confirmed that legal counsel is being engaged as part of the development process and is working in parallel with the team as the governance framework is developed.
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CISS Workflow Subcommittee

Presenter: CIO Mark Raymond (Chair)

CIO Raymond reported that the CISS Workflow Subcommittee is meeting monthly and focusing on rollout completion, error reduction, and enhancements.

- An MS Teams channel was established to centralize documentation and improve coordination.
 - Raymond emphasized prioritization of high-impact work and noted that some workstreams may sunset once completed.
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CISS Security Subcommittee

Executive Director McGennis mentioned that the Security Subcommittee is expected to convene in May to review audit corrective actions and deliverables and any other security matters. A full update should be available for the next Governing Board meeting in July.

Commissioner Higgins introduced to the board Lt. Colonel Alex Giannone and Major John Gregorzek as new DESPP leadership supporting CISS work.

6. CJIS-CT Security Status

Presenter: Sridhar Brahma

Brahma provided an update on audit findings & corrective actions:

- A total of 25 findings identified; 13 completed (these were technical controls and SOPs).
- There are 12 remaining findings primarily involve drafting interagency MOUs.
- Progress depends on coordination across agencies and availability of legal resources.
- Majority of corrective actions are expected to be completed in 2026, with some work extending into 2027.

Discussion

- Ken Barone asked whether the remaining work is primarily related to interagency MOUs.
- Brahma confirmed that the majority of remaining work involves MOUs and noted that discussions are underway with agencies, with a goal of developing a standard template for municipal partners.
- Executive Director McGennis added that the team expects to complete the audit work shortly and will share findings and address any corrective actions as part of ongoing project work.

7. CISS Workflow Project Update

Presenter: Chris Lovell

Chris Lovell reported continued progress on municipal police department workflow deployment and adoption.

- There are 39 departments fully certified for electronic workflow; with a total of 44 submitting electronically (5 still sending paper in parallel, in addition to the 39 certified).
- Monthly volume increased to approximately 2,500 arrest records.
- CJIS-CT remains on target to complete the RMS NexGen Police departments by October 2026 before moving to other RMS vendors.

Lovell noted month over month improvements in efficiency, reduced manual data entry, and fewer downstream errors.

Discussion and Feedback

- Frank DiMatteo asked about the timeframe for probable cause documents to be available to public defenders, noting staff questions regarding timing and access.
- Chris Lovell responded that CJIS-CT is working with DPDS, DCJ, and partners to improve document access through updates to the Electronic Content Manager.
- Mark Tezaris added that requirements and a project plan are in development.
- Commissioner Higgins asked about agency operational feedback and suggested using CPCA forums to share implementation experiences.
- Chris Lovell stated that departments have made varying levels of process adjustments and that CJIS-CT continues to work directly with agencies to address operational gaps.
- Chief State's Attorney Patrick Griffin referenced the use of escalation for departments that have not progressed and supported sharing peer implementation experiences, recommending that representatives from large, medium, and small departments present.

Commented [JM1]: Check this statement - I think it should be 2500 UARs a month

Commented [TP2R1]: Arrest records per transcript "Everyone's attention to arrest package performance wide month, so some of the PDs that we've added over the last three months have been bigger PD's. I want to draw your attention to the number of arrest records that have come in. I can in in January and February we were around 1500. Now we're doing almost 2500."

- Judge Carroll asked whether resistance from certain departments, including Montville, appeared to be related to resource constraints.
- Chris Lovell explained that some resistance is tied to longstanding local practices, including continued reliance on physical delivery of arrest packages.
- Chief Donald Melanson emphasized that smaller agencies face staffing constraints and should be included to ensure guidance is practical across departments.

DESPP/Connecticut State Police Workflow Deployment

Presenter: Sean Bucher

Sean Bucher provided an update on DESPP/Connecticut State Police workflow implementation.

- Tasks previously completed include a multi-year pilot project, establishing documentation standards, troop-level workflow planning, and infrastructure readiness.
- He reported that key infrastructure dependencies have since been completed, including migration of the NexGen RMS system from the Country Club Road data center to the State Data Center in Groton and certification for CJIS compliance.
- Work is now focused on defining a sustainable staffing and operational model. CJIS-CT will work with partner agencies to reimagine the previous workflow, which was labor- and equipment-intensive.

Commented [JM3]: Check this statement-I don't think this is correct as they are currently sending L1 notifications to CISS, so it must be connected-check transcript or talk to Sean

Discussion

- Commissioner Higgins concurred that the current model is labor-intensive and should be reimaged.
- Ken Barone asked what percentage of statewide arrests are handled by Connecticut State Police, noting the importance of understanding overall system impact.
- Frank DiMatteo responded that CSP public defender clients account for approximately 15–20% of arrests statewide.

8. Clean Slate MVP Overview

Presenter: Sean Bucher

Bucher provided an overview of the Clean Slate notification system:

- The CJIS-CT developed Message Viewer Portal has been implemented for delivery of Clean Slate notifications to municipal police departments (MPD).
- Agencies can access, download, and track completion of records.

Next Steps

- Development of MPD compliance reporting to monitor completion status.

9. CJIS-CT Projects Focus – Issues Requiring Board Attention

Presenter: Mark Tezaris

Tezaris provided a program-level update, noting a positive trend in reduction of overall project risks and issues.

Risk focus areas align with three CISS product types as follows:

Analytics Focus

- Proof-of-concept database development underway. However, working deliverables of the database will be gated by creation of data sharing frameworks and MOUs.

- Executive Director McGennis confirmed CJIS-CT has approval to hire a staff attorney. Recruiting is the next step.
- Approximately 100–115 MOUs anticipated; templates will be reviewed with CPCA.

Workflow Focus

- Development of DESPP/CSP deployment plan remains a key priority, including re-imagining the CISS Workflow to reduce intensive labor and equipment dependencies.

Search Focus

- Deadly Weapon Offender Registry/CISS integration project delayed pending DESPP/CJIS-CT MOU. NCHIP grant timeline may require extension.
- Additional items include MOUs for Wanted data and addressing COLLECT ID as a trusted verifier in CISS.

Discussion

- Commissioner Higgins asked about the status of legal coordination with DESPP.
- Mark Tezaris indicated that limited legal availability has delayed progress on the DWOR MOU but noted that a focused meeting (1-2 hours) could help move the work forward.

10. Open Discussion

- CIO Raymond raised the need to begin planning for the next biennium budget cycle, noting the timing of budget submissions relative to future Board meetings. He suggested preparing information in advance of the Governing Board retreat to support discussion of current spending, future needs, and alignment with Board priorities.
- Executive Director McGennis confirmed that CJIS-CT has detailed budget planning data and will incorporate that information into upcoming planning and Board discussions.

11. Closing and Adjournment

Judge Carroll thanked members for their participation. The meeting was adjourned at approximately 2:42 PM.

12. Action Items

| # | Action Item | Responsible Party | Status |
|---|---|-------------------------|-------------|
| 1 | Send out Governing Board Retreat RSVP and Agenda | Tamika Potts/Ken Barone | In Progress |
| 2 | Share data dictionary with Analytics Subcommittee and participating agencies | Mark Tezaris | In Progress |
| 3 | Form and convene first meeting of CISS Security Subcommittee for May 2026 | CPT Pattberg | Future |
| 4 | Prepare next biennium budget materials prior to June retreat | James McGennis | Future |
| 5 | Coordinate with CPCA for CISS briefings as recommended by the Governing Board | Derek Poundstone | Future |
| 6 | Distribute approved Bylaws to all board members | Tamika Potts | Future |

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