



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

55 Farmington Avenue, Hartford, CT 06105
Phone: (860) 622-2000 | Email: CJIS.HelpDesk@ct.gov
<https://portal.ct.gov/CJIS>



Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: February 13, 2026

Time: 10:00 AM – 11:00 AM

Location: Virtual, MS Teams

Attendees

Governing Board Members/Designees

1. Daniel Karpowitz – Undersecretary, co-chair, OPM
2. Mark Raymond – Chief Information Officer, DAS-BITS
3. Kenneth Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
4. John Russotto – Deputy Chief State's Attorney, DCJ
5. Chief Donald Melanson – Director, CPCA

CJIS-CT Staff/Consultants

6. James McGennis – Executive Director
7. Mark Tezaris – Program Manager
8. Derek Poundstone – Training/Curriculum Manager
9. Christopher Lovell – Senior Project Manager
10. Sazara Johnson – Senior Project Manager
11. Tamika Potts – Technical Writer/Communications Specialist
12. Sean Bucher – Senior Project Manager
13. Sridhar Brahma – GRC Analyst
14. Giuliana Vincas – CJIS-CT Intern

Guests

15. Captain Josh Pattberg – CSO, CSP
16. Pradeep Ankaraju – IT Manager, DESPP
17. Frank DiMatteo – Information System Business Manager, DPDS
18. LTC Chad Gomez – CSP
19. Andre Simons – OPM

1. Welcome and Call to Order

- James McGennis called the meeting to order at 10:01 a.m. and turned the floor over to Undersecretary Daniel Karpowitz for opening remarks.
 - Undersecretary Karpowitz opened the meeting in Judge Patrick Carroll’s absence. He stated that he was pleased to participate in the monthly meeting, expressed appreciation for the collaborative work reflected in the agenda, and noted that he looked forward to the subcommittee report-outs.
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2. Security Updates

Presenter: Sridhar Brahma

A. Internal Audit – CJIS Security Compliance

Brahma provided an update on the internal audit conducted by the DESPP/Collect team. The findings report was received on January 7, followed by a clarification meeting. A total of 24 findings were identified. Several findings were closed during the clarification meeting.

Key areas addressed:

- **Memoranda of Understanding (MOUs):** Draft templates have been developed to formalize interagency agreements consistent with FBI CJIS Security Policy. Coordination is underway with TLC, GLC, Hartford, and other participating agencies. McGennis noted that the Deadly Weapons Offender Registry (DWOR) integration is supported by a time-sensitive federal grant and requires timely execution of the related MOU.
- **Security Controls (FIPS 140-3 Alignment):** Compliance with federal encryption standards was confirmed.
- **CISS Workflow and Search Policy Development:** Policies are being developed in response to audit findings. The formal response deadline is mid-March (60 days from report issuance). Brahma indicated most items are expected to be addressed within that timeframe.
- **Misuse Policy:** The misuse policy has been drafted and internally reviewed.
 - John Russotto asked whether the policy had been circulated. Brahma clarified that it had been drafted and internally signed off but not yet broadly distributed.
 - James McGennis clarified that when the item is marked ‘completed’ it referred to internal drafting and review. He directed that the documents be circulated and elevated to the appropriate subcommittees for review and sign-off.
 - Russotto referenced ongoing work related to RAP sheet workflows and FBI numbers, noting potential relevance to misuse policy considerations.

- **Policy Storage and Accessibility:** Mark Raymond asked where finalized policies and SOPs are stored and whether they are accessible to stakeholders. He noted that they were not visible on the public-facing CJIS-CT website.
 - McGennis stated that drafts are currently stored on an internal SharePoint site. He noted that Tamika Potts serves as website manager and that publication or stakeholder access could be coordinated.
 - Mark Tezaris confirmed SharePoint access can be granted to stakeholders and that determinations would be made regarding what should be public versus restricted.
 - **Subcommittee Review Process:** Kenneth Barone stated that policies should flow through the Security Subcommittee prior to full board adoption. No objections were raised.
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B. Data Dictionaries and MOU Requirements

A discussion occurred regarding whether MOUs are required before sharing data dictionaries with the Analytics Subcommittee.

- Barone clarified that the subcommittee is requesting data element names only—not underlying data—to support governance planning.
 - Captain Josh Pattberg explained that FBI CJIS policy requires documentation of authorized data sharing between entities. However, he indicated that sharing data element names without associated content may not require an executed MOU.
 - Tezaris stated that, as custodians of the data, the technical team prefers notifying originating agencies before sharing data dictionaries.
 - Barone offered to draft a memorandum to partner agencies explaining the purpose of the request and the intent to share data dictionaries unless objections are raised.
 - No formal vote was taken; general agreement was expressed to proceed with notification.
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C. Trustwave Third-Party Security Assessment

Brahma reported that the Trustwave assessment is underway, background checks are complete, and documentation review and interviews are expected to conclude by the next meeting.

3. Subcommittee Report Out

A. Analytics Subcommittee

Presenter: Ken Barone

Barone reported that the subcommittee is in the conceptual phase of developing an analytics governance framework.

He noted that the subcommittee received a presentation from the University of Pennsylvania's Actionable Intelligence for Social Policy (AISP) team, which previously supported Connecticut's DataLink initiative. The presentation outlined a governance model including:

- Master MOUs establishing system rules
- Tiered licensing structures
- Defined approval processes for routine and one-time data requests
- Periodic review and renewal of access permissions

Barone stated that the objective is to build a structured, scalable process rather than relying on case-by-case agreements.

He indicated that UConn is willing to fund short-term consulting support from AISP to assist with governance design and that he would explore that option further.

- Mark Raymond clarified that such support would focus on process design rather than direct access to live data. No objections were raised.
 - Barone reiterated that dedicated legal counsel will be necessary to draft master MOUs and execute governance documents efficiently.
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B. Security Subcommittee

Presenter: Captain Josh Pattberg

Captain Pattberg reported ongoing collaboration with Sridhar to address audit findings. He stated that following the in-person meeting in March, he and Tamika Potts will coordinate subsequent Security Subcommittee activities.

Mark Raymond offered participation from DAS representatives Gene Meltser or Justin Hickey. Captain Pattberg indicated he would follow up.

C. Workflow Subcommittee

Presenter: Mark Raymond

Raymond reported that he recently assumed the role of chair. Membership and scope are being organized.

James McGennis noted that Tamika Potts and Chris Lovell would assist with administrative coordination of the subcommittee.

4. Update on CJIS-CT Attorney Resource Need

Presenter: James McGennis

McGennis summarized efforts to secure legal support:

- The Temporary Worker Retiree (TWR) option is no longer viable.
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- Outside counsel would require Attorney General approval and DAS review; DAS raised concerns regarding potential supplanting of union positions.
- Funding headroom exists within current budget to support a Staff Attorney 2 position for FY26 and FY27.
 - Ken Barone expressed support for pursuing a full-time staff attorney rather than outside counsel and referenced potential legislative engagement to secure a permanent position line beginning in FY27.
 - Mark Raymond agreed that pursuing a full-time position is preferable and suggested periodically reviewing TWR availability.
 - Undersecretary Karpowitz noted administrative transitions but stated he would assist in coordinating discussions with executive leadership and OPM.
 - McGennis stated he would pursue the Staff Attorney 2 position and discontinue the outside counsel route.

5. Closing Comments

Presenter: Undersecretary Daniel Karpowitz

Undersecretary Karpowitz acknowledged ongoing subcommittee work. No additional business was raised.

6. Adjournment

The meeting adjourned at approximately 10:54 AM.

7. Action Items

Task	Owner	Status	Notes
Circulate drafted misuse policy and related security documents to appropriate subcommittees for review and sign-off	Sridhar Brahma (coordination with James McGennis)	In Progress	Draft completed internally; pending broader circulation and subcommittee review
Draft memorandum to partner agencies regarding intent to share data dictionaries with the Analytics Subcommittee	Ken Barone	Complete	Memo to explain purpose and notification process
Pursue establishment of a Staff Attorney 2 position and discontinue outside counsel route	James McGennis	Initiated	Funding headroom identified; moving forward with permanent position process
Convene Security Subcommittee to continue audit remediation work	Captain Josh Pattberg	In Progress	Awaiting completion of security audits before forming subcommittee.

Explore potential short-term AISP consulting support for analytics governance design (funded by UConn)	Ken Barone	Under Review	Exploration only; no financial commitment from CJIS-CT
Coordinate determination of publication and access approach for approved policies (website vs. SharePoint)	Tamika Potts (with Mark Tezaris and Sridhar Brahma)	In Progress	Discussed during meeting; access model to be clarified
Provide administrative coordination support for Workflow Subcommittee organization	Tamika Potts (with Mark Raymond)	In Progress	Subcommittee structure currently being organized. The Workflow Solutioning Session Meeting will be replaced with the Workflow Subcommittee.

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