



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: January 22, 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. Brittany LaMarr – Director of Policy and Legislative Affairs, OPM (*on behalf of Undersecretary Daniel Karpowitz*)
3. Mark Raymond – Chief Information Officer, DAS-BITS
4. Ronnell Higgins – Commissioner, DESPP
5. Kenneth Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
6. Patrick Griffin – Chief State's Attorney, OCSA
7. John Russotto – Deputy Chief State's Attorney, DCJ
8. Jennifer Zaccagnini – Chairperson, BoPP
9. Joe Garibaldi – Executive Director, BoPP
10. Natasha Pierre – State Victim Advocate, OVA
11. Chief Donald Melanson – Director, CPCA
12. Chief Louis Fusaro – President, CPCA (Online Attendance)
13. Chief Matthew Galante – CVSD Chief, DMV (Online Attendance)

CJIS-CT Staff/Consultants

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

Guests

- 22. Anthony Leone – CSSD
- 23. Sarah Karwan – DESPP
- 24. Karen Sandler – SCO
- 25. Diana Varese – SCO-ITD
- 26. Ralph Dagostine – SCO
- 27. Jordan Oguendo – UConn

Online Attendees

- 28. Henry Lindgren – CJIS-CT
- 29. Tammi Harris – CJIS-CT
- 30. Evan Martucci – CJIS-CT
- 31. Sazara Johnson – CJIS-CT
- 32. Brian Newman – DEEP
- 33. Versie Jones – DESPP
- 34. Michael Mascari – DESPP
- 35. Joanne Ramm – DESPP
- 36. Michelle Huggins – DMV
- 37. Kimberly Graham – DMV
- 38. David M Johnson – DMV
- 39. Michelle Givens – DMV
- 40. David J Cordone – DMV
- 41. Frank DiMatteo – JUD
- 42. Rachel Moser – OPM
- 43. Erika Olsen – OPM
- 44. John Celis – OPM
- 45. Jennifer Lee – PDS

1. Welcome, Call to Order, and Approval of Minutes

Judge Carroll called the meeting to order at 1:31 PM in the absence of the Undersecretary, who was attending another engagement.

The minutes from the October 23, 2025 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 – Old Business

2. Security Audit – Overview and Next Steps

Presenter: Sridhar Brahma

Audit Status and Key Findings

- Sridhar Brahma reported that all CJIS-required security audits for CJIS-CT have been completed and reviewed with DESPP, with findings shared with the Governing Board.

- He confirmed compliance with required federal cryptographic standards and summarized additional findings related to CISS workflow, governance and monitoring controls, training requirements, and physical security.

Interagency MOUs

- Brahma identified the absence of updated, formal Memoranda of Understanding (MOUs) with participating agencies and municipalities as the most significant remaining audit issue, noting that reliance on legacy design documents is no longer sufficient under current compliance standards.
- Commissioner Ronnell Higgins raised questions regarding the cadence and tracking mechanisms for MOU development to ensure the work remains on schedule, and asked whether revised security policies require Governing Board approval. Brahma stated that progress depends on finalizing templates and securing legal support. James McGennis added that Brahma has regular check-ins with DESPP, including a review of timelines earlier the day of the meeting, and that coordination is ongoing.

Policy Review and Governance

- Mark Raymond questioned why automation of workflow rejections appeared as a security finding; Mark Tezaris noted the item is tied to existing security policy language and will be reviewed further.
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CJIS-CT – New Business

4. Governance Reforms: Bylaws and Subcommittee Structure

Presenter: Ken Barone

Overview and Discussion Highlights

- Ken Barone introduced governance reform concepts intended to strengthen Governing Board engagement, transparency, and consistency in decision-making.
- He proposed developing formal Governing Board bylaws to clarify authority, voting practices, subcommittee structure, and expectations, and volunteered to draft an initial version in coordination with the Governance Committee.
- Barone also recommended formalizing subcommittee activity, identifying Analytics, Workflow, and Security as priority areas.
- Commissioner Higgins designated DESPP CSO Captain Pattberg to chair the Security Subcommittee.
- Judge Carroll supported proceeding with subcommittee work immediately and noted that staff participation is appropriate given the technical scope.

Next Steps

- Ken Barone to draft proposed bylaws for Governance Committee review.
- CJIS-CT staff to coordinate formation and scheduling of Workflow and Security Subcommittees.

5. 2026 Goals, Priorities, and Governing Board Retreat

Facilitator: Ken Barone

Overview and Discussion Highlights

- Ken Barone facilitated a discussion on 2026 priorities, noting limitations of the quarterly meeting cadence and proposing a future Governing Board retreat for deeper strategic planning.
- Key priorities identified included advancing analytics, resolving outstanding security issues, and expanding end-to-end electronic workflow adoption.
- Commissioner Higgins emphasized succession planning, continuity, and ongoing training as agencies experience staff turnover.
- Board members discussed long-term risks associated with reliance on a single RMS vendor and the need to consider mitigation strategies.
- Sean Bucher referenced prior digital evidence work and potential future pilot opportunities.

Next Steps

- Ken Barone and James McGennis to explore logistics and timing for a post-legislative-session Governing Board retreat.
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Regular Updates

6. Analytics Subcommittee and Product Update

Presenters: Ken Barone, Mark Tezaris

Subcommittee Status

- Ken Barone reported that the Analytics Subcommittee has met twice and is focused on establishing a governance framework for analytics access, including legal, policy, and security considerations.

Product and Technical Direction

- Mark Tezaris provided a product update, describing work to support de-identified data use and controlled technical validation through sandbox environments.

Data Governance and Risk Considerations

- Mark Raymond stressed the importance of mitigating re-identification risk when working with pseudo-anonymous data and emphasized the need to test for inferred identification. He also underscored the importance of engaging intended users and researchers early to define requirements rather than pursuing technology-driven assumptions.
 - Ken Barone reiterated the recommendation to use the Sentencing Commission as an initial analytics test case, with support expressed for a focused, use-case-driven approach.
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- James McGennis noted that business analysts are already supporting the Sentencing Commission subgroup and recommended aligning that work with analytics product development.
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7. CISS Workflow Project Update

Presenters: Chris Lovell, Derek Poundstone

Municipal Deployment Metrics

- Chris Lovell reported continued progress in municipal workflow certification, noting that 32 police departments are fully certified as paperless and that daily electronic arrest package submissions continue to increase, with accuracy rates exceeding 95%.
- Workflow performance metrics reflected steady growth in electronic submissions and improved first-pass acceptance rates. Waterbury Police Department was cited as a successful large-department implementation.

Operational Risks and Staffing

- Commissioner Higgins raised questions regarding standardization of arrest package submission practices. CJIS-CT and SCO staff explained that practices vary by department size and structure, and that CJIS-CT provides layered guidance, training, and direct support to mitigate rejection risks.
- Chief Donald Melanson also highlighted broader operational risks at the local level, emphasizing that staffing and resource limitations can affect departments' ability to sustain workflow participation.
- Additionally, Chris Lovell raised a concern regarding workflow sustainability at Middletown Police Department, noting a significant decline in engagement and accuracy, reported to be approximately 10%. He stated that multiple outreach attempts to departmental leadership had not been successful, despite Middletown being an early adopter and one of the larger participating departments.
- Lovell noted that CJIS-CT has engaged Mike Gailor to assist with re-establishing communication and supporting renewed engagement with Middletown Police Department.

Board Feedback and Follow-Up

- CSA Patrick Griffin requested that DCSA John Russotto coordinate a follow-up meeting with Mike Gailor and Middletown PD regarding workflow concerns.
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8. Connecticut State Police Workflow Deployment

Presenter: Sean Bucher

Discussion Highlights

- Sean Bucher provided an update on Connecticut State Police workflow readiness, including completion of pilot documentation, identification of centers of excellence, and infrastructure preparation.
- Commissioner Higgins raised questions regarding CSP workstation procurement, staffing models, and resource risks. Bucher noted that Captain Pattberg and Sergeant Hahn are current points of contact and that staffing remains a key dependency.

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

Presenters: Mark Tezaris, James McGennis

Discussion Highlights

- Legal support was identified as a critical dependency across security, analytics, and data-sharing initiatives.
- James McGennis provided an update on efforts to secure legal TWR support, noting ongoing outreach and exploration of contracting options.
- Commissioner Higgins suggested consideration of durational legal support models for the legal support, McGennis will explore this path.
- Mark Tezaris noted that CJIS-CT may begin drafting foundational MOU templates internally if external legal support is delayed. CJIS-CT has a template previously reviewed with the OAG, however customization will be a challenge without ongoing legal support.

10. Closing and Adjournment

Presenter: Judge Patrick Carroll

Judge Carroll thanked Board members and staff for a productive and collaborative discussion. The meeting was adjourned at 2:57 PM.

Action Items

#	Action Item	Responsible Party	Notes
1	Draft Governing Board bylaws	Ken Barone / Governance Committee	Draft revised and ready to reviewed and accepted by the Governing Board at the 04/23/2026 meeting.
2a	Form CISS Workflow	Mark Raymond/Tamika Potts	Complete
2b	Form CISS Security Subcommittee	Captain Pattberg/Tamika Potts	Not started
3	Plan Governing Board retreat	Ken Barone / James McGennis	In Progress

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