



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: July 10, 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. Ken Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
3. Chief Donald Melanson – Director, CPCA
4. John Russotto – Deputy Chief State's Attorney, DCJ
5. Frank DiMatteo – Information System Business Manager, DPDS

CJIS-CT Staff/Consultants

6. James McGennis – Executive Director
7. Mark Tezaris – Program Manager
8. Derek Poundstone – Training and 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

Guests

14. Andre Simons – OPM
15. Pradeep Ankaraju – DESPP
16. Call-in (Phone Number Listed in Attendance Sheet)

1. Opening Remarks & Approval of Minutes

Undersecretary Daniel Karpowitz called the meeting to order at 10:01a.m., welcomed committee members, and noted that Judge Patrick Carroll was unable to attend the meeting.

A motion was made to approve the June 12, 2026 meeting minutes. Ken Barone made a motion, which was seconded by DCSA John Russotto. The motion passed unanimously with no opposed votes or abstentions.

2. Distribution of Governing Board Retreat Report

ED James McGennis reported that Ken Barone had completed a draft summary of the Governing Board Strategic Retreat and that the document was currently under executive review prior to distribution.

During the discussion:

- Ken Barone explained that the report consolidates the breakout session discussions into five strategic priorities intended to guide the Governing Board over the next 12 to 18 months.
- The five priorities identified were:
 - Complete statewide digital workflow deployment.
 - Improve data quality and information access.
 - Establish a modern data governance and analytics program.
 - Strengthen system security and resilience.
 - Strengthen Governing Board leadership and long-term sustainability.
- Barone noted that the report also identifies supporting objectives, performance measures, and recommended lead subcommittees for each strategic priority.
- Committee members discussed the value of the retreat and highlighted the broad participation from stakeholder agencies, emphasizing that engagement beyond Governing Board members contributed to meaningful discussion and strengthened future planning efforts.

Members agreed that conducting a strategic retreat on an annual basis would provide an effective opportunity to establish organizational priorities for the coming year.

3. Advance Planning – FY28–29 Biennium Budget

ED James McGennis presented a preliminary overview of the FY28–29 Biennium Budget to initiate planning discussions and gather committee feedback before presenting the proposal to the Governing Board.

During the discussion:

- McGennis reviewed the proposed General Fund and capital budget framework, including projected operating costs, major program activities, and anticipated bond-funded initiatives.
- The committee discussed continued funding for statewide workflow deployment, Clean Slate implementation, and future infrastructure modernization.
- McGennis outlined proposed staffing initiatives, including converting several consultant positions to permanent state employee positions to support long-term operational sustainability. Proposed positions included a Staff Attorney, Data Scientist, Database Administrator, Software Testing Lead, Visual Media Designer, Security Governance Analyst, and SharePoint Developer/Administrator.
- Additional legislative and strategic initiatives discussed included implementation of a statewide domestic violence indicator, continued workflow production support, expansion of analytics capabilities, and development of a reusable de-identified criminal justice data repository.
- Ken Barone supported the strategy of transitioning appropriate consultant roles into permanent state positions, noting that the approach reflects the organization's evolution from system implementation toward long-term operational support.
- Barone also requested clarification regarding a previous proposal to transfer certain IT budget funding to DAS-BITS. McGennis explained the existing Memorandum of Understanding supporting centralized IT services and provided additional context regarding the proposed budget transfer and its relationship to existing state employee positions.

McGennis concluded by noting that the proposed budget will continue to be refined and aligned with the priorities identified during the Governing Board Strategic Retreat before being presented to the Governing Board for additional feedback.

4. Subcommittee Report Out

Analytics Subcommittee

Ken Barone provided an update on the activities of the CISS Analytics Subcommittee.

During the discussion:

- Barone reported that contracting activities with the University of Pennsylvania's Analytics and Information Systems Program (AISP) were nearing completion and that project kickoff activities were anticipated in early August.
- The committee reviewed the four-phase implementation strategy, including development of the enterprise data governance framework, completion of statewide data inventory and mapping activities, establishment of de-identification standards and enterprise data sharing agreements, and eventual implementation of the statewide analytics environment.

- Barone emphasized that the long-term objective is to establish a standardized governance framework that enables authorized agencies and researchers to efficiently access de-identified criminal justice data while maintaining statutory compliance and appropriate security controls.
 - Pradeep Ankaraju asked how business outcomes and long-term success would be measured. Barone explained that the initiative is intended to improve statewide analytical capabilities, support evidence-based policy development, and significantly reduce the time required to obtain data for approved research initiatives.
 - In response to additional questions regarding de-identification standards, Barone explained that proposed standards are currently under development and will be reviewed with participating agencies before implementation to ensure agency approval and appropriate protection of sensitive information.
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Workflow Subcommittee

Chris Lovell presented the Workflow Subcommittee report and highlighted recent implementation milestones.

During the discussion:

- Lovell reported that more than 3,000 electronic arrest packages were submitted through the CISS Workflow during June 2026 from 52 participating police departments, representing a significant increase in statewide adoption.
 - Forty-seven police departments have now achieved full certification, eliminating the need to physically deliver arrest paperwork to the courts.
 - Additional implementation progress included onboarding activities within GA 12, GA 14, and GA 18, along with successful certification of Simsbury and South Windsor Police Departments within seven days of implementation.
 - Lovell reported that GA 21 remains the only geographical area without an actively participating NexGen police department and discussed ongoing coordination efforts with Montville Police Department and the Connecticut State Police.
 - John Russotto requested a summary of certified police departments organized by geographical area for distribution during the monthly State's Attorneys meeting. Lovell agreed to provide the requested information.
 - Committee members commended the significant progress achieved in expanding statewide workflow participation and certification.
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5. CISS Security Committee Succession Planning

ED James McGennis discussed succession planning for the CISS Security Committee following the anticipated retirement of Captain Pepper.

During the discussion:

- McGennis advised the committee that several security governance documents developed in response to recent security audit findings are ready for Security Committee review.
- Ken Barone emphasized the importance of convening the Security Committee without further delay and recommended appointing an interim chair until the Chief Security Officer position is permanently filled.
- Barone volunteered to serve as interim chair, if needed, to organize the committee and begin addressing pending security initiatives.
- Committee members discussed the potential involvement of Lieutenant Colonel Alessandro Giannone in supporting future Security Committee leadership.
- Tamika Potts confirmed that a list of individuals who previously expressed interest in serving on the Security Committee would be provided to Ken Barone.
- McGennis requested that Sridhar Brahma finalize the current list of security governance documents for distribution to the interim chair and committee members.

6. Open Discussion

No additional topics were raised for discussion.

7. Closing Comments

Undersecretary Daniel Karpowitz thanked the CJIS-CT team and committee members for their continued collaboration and recognized the significant progress achieved across multiple initiatives, including workflow implementation, analytics planning, and governance activities. He commended the team's productivity and continued commitment to advancing the organization's strategic priorities.

8. Adjournment

The meeting adjourned at 10:46 a.m. following completion of the agenda.

9. Action Items

Action Item	Owner	Status
Finalize and distribute the Governing Board Strategic Retreat Report to members prior to the July 23, 2026 Governing Board meeting.	James McGennis / Ken Barone	In-Process
Continue refining the FY28–29 Biennium Budget proposal and present it to the Governing Board for review and feedback.	James McGennis	In-Process

Provide John Russotto with the list of certified police departments organized by geographical area.	Christopher Lovell	In-Process
Provide the Security Committee membership list to Ken Barone.	Tamika Potts	Complete
Finalize and distribute the security governance documents for Security Committee review.	James McGennis/Sridhar Brahma	Complete
Schedule the initial Security Committee meeting and coordinate interim committee activities.	Ken Barone	In-Process

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