



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: June 12, 2026

Time: 10:00 AM – 11:00 AM

Location: Virtual, MS Teams

Attendees

Governing Board Members/Designees

1. Judge Patrick Carroll – Former Chief Court Administrator, Office of the Chief Court Administrator
2. Daniel Karpowitz – Undersecretary, co-chair, OPM
3. Mark Raymond – Chief Information Officer, DAS-BITS
4. Ken Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
5. Frank DiMatteo – Information System Business Manager, DPDS
6. Chief Donald Melanson – Director, CPCA

CJIS-CT Staff/Consultants

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

Guests

16. Gene Meltser – CISO, BITS
17. Jennifer Lee – Acting Chief Investigator, DPDS
18. Lisa D'Angelo – Deputy Chief State's Attorney, DCJ

1. Opening Remarks & Approval of Minutes

Judge Patrick Carroll welcomed attendees and called the meeting to order at 10:01am. Judge Carroll requested a motion to approve the May 8, 2026 meeting minutes. CIO Mark Raymond made a motion, which was seconded by Ken Barone. The motion passed unanimously with no opposed votes or abstentions

2. Reflections on the Governing Board Strategic Retreat

Ken Barone reflected on the June 9th Governing Board Strategic Retreat, noting strong participation from Governing Board members and partner agencies. He thanked attendees for their engagement and outlined the next phase of the strategic planning process.

During the discussion:

- Barone reported that the retreat successfully shifted the focus from identifying challenges to developing strategic priorities and actionable initiatives for the coming year.
 - Approximately 36 participants representing all member agencies attended, including several new participants whose perspectives contributed to productive discussions.
 - The facilitator's preliminary report and retreat outcomes will be synthesized into a strategic planning document that will identify key priorities, proposed actions, and measures of success.
 - A draft report will be shared with the Governance Committee and Governing Board for review prior to the July Governing Board meeting, allowing members an opportunity to provide feedback before finalization.
 - Judge Carroll thanked the facilitator for successfully leading the retreat despite having no prior CJIS-CT background.
 - CIO Mark Raymond commented that while the breakout sessions were productive, he looked forward to reviewing the consolidated report to better understand discussions from each group.
 - Barone also noted that Captain Pattberg's retirement created an unexpected leadership transition for the Security breakout group but expressed appreciation for the participation of Lieutenant Colonel Gregorzek and the opportunity to further engage Connecticut State Police leadership moving forward.
 - Judge Carroll shared that Lieutenant Colonel Gregorzek expressed appreciation for participating in the retreat and indicated continued interest in supporting CJIS-CT initiatives.
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3. CJIS-CT Governing Board Bylaws Status

ED James McGennis reported that the Governing Board Bylaws approved during the April Governing Board meeting are ready for distribution and requested feedback regarding whether Governance Committee membership should be formally defined within the bylaws.

During the discussion:

- Ken Barone recommended maintaining flexibility by allowing the Governing Board to appoint rotating committee members rather than assigning permanent agency representation.
- Barone suggested formally appointing the additional Governance Committee members during a future Governing Board meeting while keeping the bylaws intentionally broad.
- Judge Carroll and CIO Mark Raymond supported maintaining the existing language without adding agency-specific membership requirements.
- The committee reached consensus to preserve the flexibility currently reflected in the bylaws.

Governance Dashboard

ED James McGennis introduced a new Governance Dashboard developed in collaboration with Tamika Potts to provide a standardized overview of Governing Board and Governance Committee activities.

During the discussion:

- Potts reviewed key performance indicators including meeting attendance, action item completion, Governing Board recommendation implementation, and agency participation.
- The dashboard also highlighted the status of Governing Board initiatives, active subcommittees, and recurring governance priorities.
- ED McGennis noted that the dashboard is intended to become a standard reporting tool for future Governing Board meetings.
- Members discussed refining attendance metrics to distinguish between agencies formally serving on the Governance Committee and agencies not expected to participate.
- CIO Mark Raymond recommended clarifying the action item completion metric by establishing target completion dates to provide additional context for reported percentages.
- Judge Carroll commended the dashboard and asked whether members would have ongoing access to the information.
- Potts stated that CJIS-CT will explore options for making the dashboard available through an internal, centralized location to provide members with access between meetings.

4. Subcommittee Report Out

Analytics Subcommittee

Ken Barone reported that the Analytics Subcommittee continues reviewing the CJIS-CT enterprise data dictionary and advancing planning efforts related to future analytics capabilities.

During the discussion:

- The committee has received complete data dictionaries for participating systems and has begun evaluating opportunities for future analytical use.
 - Barone reported that CJIS-CT is partnering with the University of Pennsylvania's Actionable Intelligence for Social Policy (AISP) initiative to assist in developing a governance framework for data access and research.
 - The engagement will focus on establishing policies, legal considerations, governance structures, and processes necessary to support future research while protecting participating agency data.
 - Recommendations from AISP are anticipated later this year and will help guide implementation planning.
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Workflow Subcommittee

CIO Mark Raymond reported continued progress by the Workflow Subcommittee.

During the discussion:

- The subcommittee continues prioritizing workflow issues related to statewide deployment, front-end validation improvements, and ongoing workflow enhancements.
 - Members reported that discussions are becoming more focused as the committee narrows attention to the highest-priority issues affecting implementation.
 - Connecticut State Police onboarding activities and broader statewide deployment remain significant areas of focus.
 - CIO Raymond also noted that CJIS-CT staff will continue evaluating opportunities to reduce downstream errors through additional validation improvements and workflow refinements.
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Security Committee

The committee briefly discussed continued engagement with Connecticut State Police leadership following organizational changes.

During the discussion:

- Members acknowledged Captain Pattberg's retirement and discussed identifying long-term leadership for Security Subcommittee activities.

- Judge Carroll and Ken Barone expressed appreciation for Lieutenant Colonel Gregorzek's participation during the retreat and agreed continued engagement would strengthen future security planning.
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5. Advance Planning – FY28–29 Biennium Budget

James McGennis presented an overview of preliminary planning for the FY28–29 Biennium Budget, highlighting staffing needs, anticipated operating costs, and future capital planning initiatives.

During the discussion:

- McGennis presented preliminary budget estimates that include converting the recently established staff attorney and data scientist consultant roles into permanent state positions and adding a Database Analyst position to support CJIS-CT's expanding analytics and research initiatives.
- He explained that these staffing requests are intended to provide long-term sustainability while reducing reliance on consultant resources.
- McGennis also discussed a newly identified capital planning need following notification that CJIS-CT's current data replication vendor, Connex Software AG, may not renew its existing agreement. He noted that staff will evaluate replacement options, including potential enterprise solutions, before returning with recommendations.
- CIO Mark Raymond requested additional detail regarding projected increases to the base technology budget, including licensing, operational support, analytics tools, and other recurring technology costs needed as system usage continues to expand.
- McGennis agreed that additional budget detail would be developed as planning continues.

6. Open Discussion

Project Portfolio Dashboard

Tamika Potts presented the CJIS-CT Project Portfolio Dashboard, providing an overview of the agency's active project portfolio, including project status, portfolio distribution by program area, high-priority initiatives, projects currently on hold, and executive-level portfolio metrics.

During the discussion:

- Potts reviewed the dashboard's portfolio summary, highlighting that the majority of projects remain on schedule and that projects requiring additional attention are primarily dependent on external coordination and resource availability.
- CIO Mark Raymond commended the dashboard, noting that it provides valuable visibility into the agency's overall project portfolio. He asked about the process for evaluating and approving new project requests and how the Governance Committee could maintain awareness of new initiatives entering the portfolio.

- ED James McGennis explained that CJIS-CT utilizes an internal project intake process managed through its Project Management Committee, which reviews new work requests during weekly meetings. He noted that larger or strategically significant initiatives are elevated for executive review and, when appropriate, brought before the Governance Committee.
 - Raymond suggested that periodic reporting on new project requests and initiatives that may affect CJIS-CT's strategic priorities would further strengthen governance oversight. McGennis agreed that incorporating regular project intake updates into future Governance Committee meetings would be beneficial.
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7. Closing Comments

Judge Patrick Carroll thanked committee members and CJIS-CT staff for their continued collaboration and contributions to the Governance Committee's work. He expressed appreciation for the successful strategic retreat and the progress made in strengthening governance activities.

8. Adjournment

The meeting adjourned at 10:44am following completion of the agenda.

9. Action Items

Action Item	Owner	Status
Prepare and circulate the Governing Board Strategic Retreat summary and recommendations.	Ken Barone	In Progress
Distribute finalized Governing Board Bylaws to Governing Board members.	Tamika Potts	Complete
Refine Governance Dashboard metrics and reporting methodology based on committee feedback.	James McGennis / Tamika Potts	In Progress
Explore options for providing Governance Dashboard access through an internal centralized location.	CJIS-CT Staff	In Progress

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