



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: March 13, 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. Kenneth Barone – Project Manager, IMRP, Designee for Gary A. Winfield, Senator, Co-Chair
5. John Russotto – Deputy Chief State's Attorney, DCJ
6. Chief Louis Fusaro – President, CPCA
7. Chief Donald Melanson – Director, CPCA

CJIS-CT Staff/Consultants

8. James McGennis – Executive Director
9. Mark Tezaris – Program 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. Pradeep Ankaraju – IT Manager, DESPP
17. Frank DiMatteo – Information System Business Manager, DPDS
18. Andre Simons – OPM

1. Welcome and Call to Order

- Judge Carroll welcomed attendees and called the meeting to order at 10:01am.
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2. Approval of Previous Meeting Minutes

Judge Carroll called for a motion to approve the previous meeting's minutes. Ken Barone made a motion to approve the minutes, which was seconded by DCSA John Russotto.

The members present voted in favor. There were no opposed votes and no abstentions, and the minutes were approved unanimously.

3. Review Bylaws Draft

Ken Barone presented a draft of the proposed CJIS-CT Governing Board Bylaws and walked the committee through the document section by section. The draft incorporated statutory language regarding board membership and outlined provisions related to officer roles, meeting procedures, committee structure, quorum, conflicts of interest, and amendments.

Statutory Membership and Designee Process

- Barone explained that board membership and the use of designees are defined by statute.
 - He stated that designees must be submitted in writing to the co-chairs at least seven days prior to a meeting, unless waived due to urgent circumstances.
 - Judge Carroll asked whether the language would require members to designate a designee before each meeting.
 - Barone clarified that the intent is for members to submit a written designation that includes the length of the appointment, not to require a new designation before every meeting.
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Officer Roles and Vice Chair Proposal

- Barone outlined that co-chair roles are defined by statute and do not require modification.
 - He proposed adding a vice chair position, to be appointed by the co-chairs with board approval, to serve in the absence of both co-chairs.
 - CIO Mark Raymond identified an issue in the draft language regarding removal of officers. Barone and Tamika Potts agreed to revise the language to clarify that only the vice chair may be removed by a two-thirds vote of the board.
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Meeting Procedures and Voting

- Barone described proposed procedures for meetings, including quarterly meeting requirements, special meeting notice timelines, and voting procedures.
 - He noted that proxy voting would not be permitted and that members must be present either physically or virtually to vote.
 - Additional provisions included roll call voting options, conflict of interest disclosures, quorum requirements, and compliance with Freedom of Information (FOI) requirement.
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Governance Committee Structure and Representation

- Barone proposed that the governance committee serve as a standing committee with seven members, including officers and elected board members.
 - CIO Mark Raymond raised concern that the proposed membership size should not approach the number required for quorum of the full board. He also noted that the bylaws should clarify how governance committee members would be selected, such as through nomination or election procedures.
 - DCSA John Russotto explained that the governance committee was originally formed to ensure representation from core operational entities involved in CISS, including judicial, prosecutors, police, and CJIS leadership.
 - CIO Raymond suggested the bylaws could explicitly identify foundational entities to ensure their representation rather than leaving it entirely to the discretion of the co-chairs.
 - Undersecretary Karpowitz emphasized the importance of including representation for research and analytics functions within the governance committee structure.
 - Judge Carroll stated that he would draft and send Barone suggested language to ensure representation of the governing board's principal functional areas: analytics, search, and workflow.
 - Barone indicated he would revise the language and circulate an updated draft incorporating the feedback.
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Standing and Ad Hoc Committees

- Barone proposed that the governance committee be the only standing committee, with other committees (such as analytics, workflow, and security) functioning as ad hoc committees.
 - These committees would be appointed for defined periods and could include non-board members with subject matter expertise.
 - Members discussed whether security should be designated as a standing committee. Barone agreed to draft additional language reflecting this consideration.
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Conflict of Interest and Amendments

- Barone outlined standard conflict of interest provisions requiring disclosure and abstention from voting where applicable.
 - He also described amendment procedures requiring written submission in advance and approval by a two-thirds vote at a regular meeting.
 - Any procedural gaps would be governed by Robert's Rules of Order.
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Quorum and Attendance

- Judge Carroll and CIO Mark Raymond raised concerns regarding quorum due to inconsistent attendance by statutory members.
 - Suggestions included tracking attendance and conducting follow-up with members who miss multiple meetings.
 - Barone agreed to consider adding language addressing attendance expectations and designee designation.
 - Frank DiMatteo noted that the Public Defender's Office recently appointed new leadership and that he has been designated to represent the office, indicating attendance should improve going forward.
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4. Analytics Subcommittee Update

Ken Barone provided an update on the analytics subcommittee and presented a proposed notification letter requesting data dictionaries from agencies contributing data to CISS.

Discussion included the following:

- The draft letter explains that the request is limited to field names and descriptions and does not include any actual data.
- Patrick Carroll and Mark Raymond expressed support for proceeding with the letter, and no objections were raised.
- John Russotto raised concerns that agencies might confuse sharing a data dictionary with sharing actual data. Barone clarified that the intent is solely to understand data structure and that agencies will have opportunities to review and comment on any future data governance framework.

Barone also reported that the subcommittee has been working with Scott Gaul of OPM and the University of Pennsylvania's Actionable Intelligence for Social Policy (AISP) group to develop a governance framework for data access. Barone secured funding through the university to contract with the AISP group to assist in developing a governance and licensing structure for CISS data access.

Barone also noted that he met with Captain Pattberg at DESPP to review data being transmitted into CISS and expects to receive a comprehensive document describing the data fields being provided to the system.

5. Workflow Subcommittee Update

CIO Mark Raymond reported that the CISS Workflow subcommittee meetings have been scheduled and the first meeting will occur the following week at DCJ. He acknowledged support from DCSA John Russotto and his team for hosting meetings.

- DCSA Russotto described ongoing challenges related to certifying police departments for electronic submissions. He noted that errors in filings require corrections and resubmissions, creating additional workload for staff and affecting document processing timelines. He emphasized that accurate workflow processes are critical to the effectiveness of the overall system.
 - CIO Raymond highlighted broader challenges related to reconciling historical data across agencies. He referenced the Clean Slate initiative as an example of the complexity involved in managing legacy data. He emphasized the importance of accurate data entry and correction processes to support system functionality and analytics.
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6. Security Subcommittee Status

Executive Director James McGennis noted that Captain Pattberg was not present at the meeting. Tamika Potts has been coordinating with him to schedule future CISS Security subcommittee meetings, and additional updates are expected at the next meeting.

7. Closing Remarks & Adjournment

Judge Carroll thanked Ken Barone for his work developing the draft bylaws. Undersecretary Karpowitz echoed the appreciation and noted the collaboration among agencies and leadership in advancing CJIS governance initiatives.

The meeting adjourned at approximately 10:54 AM.

8. Action Items

- **Bylaws Revision:** Ken Barone will revise the bylaws to incorporate all discussed feedback, including clarification of vice chair removal language, governance committee composition, representation (including analytics, search, and workflow), consideration of a standing security committee, and attendance tracking provisions. The updated draft will be circulated for review prior to the next meeting.
 - **Data Dictionary Notification:** Ken Barone, in coordination with the co-chairs, will finalize and distribute the notification letter to agencies contributing data to CISS, informing them of the data dictionary initiative and requesting any feedback or objections.
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Minutes prepared by: Tamika Potts, Technical Writer/Communications Specialist (Tamika.Potts@ct.gov)

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