



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governance Committee Meeting

Date: May 8, 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. 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. Derek Poundstone – Training and Curriculum Manager
11. Christopher Lovell – Senior Project Manager
12. Sazara Johnson – Senior Project Manager
13. Tamika Potts – Technical Writer/Communications Specialist
14. Sean Bucher – Senior Project Manager
15. Sridhar Brahma – GRC Analyst
16. Giuliana Vines – CJIS-CT Intern

Guests

17. Pradeep Ankaraju – IT Manager, DESPP
18. Jennifer Lee – Acting Chief Investigator, DPDS
19. Andre Simons – OPM

1. Opening Remarks

Judge Patrick Carroll welcomed attendees and called the meeting to order at 10:02am. ED James McGennis briefly outlined the agenda, noting key items including retreat planning, bylaws distribution, subcommittee updates, and the security audit status.

2. Approval of Previous Meeting Minutes

Judge Carroll requested a motion to approve the March 13, 2026 meeting minutes. Ken Barone made a motion, which was seconded by CIO Mark Raymond and Undersecretary Daniel Karpowitz. The motion passed unanimously with no opposed votes or abstentions.

3. Updates on the Governing Board Retreat Planning

Ken Barone reported that the retreat is scheduled for June 9, 2026 at UConn Hartford, with Dr. Mohamad Alkadry serving as facilitator. He stated that the retreat will focus on agency outcomes, system value, and priorities across analytics, workflow, and search.

During the discussion:

- Judge Carroll suggested distributing a questionnaire to Governing Board members in advance of the retreat to encourage discussion and gather input on desired outcomes.
- DCSA John Russotto recommended that security considerations be incorporated into the retreat agenda.
- CIO Mark Raymond emphasized the importance of focusing on measurable outcomes and aligning retreat discussions with future budget planning.
- Undersecretary Daniel Karpowitz suggested including discussion regarding research and analytics priorities and methods for measuring success.

Barone confirmed that feedback will be incorporated into a draft agenda to be circulated in advance.

4. CJIS-CT Governing Board Bylaws Status – Distribution

Tamika Potts reported that the bylaws approved by the Governing Board on April 23, 2026, are pending final sign-off and will be distributed to members upon completion. She anticipated distribution within approximately one week.

5. Subcommittee Report Out

Analytics Subcommittee

Ken Barone reported that a complete data dictionary has been received and will be reviewed at the May 18, 2026 meeting. He stated that next steps include defining data access, de-identification approaches, and governance structure. He also noted delays in finalizing external support due to procurement constraints.

Workflow Subcommittee

CIO Mark Raymond reported that 26 workflow items have been identified and grouped into three categories:

- Completion of deployment
- Reduction of the front-end errors coming into the system
- Additional improvements to workflow processes

He noted that Connecticut State Police deployment must be reevaluated due to staffing and resource constraints. He also noted that onboarding efforts continue across participating agencies and that downstream data errors remain an area of focus.

Security Subcommittee

ED James McGennis reported that the Security Subcommittee is currently being formed and that its first meeting is expected to occur later in May.

During the discussion:

- Ken Barone emphasized the importance of security discussions to the broader work of the Governance Committee and recommended continued participation from key agencies, including the Department of Correction.
- DCSA John Russotto agreed and stressed the importance of addressing security concerns proactively.
- Undersecretary Daniel Karpowitz offered assistance in engaging Department of Correction leadership to support participation in the committee.
- Tamika Potts provided an update on outreach efforts, noting that several agencies, including DMV and CPCA, had been contacted regarding representation on the committee. Chief Donald Melanson confirmed that CPCA leadership was reviewing participation and would identify an appropriate representative. McGennis noted that outreach to additional agencies was ongoing as committee membership continues to be finalized.

Subcommittee Participation

Ken Barone recommended assigning CJIS-CT staff leads to each subcommittee. This approach was supported by Judge Carroll, with DCSA John Russotto noting the importance of staff expertise and continuity.

6. Update on the Security Audit Closeout Items

Sridhar Brahma reported that 25 audit findings were identified, with 13 completed and 12 in progress.

Brahma stated that the findings fall into three primary categories:

- Security controls;
- Standard operating procedures; and
- Interagency memoranda of understanding (MOUs).

He reported that security control remediation has been completed and that most SOP updates have been finalized. He noted that MOU execution remains underway and requires coordination with approximately 96 participating agencies. Brahma identified interagency coordination as the primary challenge associated with completing the remaining findings.

Mark Tezaris added that standardized MOU templates are being used to streamline execution across participating agencies.

7. Open Discussion

During Open Discussion:

- ED James McGennis announced that the CJIS-CT staff attorney position has been posted and invited interested Governing Board members to participate in the interview process.
- Judge Carroll suggested that John Russotto would be a valuable participant and offered his assistance if needed.
- Ken Barone requested that the Governance Committee receive a budget overview during its June meeting to support planning for the next biennium. McGennis agreed to include the item on a future agenda.
- Undersecretary Daniel Karpowitz commented on the project portfolio dashboard distributed with the meeting materials and noted that he found it helpful in understanding ongoing initiatives. He suggested that future versions categorize projects by functional area, such as analytics, workflow, and infrastructure, to better support governance and budget discussions.

- Mark Tezaris raised the possibility of establishing a legal subcommittee to address ongoing legal questions. Tamika Potts noted that a quarterly legal committee already exists. Ken Barone recommended continuing to address legal matters within the Governance Committee at this time, and Judge Carroll suggested revisiting the need for a dedicated legal subcommittee after the staff attorney position is filled
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8. Closing Comments

Judge Carroll thanked participants for their engagement and participation. Undersecretary Daniel Karpowitz noted that the meeting was productive and appreciated the discussion.

9. Adjournment

The meeting adjourned at 10:44am.

10. Action Items

Action Item	Owner	Status
Distribute retreat survey and draft agenda	Ken Barone	In progress
Finalize and distribute bylaws	Tamika Potts	In progress
Share and review data dictionary	Ken Barone	Complete
Finalize Security Subcommittee membership and convene first meeting	Captain Pattberg/ Tamika Potts	In progress
Complete audit remediation and advance MOUs	Sridhar Brahma / DESPP COLLECT	In progress
Prepare budget overview for June meeting	James McGennis	In progress
Conduct recruitment and interview process for staff attorney position	James McGennis/ CJIS-CT / Board Members	In progress

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