



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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Meeting Minutes

CJIS-CT Governing Board Meeting

Date: January 23, 2025

Time: 1:30 PM – 3:00 PM

Location: Kevin T. Kane Training Center, 300 Corporate Place, Rocky Hill, CT

1. Welcome and Call to Order

- **Presenter:** Judge Patrick Carroll and Undersecretary Daniel Karpowitz
 - Judge Carroll called the meeting to order at 1:30 PM and welcomed attendees.
 - The sign-in sheet was distributed, and attendees introduced themselves.
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2. Approval of Minutes

- **Presenter:** Judge Patrick Carroll
 - The minutes of the October 31, 2024, meeting were reviewed.
 - **Motion to Approve:** John Russotto
 - **Seconded:** Mark Raymond
 - The motion was unanimously approved.
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3. CJIS-CT Business

a. Guest Speaker: CISS Search on the Frontlines

- **Presenter:** Andrew Jacobson, Wethersfield PD
- Jacobson highlighted how CISS Search serves as a vital investigative tool, enabling access to critical information for patrol and detective work.
- Shared examples of using CISS for solving cases, including property crimes and cold cases.
- Discussed its value for officer safety and its integration into daily workflows.

b. Guest Speaker: CISS Digital Workflow

- **Presenter:** Luis Martinez, Court Liaison, Naugatuck PD
- Martinez shared insights on implementing the CISS Digital Workflow, streamlining arrest documentation, and improving collaboration with court clerks.

- Emphasized the importance of officer training and attention to detail in data entry.
- Discussed challenges, such as penmanship issues, and the benefits of electronic workflows in reducing errors.

c. Strategic Goals and Objectives

- **Presenter:** James McGennis
- Reviewed CJIS-CT's strategic priorities for 2025:
 1. Enhancing data sharing capabilities.
 2. Improving system interoperability.
 3. Strengthening data security and privacy.
 4. Supporting legislative initiatives like Clean Slate.
 5. Expanding collaboration and training programs.
- Requested feedback from governing board members on additional priorities.

d. CJIS Agency Budget

- **Presenter:** James McGennis
- Reported a \$2 million budget shortfall due to reduced funding and rescissions.
- Mitigation strategies include:
 - Reducing consulting staff by 12 members.
 - Reevaluating vendor contracts.
 - Seeking additional funding and grants.

e. Information Security Updates

- **Presenter:** Sridhar Brahma
 - Updated on ongoing compliance with state and federal regulations and efforts to enhance CJIS Security Policy.
 - Announced plans for a special session to approve updated policies.
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4. CJIS-CT Projects – Status Updates

a. Clean Slate Automation - SDDB

- **Presenter:** Chris Lovell
- Provided an update on ongoing support for DESPP in Clean Slate automation.

b. CISS Workflow and Collaboration

- **Presenter:** Chris Lovell
- Reported 84 Municipal Police Departments(MPDs) and all state police barracks are submitting early arrest notifications.
- Highlighted collaboration efforts to address errors and improve workflows for full arrest packet submissions.

c. RMS Vendors – Integration Updates

- **Presenter:** Sean Bucher
- Provided updates on NextGen and other RMS vendor integrations, noting progress in bringing additional PDS online.

d. Digital Evidence Study

- **Presenter:** Sean Bucher
- Discussed findings from the study, with a preferred solution being a cloud-based Software as a Service (SaaS) model for digital evidence management.
- A capital funding request for initial implementation is being prepared.

e. CISS Search Training and Connectivity

- **Presenter:** Derek Poundstone
- Reported training of over 1,000 new users and efforts to onboard additional agencies, including Southbury PD and Amtrak.
- Discussed initiatives to increase system usage and train “super users” to serve as local trainers.

f. CJIS-CT Program Manager Update

- **Presenter:** Mark Tezaris
 - Discussed ongoing efforts to transition CISS to a steady-state operation while managing budget constraints.
 - Highlighted plans for automation and AI integration to improve efficiency.
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5. Closing Remarks and Adjournment

- **Presenters:** Judge Patrick Carroll and Undersecretary Daniel Karpowitz
 - Thanked attendees and guest speakers for their participation.
 - Meeting adjourned at 3:00 PM.
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Action Items

1. **Update Onboarding Packet for new Board Members and expanded team members –** Include summary of where project is today – Executive Director
 2. **CJIS-CT Security Policy –** updated policies to be provided to Board for approval – special session to be scheduled – Executive Director
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Attendees

Governing Board Members/Designees

1. **Judge Patrick Carroll** – Co-Chair, CJIS-CT Governing Board
2. **Daniel Karpowitz** – Co-Chair, OPM Undersecretary for Criminal Justice Policy and Planning Unit
3. **Mark Raymond** – Chief Information Officer, Department of Administrative Services (DAS)
4. **John J. Russotto** – Deputy Chief State’s Attorney, Division of Criminal Justice (Designee)
5. **Jennifer Zaccagnini** – Chairperson, Board of Pardons and Paroles
6. **Joe Garibaldi** – Executive Director, Board of Pardons and Paroles; (Designee)
7. **Chief Don Melanson** – Chief, Windsor PD and CPCA Representative (Designee)
8. **Matthew Gallante** – CVSD Chief, Department of Motor Vehicles (DMV) (Designee)

In-Person Attendees

9. **Jim McGennis** – Executive Director, CJIS-CT
10. **Luis Martinez** – Court Liaison, Naugatuck PD
11. **Antonio Bastos** – Captain, Naugatuck PD
12. **Daniel Norck** – Deputy Chief, Naugatuck PD
13. **C. Colin McAllister** – Chief, Naugatuck PD
14. **Ralph Dagostine** – Deputy Director, Criminal Matters Unit, Superior Court Operations
15. **Karen Sandler** – Operations Manager, Judicial Branch
16. **Chris Lovell** – Senior Project Manager, CJIS-CT
17. **Sean Bucher** – Senior Project Manager, CJIS-CT
18. **Kyle Baudoin** – Representative, Division of Criminal Justice
19. **Maurice Reaves** – Representative, Office of Policy and Management (OPM)
20. **Pradeep Ankaraju** – Representative, DESPP
21. **David Cordone** – Representative, Department of Motor Vehicles (DMV)
22. **Sridhar Brahma** – Security Governance Analyst, CJIS-CT
23. **Derek Poundstone** – Training Coordinator, CJIS-CT
24. **Chief Robert Catania** – Chief, Mashantucket Pequot Tribal Nation
25. **JoAnne Ramm** – Project Manager, DESPP
26. **Andrew Jacobson** – Officer/Detective, Wethersfield PD

Online Attendees

1. **Versie Jones** – DESPP
2. **Diana Varese** – Judicial Branch
3. **Anthony Leone** – Judicial Branch
4. **Tanya Stauffer** – Vendor, Innova Solutions
5. **Frank DiMatteo** – Office of Chief Public Defender
6. **Pasquale DeMichele** – CJIS-CT Help Desk Manager
7. **Maureen Klinkert** – CJIS-CT
8. **Tammi Harris** – CJIS-CT

Prepared by: Tammi Harris, CJIS-CT Information Technology Analyst
Next Meeting: April 24, 2025 - In Person at DCJ facilities in Rocky Hill, CT