S T A T E   O F   C O N N E C T I C U T
Criminal Justice Information System (CJIS) Governing Board
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CJIS Governing Board Meeting
January 24, 2019@ 1:30 pm
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

CJIS Governing Board Members and Designees in Attendance:

Marc Pelka, Under Secretary, Governor's Appointee and Co-Chair, Office of Policy and Management (Designee); Judge Patrick L. Carroll, III, Chief Court Administrator, Co-Chair, Office of the Chief Court Administrator; Mark Raymond, Chief Information Officer, Department of Administrative Services/Bureau of Enterprise Systems and Technology (Designee); Kevin Kane, Esq., Chief State's Attorney; John Russotto, Esq., Deputy Chief State's Attorney (Designee); Chief James Cetran, President, Connecticut Police Chiefs Association; Chief Donald Melanson, Connecticut Police Chiefs Association (Designee); Cheryl Cepelak, Deputy Commissioner, Department of Correction (Designee); James Rovella, Commissioner, Department of Emergency Services and Public Protection; Brian Clonan, Chief Information Technology Officer, Department of Emergency Services and Public Protection (Designee); Cindy Zuerblis, Division Manager, Department of Motor Vehicles (Designee); John Day, Esq., Deputy Chief Public Defender, Division of Public Defender Services (Designee)

Other Attendees:

Christopher Duryea (JUD), Maureen Klinkert (JUD), Anthony Leone (JUD), Diana Varese (JUD), Jennifer Smith (DMV), Lidia Sikora (DMV), Vilmaris Diaz (BOPP), Darryl Hayes (DESPP), Theron A. "Terry" Schnure

CJIS Staff and Contractors in Attendance:

Humayun Beg, Executive Director (CJIS), Mark Tezaris (CJIS), Christopher Lovell (CJIS), Sean Bucher (CJIS), Henry Lindgren (CJIS), Tammi Harris (CJIS), Sarah Kaufman (CJIS), Tanya Stauffer (AIC), Phil Conen (Conduent)

I.   Welcome

- CJIS Governing Board Co-Chair, Judge Patrick L. Carroll, III, brought the meeting to order at 1:35 PM. He acknowledged new members, and the new Co-Chair, Marc Pelka. Judge Carroll noted Co-Chair Pelka's impressive background coming from the Council of State Governments, his history with the State of Connecticut, and his familiarity with criminal justice issues.

- Co-Chair Pelka commented on how excited he is to be part of the CJIS Governing Board. He noted that he met with various CJIS community members and attended a demo of the CISS application. He stated CISS is a way to knit together all the various strands of the diverse criminal justice systems. He also noted that he appreciates this vital tool and the data analysis it can provide.

II.   Approval of Minutes

- Judge Carroll called for a motion to approve the minutes of the October 25, 2018, quarterly meeting. Mark Raymond moved to approve, Kevin Kane seconded the motion. The Governing Board approved the minutes unanimously.

III.   Administration Transition – CJIS Governing Board

- Executive Director Humayun Beg discussed how the new Governor's Administration could affect the CJIS Governing Board. He noted that Governor Lamont's initiatives include e-Government as well as a commitment to the criminal justice system. He noted that CISS sits at the crossroads of the two and looks forward to learning how CJIS could play a major role.

IV.   CJIS Governing Board Strategic Goals

- Director Beg reviewed the Technology Vision set by Governor Malloy in 2012. He noted the vision was for efficient, modern business processes, open and transparent engagement, accurate and timely data, secure and cost effective IT, and easily accessible.

- Director Beg noted that CJIS is close to meeting all of stated goals. He noted that CISS Workflows (Release 11) was put into production today, allowing for the flow of arrest information.

- Director Beg also summed up the Board's strategic goals and noted that CISS provides a google-like search capability that makes investigation, and decision-making processes accessible by having information in one place allowing stakeholders to do a lot more with a lot less.

- Judge Carroll mentioned that he met with Governor Lamont regarding his Judicial concerns. During that meeting, he noted that the Governor was eager to discuss e-Government initiatives. He recommended that Co-Chair Pelka and Director Beg set up a meeting with the Governor to discuss the CJIS project. Judge Carroll noted that the Governor was very excited about the project and wants to know how state government is leveraging technology to do things more efficiently and cost effectively.

V.   CISS Project Update

- **Release Status**

    - Senior Project Manager Christopher Lovell noted the project is close to completion. He noted that Release 11 gated to production this morning, which is a big win for everyone associated with the CJIS Program and the CISS project.

    - He mentioned CJIS could now roll out the Early Arrest Notifications to all of the NexGen police departments, which is about 60% of the police departments around the state. He noted that DMV receives early arrest notifications for a DUI arrest for an offender who holds a Public Passenger Endorsement. He also noted that DOC receives notification if an offender is arrested who is under supervised release.

    - Mr. Lovell mentioned that R11 would also bring in the Arrest Paperwork. He noted that the RMS vendors are currently building that functionality into their systems and should be complete later this year. He noted that the state could realize savings with this exchange of information.

    - Mr. Lovell noted that he met with BOPP in preparation of their new ePardon system, which will interface with CISS. They will receive Case Disposition and Case Update information exchanges. He noted that DCJ is also preparing to interface with CISS with their new case management system.

    - Vilmaris Diaz of the Board of Pardons and Paroles noted their intent is to consume information for anyone who is applying for a Pardon. Ms. Diaz noted today that their officers have to check the various individual systems, and prepare paper files. The new system will allow them to have

everything electronically, with access to the most up-to-date information. She also noted that their new system would publish a Granted Pardon decision to CISS for distribution.

- Mr. Lovell provided an update on Search Release 9 and 5, noting that DMV, CMIS, Sex Offender Registry and WANTED File data will be available with the Release. Mr. Lovell noted that regression testing is underway for these new source systems. He also noted that the MultiVue Indexes will be released about 4 weeks after the new source systems are deployed, at which time the full potential of the system will be available.

- Mr. Lovell mentioned a risk with DMV photos, noting that complete testing would not happen until a certified CISS user with the Sworn Law Enforcement Officer security claim can test the system. The plan is to reach out to a police department to finalize this testing.

- **RMS Development Status**

  - Mr. Lovell noted that CJIS is currently working closely with two RMS vendors. NexGen is planning to go live with three police department – Farmington, Danbury, and Trumbull. Mr. Lovell noted that CJIS is currently in contract negotiations with Accucom to start Arrest Paperwork development. He noted a finalized contract is anticipated in 2 to 3 weeks.

- **GA Rollout Plan**

  - Mr. Lovell noted he will meet with Court Operations, DCJ, and the Division of Public Defender Services to select a court location for CISS rollout. Judge Carroll noted caution during the selection process, as there may be planned court closings due to downsizing.

- **CISS Search Rollout**

  - Mr. Lovell noted that CJIS is currently engaged with 20 police departments to get their users onboard. He also noted that gaining connectivity is somewhat problematic for those departments that do not have dedicated personnel to handle configurations.

  - Sean Bucher, Senior Project Manager discussed the early estimate of onboarding 13,000 users. He noted that CJIS now has two dedicated teams to work with the police departments on connectivity, training and setting plans to onboard the users. He noted that CJIS offers Computer Based Training as well Instructor Led Training. He also mentioned the flexibility in training locations, including the Judicial Training Center, CJIS Headquarters, regional based locations, and training at the local police departments.

  - Mr. Bucher noted the risk with staffing, resources and funding to accomplish the training goals. He noted the commitment from the police departments; however, acknowledged that game changers are needed to realize the goals.

  - Mr. Bucher noted the CJIS team is scheduled to visit the Wethersfield PD. Chief Cetran noted that his officers were impressed with the demo they saw and noted that the word will spread which in turn will increase new users.

  - Mr. Bucher reviewed the CISS Usage statistics and reported a year-over-year increase. He noted that BOPP, DMV, and DOC are currently the top agency users.

  - Mr. Bucher also noted a use case scenario from two police departments that make CISS search mandatory for dispatchers on certain types of calls. He also noted that Farmington and Brookfield police departments reported they were able to drill down on the CISS search results and obtain additional information on a specific case that they did not otherwise have.

- Mr. Bucher noted one game changer that CJIS implemented is to ensure that when users walk out of CISS training their user credentials are activated and ready use, with no additional administration required for enabling the accounts. He also noted that CJIS was able to have the CISS course approved for 4 hours of POST Certification training.

- Mr. Bucher also noted the CJIS is currently developing an on-line automated CJIS User Authorization Request (CUAR) application to replace the current paper based process. He noted that the Automated CUAR is one e-business strategy for CJIS.

- Co-Chair Pelka asked if there were any barriers or challenges from the agencies in adopting CISS in their business process. Mr. Bucher noted that the CJIS staff is working with the agencies on adopting CISS as part of their change management processes.

- **CJIS Router Connectivity Plan**

  - Mr. Bucher noted that the first wave of router connectivity included 93 police departments. He noted that 36 connections are complete. He also noted that CJIS has a partnership with DAS/BEST networking team to complete the work.

  - Mr. Bucher noted that CJIS has worked with Sonic Wall on a standard firewall solution for CISS connectivity. He noted that this, too, is a game changer, costing less than $500.

  - Program Manager Mark Tezaris noted that CJIS is working with OPM, DESPP, CPCA, and DAS/BEST to make use of a $250K JAG grant. He noted the grant allows the purchase of approximately 90 routers, which can replace the end-of-life routers. He noted this would allow collapsing two routers into one, doing more with less by saving on maintenance costs.

  - Director Beg noted that the grant expires in September 2019.

- **CISS Phase 1 Project Closeout**

  - Mr. Tezaris reviewed the checklist items for close out with the Solution Vendor, Conduent.

  - He also noted that the Release 9 and 5 is targeted for completion in the May/June 2019 timeframe.

  - Mr. Tezaris noted key items include ensuring delivery of all contract requirements. He also noted that change requests were required, based on outdated requirements that were developed back in 2008.

  - Mr. Tezaris also noted that Lessons Learned will be shared.

- **CJIS Initiatives 2019/2020**

  - Mr. Tezaris noted that the top initiative for 2019 is to complete the deployment of CISS.

  - He noted that CJIS would be working with the agencies to integrate CISS into their daily workflows and business processes.

  - Mr. Tezaris noted that completing RMS integration is a key initiative allowing for arrest paperwork from police departments to CISS. He also noted that CJIS would work with those police departments that do not have participating RMS vendors.

  - Mr. Tezaris also noted that CJIS would work with DCJ on developing an information exchange to bring in redacted documents from their system.

  - He also noted that CJIS would explore e-Government opportunities for the CJIS Community.

- Mr. Tezaris reviewed the high-level target dates for the 2019/2020 key initiatives, noting that the team is currently working on creating a project plan for each of the initiatives.

- Mr. Tezaris noted that CJIS submitted an Invitation to Bid for an Independent Vendor to provide project health checks. He noted that the reporting from the previous Vendor (Qualis) was very valuable in understanding how CJIS stakeholders view the progress of the project.

- **CISS Scope Completion and Deployment Phase**

  - Mr. Tezaris reviewed the key success factors for completing CISS, with an emphasis on funding:

    - He noted that current funding runs out in August of 2019. He noted that there is a formal request to approve bond funds of $8.9M.

    - He also noted that the project depends on Inmate Phone Revenue for state personnel and operational support. Deputy Commissioner, Cheryl Cepelak confirmed that the contract for tablets is still pending negotiations between the vendor and DAS. She also confirmed that the inmate phone revenue is expected to increase based on additional usage of the phone feature with the tablets.

    - Mr. Tezaris also noted that CJIS submitted a change to the General Fund to reflect CJIS moving to Operational mode.

  - Mr. Tezaris also noted that CJIS will create a scorecard to track tangible and intangible benefits.

  - Chief Cetran asked which RMS vendor was not participating with CISS. Mark Tezaris noted it is NewWorld, which represents about 9 police departments. Mr. Tezaris noted that CJIS is looking at alternatives for those police departments without a participating RMS vendor.

- **RISKS**

  - Mark Tezaris reviewed three risks and mitigations associated with the project:

    - RMS Vendor Participation – CJIS working to get all arrest information to CISS

    - Stakeholder Support – CJIS offering tiger teams to assist where needed

    - Funding for CISS Deployment – CJIS will continue to work with OPM and CJIS Management for approvals of the requested $8.9M bond funds.

VI.   CJIS Budget/Funding

- Mr. Tezaris reviewed the current CISS Phase1 Bond Fund Budget Summary, noting that current funds will run out in August 2019.

- CIO Mark Raymond asked for a continued breakdown of the project budget vs. operation budget. Mr. Tezaris noted that he would provide a breakdown for the next meeting.

- Mr. Tezaris discussed the CJIS DevOps based processes, noting that CJIS is integrating the work of the development team with the operations team to support the project efficiently while reducing costs.

- Mr. Tezaris reviewed a snapshot of CJIS Integrated Program Management Plan, noting the complexity of managing the various projects.

- Mr. Tezaris explained the Tangible Benefits Score Card noting that the team will track the planned savings with actual savings. He noted that the integration of the arrest paperwork from the police departments to the courts would provide many of the savings.

- CIO Raymond noted the difficulty in measuring the savings given the many reductions and business process changes already implemented at the agencies. He noted that we might need to reset the baseline to measure CISS savings today.

VII. Other Business

- Executive Director Beg noted that he would facilitate changes to "Delegation of Authority" forms for CJIS Governing Board members.

VIII. Adjournment

- Co-Chair Pelka provided closing comments, noting the importance of funding for the CISS project. Judge Carroll suggested a demo of CISS for OPM Secretary Melissa McCaw.

- Judge Carroll adjourned the meeting at 3:05 PM.