



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

55 Farmington Avenue, Hartford, CT 06105
Phone: (860) 622-2000 | Email: CJIS.HelpDesk@ct.gov
<https://portal.ct.gov/CJIS>



Meeting Minutes: CJIS-CT Monthly Governance Committee Meeting

Date: March 14, 2025

Time: 10:00 AM – 10:46 AM

Location: Microsoft Teams (Virtual)

Facilitator: Judge Patrick Carroll / Undersecretary Daniel Karpowitz

1. Attendance

Board Members & Key Attendees:

1. **Judge Patrick Carroll** – Former Chief Court Administrator, Judicial Branch and CJIS-CT Governing Board Co-chair
2. **Undersecretary Daniel Karpowitz** – Office of Policy and Management (OPM) and CJIS-CT Governing Board Co-chair
3. **Mark Raymond** – State of CT CIO, DAS/BITS
4. **James McGennis** – Executive Director, CJIS-CT
5. **Mark Tezaris** – CJIS-CT Program Manager
6. **Christopher Lovell** – CJIS-CT Workflow Project Manager
7. **Sean Bucher** – CJIS-CT Project Manager
8. **Sazara Johnson** – CJIS-CT Project Manager
9. **Sridhar Brahma**, CJIS-CT Security Governance, Risk and Compliance (GRC) Analyst
10. **Tammi Harris** – CJIS-CT Business Analyst
11. **Derek Poundstone** – CJIS-CT Curriculum and Training Manager
12. **Lucio DeLuca** – Executive Director, Judicial IT
13. **Diana Varese** – Project Manager, Judicial IT
14. **Dibyendu Kundu** – Director, Judicial IT
15. **Ralph Dagostine** – Deputy Director, Judicial Branch Criminal Matters
16. **John Russotto, Esq.** – Deputy Chief State's Attorney/DCJ
17. **Naveen Prathikantam** – DCJ IT Director
18. **Ronnell Higgins** – Commissioner, DESPP
19. **Mark Davison** – DESPP/CSP Lt. Colonel
20. **Pradeep Ankaraju** – DESPP IT Director
21. **Cynthia Powell** – DESPP Records
22. **Dane Silcox** – DESPP, SPBI
23. **JoAnne Ramm** – DESPP Project Manager
24. **Frank DiMatteo** – Public Defender Services

2. Meeting Agenda & Discussion Points

A. Approval of Previous Meeting Minutes

- Motion to approve: Mark Raymond
- Seconded by: John Russotto
- Vote: Approved unanimously.

B. Legislative Proposal Update (SB1387)

- James McGennis provided an update on SB1387, focusing on clarifying non-offender data sharing and the duties of the Executive Director.
- Updates are currently being drafted with the Governor's Office and DESPP.
- Mark Raymond inquired whether DESPP has been included in discussions to ensure language clarity.
- James McGennis responded that Patrick Hulin (Governor's Office) has been coordinating revisions and engaging with DESPP.
- Undersecretary Daniel Karpowitz emphasized the importance of finalizing language to avoid legislative ambiguities.
- **Action Item: Follow up with DESPP Legal Team and finalize language revisions before submission.**

C. Budget Update

- James McGennis reported that CJIS-CT has a FY25 General Fund budget shortfall due to the elimination of the FY24 budgetary lapse carryforward by OPM and an additional \$250,000 holdback from the already reduced budget.
- CJIS will retain UCONN School of Public Policy Intern starting in August to help develop research framework. There are no concerns voiced by the Governing Board.
- Entering deficiency spending mode in late March/early April to ensure continued operations.
- Federal grant freeze has paused \$158,000 from the National Criminal History Improvement Program (NCHIP) Grant for deadly weapon offender registry integration.
- Mark Raymond noted concerns about recent OPM spending cap guidance and recommended revalidating funding assumptions.
- **Action Item: Confirm deficiency spending feasibility with OPM Fiscal and DESPP CFO.**

D. Judicial Online Communication Exchange (JOCE) Collaboration

- Sazara Johnson introduced the Judicial Online Communication Exchange (JOCE), a secure portal for law enforcement to submit judicial applications.
- Ralph Dagostine emphasized that legal approval from DESPP is pending to allow POSTC to share vetted officer information with CJIS-CT and Judicial.

- Commissioner Ronnell Higgins confirmed his support for using POSTC officer ID numbers but noted that DESPP legal must finalize its review.
- **Action Item: Commissioner Ronnell Higgins to escalate the matter within DESPP Legal and coordinate with Ralph Dagostine & Sazara Johnson to resolve pending approval.**

E. CISS Electronic Workflow Update

- Christopher Lovell provided an update on electronic arrest paperwork submissions:
 - 80 municipalities onboarded.
 - 29 PDs submitting electronically, with 9 fully certified.
 - Pending certification for additional PDs once Version 11.4.7 is released in April 2025.
 - Public Defender onboarding in Waterbury & New Britain is in progress.
- John Russotto emphasized the need for direct engagement with State's Attorneys to ensure continued adoption of electronic workflows.
- **Action Item: Complete Waterbury & New Britain Public Defender onboarding by April 10, 2025.**

F. New Agency Onboarding (AMTRAK, MTA, LCD, Southbury)

- Derek Poundstone introduced Litchfield County Dispatch (LCD), MTA, Amtrak, and Southbury PD as new CJIS-CT system access applicants.
- Mark Raymond suggested formalizing a Governance Committee vote on new agency onboardings.
- Motion to approve: Mark Raymond
- Seconded by: John Russotto
- Vote: Approved unanimously.
- **Action Item: Update CJIS-CT governance SOP to require formal votes for all future agency onboardings.**

G. Risk & Issues Discussion

- Risk 1: Budget Constraints
 - Concerns over state spending cap and deficiency spending impact.
 - **Action Item: Revalidate funding assumptions with OPM based on March 7th spending guidance.**
- Risk 2: Legislative Uncertainty
 - Need for DESPP's final input on SB1387 revisions.
 - **Action Item: Follow up with Governor's Office & DESPP Legal on language approval.**

3. Action Items & Follow-Ups

#	Task	Responsible Person(s)	Deadline
1.	Secure DESPP Legal approval for JOCE officer access.	Commissioner Ronnell Higgins, Ralph Dagostine, Sazara Johnson	April 07, 2025
2.	Confirm deficiency spending feasibility with OPM Fiscal & DESPP CFO.	James McGennis, Mark Tezaris	April 10, 2025
3.	Finalize SB1387 legislative language and resubmit.	James McGennis, Mark Tezaris Governor's Office	Completed
4.	Complete onboarding of Waterbury & New Britain Public Defenders.	Christopher Lovell	April 10, 2025
5.	Implement new voting procedure for agency onboarding requests.	Sridhar Brahma	Completed

* Latest status shown on the deadline.

4. Closing Remarks (*Judge Patrick Carroll & Undersecretary Daniel Karpowitz*)

- Judge Patrick Carroll thanked attendees for their dedication and engagement.
- Undersecretary Daniel Karpowitz emphasized the urgency of finalizing legislative and financial matters.

5. Adjournment

- Meeting adjourned at: 10:46 AM
- Next Meeting: April 11, 2025

Minutes Prepared By:

Tammi Harris, CJIS-CT Information Technology Analyst
Sridhar Brahma, CJIS-CT Security Governance, Risk, and Compliance