



Criminal Justice Information System
Governing Board
State of Connecticut
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CJIS Governing Board Meeting

July 16, 2015, 1:30 pm

Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

CJIS Governing Board Members and Designees in attendance

Michael P. Lawlor, *Co-Chair, Under Secretary, Office of Policy and Management*; Judge Patrick L. Carroll, III, *Co-Chair, Chief Court Administrator, Judicial*; Susan Brown, *Designee, Division of Public Defender Services*; James Cetran, *Chief, Connecticut Police Chiefs Association*; Kevin Kane, *Chief State's Attorney, Division of Criminal Justice*; Karl Lewis, *Designee, Department of Correction*; Mark Raymond, *Designee, CIO, Department of Administrative Services, Bureau of Enterprise Systems and Technology*; Dr. Dora Schriro, *Commissioner, Department of Emergency Services & Public Protection*; and George White, *Designee, Department of Motor Vehicles*.

Other attendees

Kate Casaubon (JUD), Brian Clonan (DESPP), Bob Cosgrove (DOC), Chris Duryea (JUD), Evelyn Godbout (DCJ), Darryl Hayes (DESPP), Maureen Klinkert (JUD-CSSD), Martin Libbin (JUD), Chief Richard Mulhall (CRCOG), MaryAnn Palmarozza (OPM), Jason Rosa (DESPP), John Russotto (DCJ), Terry Schnure, Terry Walker (JUD) and Antoinette Webster (DESPP).

CJIS staff and contractors

Phil Conen (Xerox), Craig Holt (Qualis), Christopher Lovell, Patty Meglio, Mark Morin, John Stefora (Xerox), Mark Sperl, Mark Tezaris, Elizabeth Ugolik and David Wright (Xerox).

I. Welcome

- Mr. Mike Lawlor, Governing Board Co-Chair, brought the meeting to order at 1:44 pm and welcomed everyone. Everyone at the board table introduced themselves.

II. Introduction

- Mr. Lawlor spoke about Mr. Mark Raymond taking over the Executive Director's position on an interim basis. Mr. Mark Tezaris and Mr. Mark Morin are also managing the CJIS team until a new Executive Director is hired.
 - Mr. Lawlor said that Mr. Raymond mentioned that he had been speaking with Ms. Schriro about the creation of a Center of Excellence at DESPP. He thought that they might consider bolstering that objective by thinking in terms of how CJIS is affiliated with DESPP.
 - Mr. Raymond said that they were thinking about this concept with other areas besides criminal justice. He said that the first area was with Health and Human Services. Some of the Board members are thinking about the broad needs across the state within related areas. Since there is a need for IT support for related areas, they felt that might make some sense to bring those areas together. It's not a full blown consolidation, but a sharing of knowledge and expertise around a subject matter area. When Commissioner Schriro came on board and brought forth ideas to make
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changes in her organization, the IT capability of CJIS came to mind to combine together to create a stronger organization focused around the IT needs. There's overlap on knowledge, standards, technology, understanding the market and securing it and it makes sense to combine these concepts together. Mr. Raymond proposed that leadership think about pursuing this in context of some of the organization changes that Commissioner Schriro is working on. Today they will talk about some of the proposals that were shared.

- Mr. Lawlor mentioned the successful creation of the Division of Scientific Services at DESPP. It seemed like if DESPP is making a division under IT, maybe there is an affiliation or cohesion that could be accomplished that could create a Center of Excellence with CJIS, while maintaining the autonomy of the CJIS enterprise governed by the CJIS Governing Board. This might be accomplished by combining the technological intellectual firepower at DESPP.
- Ms. Dora Schriro explained that they had been working on putting all of the information technology together under one division for over a year. The FBI had a need to maintain the FBI database. DESPP received unconditional approval from the FBI with the new IT entity. She also said that like CJIS, five of the six divisions are run by governing boards, and that they respect this model. Mr. Lawlor wanted to make it clear that the new IT entity is freestanding. Ms. Schriro introduced Mr. Brian Clonan, who will be the Chief Information Technology Officer (CITO).
- Mr. Lawlor said that this process has a lot of support from Governor Malloy. The CJIS agencies make up an unusual group of people that come from different branches of government, with different levels within government. He said that it is important to maintain the integrity of CJIS as a multi branch multi-jurisdictional operation and also to remember that CJIS is under statute. The board has a lot of authority and must ensure that the integrity is protected. He knows that some members had some reservations in the past about yielding some authority. He spoke with Judge Carroll about it extensively. He thinks it important that this Governing Board maintain its authority prerogative and its aspect of jurisdiction.
- Mr. Lawlor said that they had considered re-writing the statute at the end of the legislative term and they determined that it was a bad idea without Board approval. In the interim, they are going to take advantage of the Center of Excellence concept at DESPP and are looking at what needs to change to do that. One thing that is in statute is that the CJIS entity is under OPM for admin purposes only. OPM takes care of Human Resources and other administrative work. Other than that, the governance of it is under the Executive Director, in consultation of the Co-Chairs and with the Board. He said that if they begin consolidating the capabilities with DESPP, they must begin with the administration. If the decision is to consolidate capabilities with DESPP, there will need to be a MoU to shift the responsibilities. This MoU will not include policy control. There were discussions with the executive committee about the administrative changes.
- Mr. Lawlor introduced MaryAnn Palmarozza of OPM. He said that the purpose today is to bring the draft MoU before the Governing Board for discussion. He said that as the committee spoke about it, they realized that there is a difference between administration and governance. They decided that the administration is easy to transfer but that the governance side was too complicated. As a result, they came up with a sequence of events. Today, the Board will decide on the MoU on administration. Next they will do a separate MoU that describes the role of the governing board and the expectations for BEST.
- Mr. Lawlor said that they will take a first stab at the draft of the second MoU using the legal staff of governor's office and legal staff of the judicial branch. They would then create a draft and bring it to the next Governing Board Meeting. If everyone is comfortable with this arrangement, the Board may want to present the changes in statute to the legislature next year.
- Judge Carroll said that in the past the CJIS framework made it cumbersome to handle. He said that he had a meeting with municipal chiefs about the direction of the project. He stated that the

municipal chiefs will have a voice and the intent is that they all have a voice. The administrative move makes sense with no burden on the administrative component and it frees up the technical experts.

III. Minutes of Previous Meeting

- Mr. Lawlor asked for any additions or corrections to the minutes of the previous meeting held on April 16, 2015. A motion was made to approve the minutes by Mr. Kevin Kane and seconded by Mr. Mark Raymond. With a vote the minutes were approved unanimously.

IV. PowerPoint Slide Presentation

- Mr. Mark Morin began the CJIS slide presentation with an overview of the CISS project (slides 3 - 7). He thanked the Governing Board Members for their commitment and leadership as the project moved forward after the contract was signed. He said that he is getting very good cooperation from the agencies. They are working on five Releases. He gave the details for each Release, including what items are complete and which items are scheduled for the next three months. Mr. Morin said that with holiday and vacation time, they are trying to look ahead and make accommodations.
- Mr. Morin also said that the contract with KT International was signed, and mentioned that negotiations are under way with three other vendors. He gave an update on the RMS network connectivity. They have twenty-one police departments ready for Release 1. He explained the gap in information exchanges from the list that was created several years ago. With five additional agencies needing notifications, the team needed to add five more information exchanges. The plan is to switch out some exchanges from Release 4, move them to Phase 2 and add the five new information exchanges to Release 4. The only impact will be a timeline change. The CJIS Project Management team will meet with the stakeholders to determine what changes need to be made with the timeline and will report back to the Governing Board.
- Mr. Raymond wanted to address the timeline for Phase 1. Mr. Morin said that the goal is not to exceed the contractual 29.5 months, and that the timeline will be squeezed tighter now.
- Mr. Phil Conen, referring to slide 8, said that they are on or ahead of schedule for Releases 1 through 3. He also mentioned that because of Change Control #60, there will be some modifications to Releases 4 and 5 and they will be delayed.
- Mr. Mark Tezaris spoke about the expenditures (slide 9). He showed the amount spent up to June 30 and the amount left in the budget for CISS. He said that looking at the remaining scope, it will not be as large as first thought because of duplication, some requirements are already in Phase 1 and many future requirements can be satisfied through CISS Search or reports. He is working with Mr. Raymond and Mr. Clonan on the budget. A draft version will be presented to the Governance Committee for their review.
- Mr. Morin reviewed briefly the hosting of CT:CHIEF (slide 10). He also explained that with the FBI approval, the project can move forward. He explained what hosting means and explained that it will provide a centralized RMS system that can be widely used by many agencies. An advantage is updating a database once and there can be significant cost savings for municipalities.
- Mr. Richard Mulhall, who is retained as a consultant by Capitol Region Council of Governments (CRCOG), spoke about CT:CHIEF and the benefits of hosting it centrally. When the CJIS project first started he was chairperson of CPCA'S technology portion and supported the concept of CJIS from the beginning. Chief Mulhall said that he is here to solicit approval from the CJIS Executive Board to host CT:CHIEF. He said that CPCA was happy to

- be involved in this and have fully participated in the last few years. Their concerns were the lack of involvement from CPCA with the state, the possibility of unfunded mandates, and the disruption of local computer equipment (fire departments, EMS). When he received the full support from the CPCA Board to go ahead with CT:CHIEF, and with the aid of several grants, they added it to the projects at CRCOG. He explained that CRCOG owns the software code and can offer it to the municipalities free of charge. Nine departments are currently involved and he expects the software to be installed and running in six to twelve months.
- Chief Mulhall said they have been involved with CJIS from the beginning and said that they are working on involving vendors. They would like to work with CJIS to have a smooth transition with CT:CHIEF. They are doing a pilot program going into GA15. The CPCA is watching to see how this goes and see it as a viable project. They want to see a pilot before jumping on board. Chief Mulhall asked CJIS if there is way to house it. Hosting would be good for those who don't have the hardware at their police department and CJIS has the ability to host it. Sean Thakkar said that it could be done centrally or locally with interfaces to databases. A vote was taken with CPCA chiefs for a centralized system, however it was voted down. The reason was that they were already integrated into fire and police departments and didn't want to break the links and have to redo them. They then considered a different environment, with a centralized database for smaller departments. Mr. Thakkar said that the CJIS hardware was sufficient to host it with no cost, and got permission from OSA to connect the police departments. They also got approval for an RMS for the Capitol region and a second approval for the license plate reader system. They went to chiefs to buy routers, however, many had already purchased their own routers.
 - Chief Mulhall explained that this is a pilot involving three departments. He said that if they don't hand CPCA a victory of some sort, they will lose interest and if mandated, they will fight it. He said that they have a real opportunity to get this operational in January 2016. It would send a message that CJIS is working with us. In the long run, if there is a cost, he said that the municipal agencies will absorb it if necessary and if there is no opposition. Chief Mulhall would like the Governing Board to consider it and take action.
 - Mr. Lawlor said that two things came up in the Governance Committee: 1. What is the cost, if any, to the state and 2, should it be approved by the Governing Board.
 - Mr. Raymond said that the capacity to host CT:CHIEF exists now, but in the long term, as CISS uses up capacity, they may need to bring the costs to the Board. He acknowledge that it's cheaper to host in one place, and that there's an economic argument to be made to put everything in one place. Mr. Lawlor said that Chief Mulhall agreed that the municipalities would share in the cost. Chief Mulhall said that the cost will go down over time. Most of the larger departments will have their own systems and will not need to use the hosted system. He said that they will be able to provide the costs. Another thing to consider is that it may be used as a backup system down the road. Right now, it's just about the GA15 and the only support needed is for servicing the server.
 - Mr. Lawlor wanted to know if the chiefs know that there may be a cost later. He said that it is clear that it won't be free. Chief Mulhall said that it's a decision that the local police departments will make. Judge Carroll said that it would benefit municipalities.
 - Ms. Dora Schriro asked if there is sufficient room to store information. Mr. Raymond said that they have plenty of capacity now. Ms. Schriro asked if there would be a cost to deploy it. Mr. Morin said no, the only thing would be who takes the first call. Mr. Raymond said that it would benefit to have more people use one system, and that it's easier to support one system versus several individual systems. Chief Mulhall said that there are currently nine groups with

eight systems.

- Mr. Raymond said that he would like to quantify the costs and benefits.
- Chief Mulhall said that he would prefer a quick decision since CISS goes into Production in November. Mr. Raymond mentioned that there is a Board meeting in October. He said that if they need action before that, they could hold a special session before then.
- Ms. Schriro asked when they would like to have the decision. Chief Mulhall said that CJIS would like to have it as soon as possible, and Chief Cetran may need to order the hardware soon or they will need to move him to the server in Hartford or Newington. He would like to save the expense of time and effort.
- Mr. Morin said that if they can't start at startup time with Chief Cetran, they're basically looking at the migration with an additional step that they didn't plan. It would be preferable to start up in the CJIS environment.
- Judge Carroll asked Mr. Raymond if he knew the due diligence. Mr. Raymond said that it is not complicated to figure out what they need to do. They should develop a model of deployment, figure out the operations compute power and drive that into the dollar amount.
- Judge Carroll said that it's a good idea, though they do not know the impediments.
- Mr. Kevin Kane said that if they do it with CRCOG, will it set a precedent that they do it with other municipalities. Mr. Raymond said that it compels us to do that.
- Mr. Lawler said that if they go forward, that there are no expectations that it is free.
- Chief Mulhall said that the pilot will answer the many of the questions.
- Mr. Kane wanted to know if other towns can join CRCOG. Chief Mulhall said that yes, including state agencies. The software is available at no cost to state agencies. The cost is only in the fine tuning.
- Mr. Kane wanted to know that if other towns joined, whether it would strain the system. Mr. Raymond said that he was confident that they can write in conditions that no other town join without notice.
- Ms. Schriro wanted to know if they wanted permission to move forward. Chief Mulhall said that they don't want to duplicate efforts with the Wethersfield police department, so it would be best to have a quick decision.
- Mr. John Russotto presented the CJIS Non-Disclosure Agreement for Board approval (slide 11). He said that the CT Racial Profiling Project was mistakenly omitted, and that he would add it. A vote was taken to approve the document. Mr. Raymond moved to approve, Mr. Kane seconded it. The vote passed unanimously.
- Mr. Lawlor said that he met with CJIS staff at their Town Hall Meeting a few months ago. He mentioned that most consultants are mobile and if they feel uncertainty about their jobs, they could move on. He said that hopefully there will come a time with they will be state employees.
- Mr. Lawlor asked Ms. MaryAnn Palmarozza from OPM to explain her role.
- Ms. Palmarozza explained that they manage human resources, process payroll, benefits, and purchase orders for CJIS. She said that OPM does not make the decisions for CJIS, they just make sure that the agency is following the rules and they process the paperwork. All of this administrative support will be transferred to DESPP. She reviewed the MoU handout, and cited pages 3 through 5. She said that OPM does not alter the budget. She added that they would also help with state or federal grants, and work with CJIS on any kind of training or travel.
- Ms. Palmarozza said that the second part of the MoU explains how the transition would

happen. She said that OPM met with DESPP to discuss the transition and the timeline. She explained that they want CJIS to be under one agency for the whole fiscal year, so that is why they are aggressive to present the MoU today.

- Mr. Lawlor said that before it was awkward to handle personnel issues. He felt that this would be a better way to manage it. If approved today, he said that the Judge and he would sign it and then Ms. Schriro would sign it. He said that Ben Barnes signed it.
- Mr. Raymond said that there is a reversion clause. Ms. Palmarozza said that if there is not a second MoU by May 31st 2016, CJIS would revert back to being under OPM.
- Mr. Lawlor promised that he would put together a draft. Judge Carroll said that the Governance Committee had an opportunity to go through it line by line.
- Judge Carroll said that his legal counsel, Mr. Libbin, was here and had some questions about the Administrative MoU (included in the Governing Board packet). Mr. Libbin said that on page 3, Payroll and Personnel, the board retains hiring decisions, however, it doesn't mention anything about discipline or termination.
- Ms. Palmarozza said they can make an amendment, or say that the item is inclusive but not limited.
- Mr. Lawlor said that decisions would start with the Human Resources group at DESPP but ultimately would refer to the co-chairs and then the Board to make decisions. He said that it is important that the Board retain decision making.
- Referring to the Administrative MoU, Mr. Libbin asked about Other Business Office Functions (page 5). He wanted to know who is responsible for things not included in the inventory. Mr. Tezaris said that the routers are loaners and are in CJIS' possession. Mr. Libbin said that someone needs to maintain the inventory. Ms. Palmarozza said that OPM processes phones, computers papers. Finally, under Information Technology (page 5), "Provide management and support services for DESPP's" should say "CJIS" not "DESPP."
- Mr. Lawlor asked for a vote to approve the MoU for Administration (slide 12). Mr. Kane made a motion to approve it subject to the edits. Ms. Palmarozza said that she would make the following changes: on page 3, Payroll and Personnel, the Governing Board will be responsible for disciplinary and termination actions, on page 5, Information Technology, she will replace "DESPP" with "CJIS," and in Other Business Office Functions, page 5, she will make reference to the routers.
- Mr. Lawlor asked for the vote and the MoU for Administration was unanimously approved.
- Mr. Lawlor said that they need to begin the process of drafting the second MoU, according to what the governor and the chief court administrator feel is appropriate. He said that if anyone wants to be involved, to please let the Co-Chairs know. No decisions will be made until it is brought before the board. Mr. Kane said the target date for approval would be in October.
- Mr. Lawlor asked for a motion to consider this MoU, Mr. Kane made the motion, it was seconded by Mr. Raymond and it was unanimously approved.

Project Health Check

- Mr. Craig Holt began his presentation (slide 13) on the Project Health Check. Mr. Craig Holt said that the stair step approach to making decisions like the MoUs was prudent.
- He reported that the last quarter was a really good quarter. He said that it was the first time that there was not a score below a 2.5. He also said that across the board the scores are up. Not only does it appear the project is going well, but also stakeholders, the vendor, and CJIS teams working on the project feel that it is going well.
- Mr. Holt said that they are now dividing up responsibilities into three primary groups, though

the categories did not change. The three groups are Xerox, Stakeholders, and CJIS Project Management. He said that they are still getting a 100 percent return on surveys.

- Some of the risks include the move of CJIS from OPM to DESPP. Mr. Holt cautioned that they pay attention to possible disruptions. He also said that there is a risk on parking lot issues. These issues are capable of resolutions and the Project Management staff is working on them. Projects are starting in the agencies, so there may be timeline issues. Lastly, there are still unfilled positions at CJIS that are not being filled in a timely manner. Now that the project is going, he said that this needs to be resolved.
- CJIS will send a copy of the CISS Quarterly Project Health Services Report to those who participated.
- Mr. Holt said to expect a bump and a dip the next time there is a survey because of the agency schedules possibly conflicting with work on CISS.

V. Executive Search Committee

- Mr. Lawlor mentioned the search process for Executive Director. He said that if you know of anyone who might be interested, please contact the Executive Director Search Committee.

VI. Adjournment

- There being no further business, the meeting adjourned at 3:52 pm.