



# Louisiana Integrated Criminal Justice Information System (ICJIS)

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## Integrated Criminal Justice Information System Policy Board Meeting

September 16, 2025 at 10:00am

Louisiana Sheriff's Association

1175 Nicholson Dr., Baton Rouge, LA

### Minutes

APPROVED  
12/11/2025

#### 1. Call to Order and Roll Call

The meeting of the Louisiana Integrated Criminal Justice Information Policy Board was called to order at 10:10 a.m. on Thursday, September 16, 2025, by Chairman Judge Scott Schlegel.

Ms. Autumn Blache conducted the roll call and a membership quorum was present.

#### Board members and their representatives in attendance:

Mr. Jim Craft; Mr. Mark Cummings, proxy for Deputy Chief Neal Noel; Mr. Zachary Daniels; Mr. Alan Davis; Ms. Debbie Hudnall; Judge William Jorden; Mr. Jamie Lee; Judge Scott Schlegel; Maj. JB Slaton; and Mr. Christopher Walters.

#### Guests in attendance:

Mr. Jeremiah Hermance and Mr. Gary Hennefent, 5 Pack Creative; Ms. Susie Lalz, ASAP Louisiana; Ms. Jill Dennis, Associates of Louisiana Ankle Monitor Providers; Mr. Cory Hutchinson and Mr. Mark Verret, Center for Analytics & Research in Transportation Safety; Ms. Michelle Brown, Cott Systems; Ms. Melissa Steils, Department of Corrections; Mr. Ryan Randazzo, Ernst & Young; Mr. Ryan Haynie, Haynie & Associates; Ms. Taryn C. Bransun, Ms. Taneshia Flowers, and Ms. Sherie Thomas, Justice and Accountability Center of Louisiana; Mr. Ernest Green, Louisiana Attorney General's Office; Ms. Tiye Davis, Louisiana Center for Children's Rights; Mr. Chris Kershaw, Louisiana Clerks of Court Association; Mr. Dale Polozola and Mr. Joey LeBeau, Louisiana District Attorney's Association; Ms. Catherine Childers, Louisiana Health Services Center; Mr. Zachery E. Gonzalez and Mr. Dave Storment, Louisiana House of Representatives; Ms. Shelly Scott, Ms. Jamie Baker, Ms. Kathy Williams, and Mr. Saleem El-Amin, Louisiana State Police; Ms. Ramona Harris, Mr. Douglas Bullock, and Mr. Francis Robinson, Louisiana Supreme Court; Mr. John Humphries, Metropolitan Crime Commission; Ms. Heather Putut, Mission Critical Partners; Ms. Evelina Broussard, Mr. Thomas Mule, Mr. Tim Pyle, and Ms. Cassie Porche, Office of Technology Services; Mr. Chad Brown, Orleans Parish District Attorney's Office; Ms. Selen Ustin and Mr. Michael Dunn, Pono Pono'l

Consulting; Mr. Dwight Hudson, Right on Crime; and Ms. Auremi Abiodun, Vera Institute of Justice.

**Staff in attendance:**

Ms. Autumn Blache, Ms. Fredia Dunn, Ms. Toyette Hudson, and Ms. Lashunda Sullivan, Louisiana Commission on Law Enforcement and Mr. Russell Cortazzo, Louisiana Supreme Court.

## **2. Introductions**

Judge Schlegel introduced Mr. Michael Dunn, the new technology consultant contracted by the ICJIS Board. Mr. Dunn will review the next steps, provide an overview of the process, and offer guidance and recommendations on how the Board should proceed moving forward.

Mr. Dunn brings four years of experience in IT, criminal justice, and public safety. He emphasized that moving forward, the process will be only 10% dependent on software, while 90% relies on the willingness to cooperate and collaborate effectively.

## **3. Old Business**

### **a. Motion to approve meeting minutes from July 17, 2025**

Judge Schlegel called for a motion to approve the July 17, 2025, Integrated Criminal Justice Information System Policy Board meeting minutes, as presented. A motion was made by Mr. Daniels, seconded by Judge Jorden. There were no objections; the motion passed.

### **b. Consultant update - Pono Pono'I (*contract attached*)**

Judge Schlegel noted that he and Mr. Walters have reviewed, approved, and signed a contract with Pono Pono'I Consulting and the board.

### **c. Office of State Procurement (OSP) Updates**

Judge Schlegel informed the board that they have engaged a consultant, Pono Pono'I through LCLE for an amount under \$150,000. The contract will be executed through the board, with LCLE making payments to the consultant.

OSP clarified that the board and associations do not have direct relationships or contracts with vendors. Instead, vendors must work through the relevant agencies—such as their client district attorneys or clerks. A volunteer from these agencies would allow the Board to authorize work to be done under the client Clerk or DA contract with the vendor to establish ICJIS server-to-server development. Specific language specifying duties and responsibilities will be added to each proposal and invoice. Expansion to other offices and agencies are to be paid by the office or agency and reimbursed by the Board.

ICJIS is currently obtaining quotes to outline the timetable, costs, and ensure compliance with ICJIS standards. Quotes under the \$100,000 cap will be reviewed and approved by the Chair and Vice Chair. Any quotes exceeding this limit will be presented to the board. It is expected that by the next meeting, the

contracted technologist will have met with vendors and board members to provide a report for moving forward.

d. OTS - Cooperative Endeavor Agreement

Ms. Porche, representing OTS, reported that the cooperative endeavor has been finalized. The Supreme Court and legal teams are actively involved in agreements with the brokers to ensure security and safety. OTS is currently developing the onboarding strategy and setting expectations. The pilot programs are progressing well. OTS will update the board on the UCO project in due course.

**4. New Business**

a. Financial Report

Judge Schlegel emphasized the need to move forward cautiously in developing a funding strategy with the technologist. There is a total of \$8,367,998 in the account as of now, about \$6,339,235 is unencumbered. He noted that there will be ongoing vendor maintenance fees associated with the ICJIS server and raised the question of who should bear those costs. The general consensus was that the State should cover maintenance fees for the first 3 years to ensure no agency is excluded from participation due to financial barriers.

Judge Jorden added that some independent vendors may charge significantly more than others, and recommended implementing a cap on allowable maintenance fees. A potential model was discussed in which the board could cover up to a set amount, with any remaining costs to be covered by the participating agency. The board agreed that identifying average maintenance costs is necessary in order to vote on setting aside funds to sustain the project.

Mr. Walters suggested that the technologist should assess whether there is a better approach to handling maintenance fees. He recommended obtaining cost estimates by early spring—preferably by the start of the year—so that funding could be incorporated into the state’s budget process.

Mr. Dunn, the contracted technologist, shared that in other states, maintenance and similar long-term support costs are typically covered entirely by the state. He emphasized that covering these costs at the highest level helps ensure continuity and avoids disrupting the implementation process. He added that vendor proposals can be evaluated based on criteria such as cost, timeline, and performance.

Ms. Hudnall raised a concern on behalf of the Clerks of Court, noting that in current contract language, any costs not covered by federal funding may fall to the clerks. She stated that the clerks are neither willing nor equipped at this time to assume those responsibilities.

Judge Schlegel concluded that if ICJIS standards are met, ideally the State should allocate funding for the District Attorneys, Clerks of Court, and Sheriffs to cover maintenance costs. He reiterated the need for a multi-year cap on funding to maintain momentum. The board plans to work with the technologist and vendors to determine cost estimates and funding needs to avoid future delays.

b. Broker Development Status

Mr. Cortazzo noted that the broker development continues to progress, with both test and production brokers currently in service. The District Attorney (DA) reporting service is ready for production in

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Caddo Parish, and efforts are underway to onboard additional DAs. Exception reporting is deployed to production, with ongoing work to bring Clerks into the system. Testing continues for UCO submissions, while the Office of Technology Services (OTS) is actively working to integrate the Department of Corrections (DOC) into the system. For charge referral, the broker code has been successfully installed, and the project is currently awaiting vendor implementation.

Mr. Cortazzo also noted that work has begun on developing an official document management system and repository for board records and meeting documentation.

c. Vendor Contracts

Judge Schlegel stated that technical specifications are in place, the board is just waiting on the vendor quotes.

d. Next Steps

Judge Schlegel stated that the board has received clarification from OSP and is now awaiting review with the technologist, including coordination with vendors, maintenance planning, and overall implementation.

e. Call for other New Business

Major Slaton's team reported that, as of August 6, juvenile RAP sheets are now available to the criminal justice community. AFIS integration is currently underway, and the team is working with parishes to ensure juvenile records are properly submitted to the State Police.

Judge Jorden provided an update noting that District Attorneys and Clerks recently received a presentation from Mr. Cortazzo and representatives from SEARCH regarding the ICJIS server project. Mr. Cortazzo emphasized that this integration process is new to all stakeholders, as many have previously operated in silos. He stressed the need for continued dialogue and collaboration to ensure alignment moving forward.

Judge Schlegel noted that the board should allocate a portion of the available funds to develop short training videos to support ongoing, statewide education and implementation efforts.

## **5. Next Meeting**

a. Winter 2025 date and location

It was determined that the next Integrated Criminal Justice Information System Policy Board meeting will be held on December 11, 2025, at 10 a.m., at the Louisiana Sheriffs' Association.

## **Adjourn**

Judge Schlegel called for a motion to adjourn. A motion was made by Mr. Daniels, seconded by Judge Jorden. There were no objections; the motion passed. The meeting of the Integrated Criminal Justice Information System Policy Board adjourned on September 16, 2025, at 10:45 a.m.

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*Parking at the Sheriff's Association is available on site in the back through the training center gates, on the front (Nicholson), or north lot (bridge).*