# **JUSTIS Executive Council Meeting**

## **Date and Time:** October 27, 2021, at 2:00 PM

## **Location:** Virtual Meeting via Teams

**PRESENT**:

|  |  |
| --- | --- |
| Carmen Chu, Chair | Katherine Miller |
| Ivy Lee | William Scott |
| Manohar Raju | Michael Yuen |
| Sharon Jackson (Chief Interim) | Chesa Boudin |
| Paul MiyamotoRobert Smut for MaryEllen Carroll | Linda Gerull |

**ABSENT**: Kimberly Ellis

**OTHER PRESENTERS**: Karen Hong, Jason Cunningham, Rishma Khimji

**Call to Order**

1. The meeting was called to order at 2:02 pm.
2. Roll call performed. A quorum was present

Ms. Chu also acknowledged the attendance of Sup. Safai and Sup. Stefani office rep., Frankie Falzon and Sarah Crowley, Dep. City Attorney. Ms. Chu also acknowledged the presenters, Karen Hong, Jason Cunningham and Rishma Khimji.

**Adoption of Agenda**

Ms. Carmen Chu reviewed the agenda. There were no comments.

**Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e)**

Ms. Carmen Chu stated that the Council will consider adoption of a resolution making findings that newly enacted Government Code Section 54953(e) requires to allow the Committee to hold meetings remotely, as currently required under local law, without complying with infeasible Brown Act requirements.

There were no questions or comments. Linda Gerull entered a motion to approve. Chief Scott seconded. There was no public comment.

The members voted and approved the resolution.

**Approval of Meeting Minutes**

1. Ms. Carmen Chu reviewed the July 20, 2021 JUSTIS Executive Council meeting minutes.
2. Ms. Gerull mentioned an adjustment was made on the header as the DA Boudin was listed twice.
3. There was no public comment.
4. The minutes were approved by the members. There was no public comment.

**General Public Comment**

There was no public comment.

**Executive Sponsor Update: City Administrator**

Ms. Chu welcomed to the Council, Interim Chief of Adult Probation, Sharon Jackson. Ms. Chu stated that the JUSTIS data hub was conceived with the notion of being able to create a platform for data sharing and for alerting and recording information through a secure infrastructure. It allows us to be able to exchange information with the many criminal justice systems. The status of the JUSTIS development work to retire the mainframe CMS system and integrate with the Court CTrack system will be discussed today by the Department of Technology. Both the data & architecture committee and performance & strategy committee will provide their upcoming workplans.

**JUSTIS Program Status**

1. C-Track Integration and Lifecycle Testing

Ms. Gerull introduced Ms. Karen Hong who is the Program Director for JUSTIS. Ms. Hong gave an update on the key objectives for FY21/22. The first objective which is to modernize JUSTIS hub data design has been completed. Still working on the mainframe retirement, Superior Court C-track interface, and data center of excellence.

For the mainframe retirement - Ms. Hong reported that the mainframe report migration has a total of 64 reports, 37 are complete, 26 are pending validation testing and 1 is still in development. Also on the mainframe transaction migration, Apex Transactions has 36 transactions, 2 are pending development and 2 are complete. Level II Queries accessed by number of agencies have 16 queries, 1 tested and approved and remaining 15 testing in progress.

For the C-Track Interface - Ms. Hong discussed building the C-track interface with the Courts and JUSTIS hub partners. Ms. Hong also discussed the approach and timelines for the C-track API development.

JUSTIS Schedule for Mainframe and CTrack – Ms. Hong presented a closer look on what they are working on. Go live is planned for March 16, 2022, and will require a week after UAT testing to promote the transactions.

**Question**

DA Boudin stated that currently their office is receiving twice a day data feed and desire a continuous feed which was scheduled for implementation early 2022 and is now delayed by C-track API work until mid-2022. DA Boudin asked if this is still the timeline. Mr. Kevin Ling, DT said that they will continue to feed the data twice a day until they have completely decommissioned the CMS in 2022 at which time new integrations can be built.

C-Track Interface Development Status – Ms. Hong stated what they have done to speed up the development is to break the work into three sprints. Courts agreed to freeze data changes Oct. 31 with go-live in March. Sheriff submitted to DOJ for a temporary approval in case DOJ cannot complete JUSTIS application review. Need DOJ approval for Go-live.

**Question**

DA Boudin asked about the process that led to the temporary approval rather than initiating the process with DOJ in advance. Is there a Plan B in the event the DOJ doesn’t approve the JUSTIS application? Ms. Gerull said the Sheriff office submitted the application in April on behalf of the JUSTIS program. It’s their understanding that the DOJ is very busy and have been delayed due to Covid. Submitting a temporary approval was done to mitigate risk and we are planning forward as we have hard dates to go live. DT worked with the City Attorney and Sheriff Dept. to draft the letter to DOJ requesting temporary approval to meet the deadline and reporting needs that DOJ requires. The letter went a week ago and DOJ has contacted them to update our forms that indicates the DOJ is reviewing our application and may have results in December. DA Boudin asked if there is a plan in case if this doesn’t come through. Linda said there is no plan at this time.

Ms. Chu asked the JUSTIS partners if they have connections or know anybody in the DOJ who will be able to help push this application so we can meet the deadlines.

Lifecycle Testing and Data Validation – Ms. Hong said that to do the testing, use cases have been developed and completed in September and test plan development is in progress. Need participants from the JUSTIS agencies to work with us for 2 hours per week from early November through January on the testing. To have a successful Go-live, Ms. Hong stated resource commitments are needed from each agency.

**Question**

Ms. Chu asked about the risks that could potentially delay the schedule.

Ms. Hong said that risks could be the delay in the DOJ approval; issue on SFPD’s ability to get testers, SFPD needs to sign off for us to go live because they are entering CLETS data into the system; and need to understand the business logic of the new Ctrack data that is coming to map everything correctly.

Chief Scott stated that with the issue of the testers, the SFPD has a lot on its plate right now and will do everything they can. Mr. Mike Yuen said that the Courts pledge will continue to meet with the JUSTIS team so that business and technical pieces of the Ctrack are understood thoroughly. They are also stretched thin. Sheriff Miyamoto offered help of his office to push the DOJ approval. Chief Boudin asked how much time will be needed for his staff to support this process. Ms. Hong is working closely with Ms. Beth Munger in the DA office, and she is very participative.

Ms. Chu suggested to have brief updates in the interim period before the next JUSTIS committee meeting in January to check if we are on schedule.

**Public Comment**. There was no public comment.

**Advisory Committee Update**

Architecture and Data Sharing. Chair Rishma Khimji, SFPD CIO thanked Ms. Gerull for coordinating with Gartner and the committee to host a data governance best practice learning session. They have started evaluating the roles and responsibilities of their interdisciplinary committee on the governance of the data. Chair Khimji showed the sample framework provided by Gartner and looking towards implementing for the governance structure especially in terms of roles and responsibilities at the collaborative level and for each department. Chair Khimji discussed the FY21/22 workplan. Chair Khimji stated that the committee is engaged and have very productive conversations about data and data governance. Working in C-track go live date to ensure data governance is in place.

Ms. Gerull thanked the committee for their work and stated that having the structure in place as a guiding methodology and structure is important as the system in continually evolving.

Performance and Strategy. Chair Jason Cunningham, SFPD presented the FY21-22 goals for reference. The first goal to generate a race and ethnicity standard has been completed. The sub-committee recommend approval of the Race & Ethnicity policy. This allows us to look at our data through a common framework. Chair Cunningham reported that discussions on crime and case type are ongoing. The subcommittee has been unable to locate a municipal code table for county ordinances. Lack of a table will cause standardization issues across datasets. On Macr Data, JUSTIS is looking into data reporting as they cutover from CMS to JUSTIS led MACR reporting.

Chair Cunningham discussed the Race and Ethnicity policy proposal based on the California Incident Based Reporting System (CIBRS) standard. All law enforcement agencies are implementing this as we transition to the NIBRS system. CIBRS capture more data than the NIBRS. Chair Cunningham on behalf of the subcommittee proposed to adopt the policy. Ms. Chu said that the policy proposal was sent to the members in advance.

**Public Comment.** There was no public comment.

Ms. Gerull moved to adopt the policy for JUSTIS Race and Ethnicity standard. Chief Scott seconded the motion. The members voted to adopt the policy.

Ms. Chu thanked everyone for participating in this meeting and look forward to providing interim updates before the next meeting in January. Any questions, please feel free to reach out to either herself, Ms. Gerull, or team.

**Adjournment**

The meeting was adjourned at 2:59 PM.