

CITY AND COUNTY OF SAN FRANCISCO - JUSTIS EXECUTIVE COUNCIL
APPROVED MEETING MINUTES

JUSTIS Executive Council Meeting

Date and Time: Wednesday, June 24, 2020 at 3:00 PM

Location: Virtual Meeting via Teams

PRESENT: Naomi Kelly, Linda Gerull, Paul Miyamoto Michael Yuen, Chesa Boudin, Karen Fletcher, William Scott, Carol Sacco, Katherine Miller, Robert Smuts (DEM Deputy Director Designee), Jen Lo (Supervisory Yee's office)

ABSENT: Norman Yee, Manohar Raju

OTHER PRESENTERS: Joe Siegel, Henry Bartley

Call to Order

1. The meeting was called to order at 3:03 PM
2. New council members were welcomed by the chairperson
3. Roll call performed. A quorum was present.

Adoption of Agenda

1. Linda Gerull reviewed the agenda. There were no comments.

Approval of Meeting Minutes

1. Linda Gerull reviewed the October 22, 2019, JUSTIS Executive Council Meeting minutes. The chairperson invited public comment; there was none.
2. Naomi Kelly entered a motion to approve the meeting minutes that was seconded by William Scott. The meeting minutes were approved by the members through a roll call vote.

JUSTIS Overview

1. Linda Gerull reviewed the JUSTIS program touching on the program objectives, program results for the past 15 years, and the 5-year roadmap.
2. Linda Gerull gave an update of the CABLE3 CMS decommissioning and other projects and efforts related to the JUSTIC program.
3. Discussion about the status of the data sharing Memorandum of Understanding and next steps. A questions was where will the MOUs between the departments be retained. Linda Gerull offered to maintain and manage the MOUs in DT and ensure that there is a regular cycle of update and review.

JUSTIS Governance

1. Linda Gerull and Joe Siegel reviewed the JUSTIS governance model, and the Executive Board Charter and Advisory Committee Charters.
2. Discussion regarding Executive Charter
 - a. Chesa Boudin remarked on the recent successful cooperative effort between the DA and SFPD to shift to an electronic re-booking process in response to the COIVD policies. He put forward to the group that the focus of the JUSTIS program should be driven by law and policy and not just technical. Naomi Kelly concurred and stated that the recommendations and matters brought for the consideration of the Executive Committee should be those regarding policy, not operations.

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- b. Chesa Boudin commented on the statement in the charter that reads, “only department heads may vote”. He suggested that the language be amended to allow for a department head’s designee to vote. Naomi Kelly agreed with the suggestion as long as the designee is a policy head or senior leadership within the department.
- c. Chesa Boudin pointed out a discrepancy in the charter document on pages 4 and 9 in the lists of Executive Board members.
- d. Linda Gerull took the action to revise the statements in the charter to reflect the suggested updates regarding: voting, clarification about policy matters, and the discrepancies on pages 4 and 9. She will send an updated charter to the committee for review and comment prior to the next meeting. At the next meeting the intent is to ratify the Executive Charter.

Closing Comments

1. Katherine Miller thanked the committee and looks forward to being of the conversation and discussions regarding data sharing.
2. Jen Lo (representing Supervisor Yee) spoke of the Supervisor’s interest and thanks to the committee for their commitment to the future of the JUSTIS program. He offers his support if there are any changes that require updates to the ordinance.

Adjournment

The meeting was adjourned at 4:00 PM.

List of documents and/or exhibits used during the meeting

1. JUSTIS Council Agenda – June 24 2020.docx
2. DRAFT Minutes – JUSTIS Council – 10-22-19.docx
3. JUSTIS Exec Board June 24 2020 Final.pptx
4. JUSTIS Exec and Advisory Committee Charters DRAFT FINAL 6 2020.pdf