JUSTIS Executive Council Meeting
Date and Time: January 13, 2022, at 2:00 PM
Location: Virtual Meeting via Teams

PRESENT:

Carmen Chu, Chair	Kimberly Ellis
Ivy Lee	Michael Yuen
Manohar Raju	Linda Gerull
Sharon Jackson (Chief Interim)	Michelle Geddes for MaryEllen Carroll
Paul Miyamoto	Catherine McGuire for Bill Scott
	Marshall Khine for Chesa Boudin

ABSENT: MaryEllen Carroll, William Scott, Chesa Boudin, Katherine Miller

OTHER PRESENTERS: Karen Hong, Rishma Khimji, Jason Cunningham, Joe Siegel

Call to Order
1. The meeting was called to order at 2:01 pm.
2. Roll call performed. A quorum was present

Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e) for discussion and action item.
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.

Ivy Lee entered a motion to adopt the resolution. Mike Yuen seconded. The members voted and approved the resolution.

Approval of Meeting Minutes
There were no amendments to the minutes. Linda Gerull moved the motion to approve the minutes. Ivy Lee seconded. A roll call was performed and the minutes were approved by the members.

General Public Comment
There was no public comment.

Executive Sponsor Update: City Administrator
Ms. Chu greeted the Council for the New Year and welcomed the opportunity to hear from the team on the final stretch of the mainframe decommissioning. System migration is working towards completion and testing has started with several successful tests. The JUSTIS advisory committees will give their updates. We will also hear from the JUSTIS Roadmap and how far we have come with the project and what the next stages will be.

JUSTIS Program Status

a. **C-Track Integration and Lifecycle Testing**
   Ms. Gerull introduced Ms. Karen Hong who is the Program Director for JUSTIS to share the status of this item. Ms. Hong said that currently the focus is building the C-track API that connects JUSTIS to the courts system. Been in development and test. Had successful roundtrips and adding processes and making corrections. Wrapping up development and moving to wave 3 later this month. Continuing to work closely with the Courts, i.e., docket entry and hearing which are the bulk of inbound work. Targeting to go-live on March 16 but expect testing to create 2 weeks of additional work and go live will be end of March 2022 but will be working hard to stay on schedule.
   Great progress with Police ID Bureau where they are currently recruiting volunteer clerks to test the redeveloped transactions in APEX and hope to get a lot of feedback.
   Level II query transactions are led by ADP, SHF, and POL. Other agencies with Level II access are invited to test.
   DOJ application is under review. Received a response from DOJ and the City has resubmitted the application in most current format and some answers to their queries. Waiting to hear in the next week or so and will follow-up.

   Questions:
   1. Ms. Chu asked about the schedule for Courts going live in the end of March. Was there something that resulted to another two (2) weeks of time and any concerns that it will go beyond March? Ms. Hong said that development is proceeding and it's just that some of the development is taking a lot longer for the team to understand i.e., docket entry and hearing since it is a new system. The two weeks delay was created by the wave testing that was suspended during the holidays since we didn't have enough participants to test. The testing was paused but the development continued.
   2. Why do we have to resubmit the DOJ application in November? Ms. Hong said the forms were updated from the April submission. DOJ asked to resubmit on their most current version of application and questions on the diagram.
   Ms. Hong showed in detail the first two waves testing plan for the departments identifying the inbound and outbound processes that have been developed. The green dots have been tested and working just fine. Blue dots have been started and not completely tested. Yellow dots are still on the plan to be tested.
   Ms. Hong mentioned the agencies actively participating in the wave testing. She thanked all the agencies for their support and commitment to give all their resources to move forward with testing.
   Ms. Hong discussed the next steps and each department needs to assign resources and time to conduct full testing and identify official testers with authority to sig-ff on acceptance.
   JUSTIS and Courts will plan go-live and need support from JUSTIS agencies.

Advisory Committee Updates

Architecture and Data Sharing

Chair Rishma Khimji said they have began working on the data related workplans and develop the Data Center of Excellence. Starting to develop both the roles and responsibilities structure for data governance and draft language for the data governance scope. Will be bringing for approval to this committee at the next council meeting on what the structure will look like. Chair Khimji is working in collaboration with Performance and Strategy and discussed the goals in place. Working in tandem with the Courts C-track go-live to ensure that they have some structure in place for Data Governance.

Chair Khimji stated that we all have our roles in JUSTIS with different responsibilities attached to our roles that allow us to have communication and collaboration in process to have a robust environment for data sharing.

Performance and Strategy

Chair Jason Cunningham gave a quick update on the FY21-22 goals. Moving to the next set of goals. Projecting a draft policy sometime in the third quarter for crime and case type. Pushing through a conversation around the municipal code table. Been unable to locate a municipal code that will go to the database and serve as a cross reference table that is maintained by someone. Transitioning to MACR reporting to JUSTIS as seamless as possible.

Will begin scoping FY22-23 planning Q3/Q4 FY21-22.

Linda Gerull thanked the committee for what they have accomplished as this is not an easy work.

Public Comment

There is no public comment.

JUSTIS Roadmap Briefing

Linda Gerull introduced Joe Siegel from Gartner to revisit the JUSTIS roadmap. Mr. Siegel stated that he will talk about how the roadmap was developed, vision incorporated in the roadmap, steps taken and give a brief update on status.

Mr. Joe Siegel said that the JUSTIS roadmap was developed in 2019. Spent a lot of time gathering information from different sources, i.e., visiting, observing each agency, and understanding and how they are using data today. From these, he had created a vision for the integrated JUSTIS data sharing in SF that served as foundation for the roadmap.

Mr. Siegel discussed in detail the JUSTIS core objectives that drove the roadmap. The JUSTIS Future State Vision promotes information sharing by providing the following capabilities:

- Shared definitions, standards, data stores and reporting access
- Common infrastructure for resiliency and integration capabilities serving JUSTIS and partner stakeholders
- Foundational management structures to govern and oversee architectural and operational decisions for current and future JUSTIS needs

Mr. Siegel showed the actual roadmap produced in 2019. There were 27 initiatives to achieve the vision with 5 major categories. Like all plans several items have been done and some have slipped. Mr. Siegel discussed the progress to date on the following activities, i.e., risk mitigation, operation model and governance, reporting and analytics, agency date integration and extended capabilities.

Question: Chair Chu asked about the progress to date. She appreciated the program management that has been highlighted but it doesn't tell how well we are doing on each area. Need to see where our next focus we will be paying attention to. Mr. Siegel said he will develop that tool and present next time. Ms. Chu thanked Mr. Siegel for his presentation.

Public Comment.
There is no public comment.

JUSTIS Program Budget Estimates FY22/23
Dir. Linda Gerull gave a quick overview of the budget estimates for FY22/23 and enumerated the following tasks at hand:

- Finishing up the IBM decommissioning and wrapping up the final pieces that are required.
- Working on phase 2 for the departments and integrations that Mr. Siegel spoke on
- Building out a disaster recovery site for the JUSTIS hub
- Continuing to test with the agencies our DR recovery
- Upgrading the business applications that are on Windows environment
- Looking on how to engineer a cloud back-up solution
- Building out the Data Center of Excellence
- Continuing our work with Gartner.

Decommissioning from FY18-22 was approx. $3.8 Million. Request was 1.2 M. Been efficient on how we had done the decommissioning with the use of external resources and capable departments to do the work. Been very cost effective in this very complex work.

Chair Chu thanked everyone for their attendance and a great start for the New Year!

Adjournment
The meeting was adjourned at 2:57 PM.