JUSTIS Executive Council Meeting
Date and Time: July 20, 2021 at 2:00 PM
Location: Virtual Meeting via Teams

PRESENT: Carmen Chu, Ivy Lee, Paul Miyamoto, Michael Yuen, Chesa Boudin, Karen Fletcher, Manohar Raju, Linda Gerull, William Scott, Catherine McGuire, Steve Arcelona for Katherine Miller

ABSENT: Kimberly Ellis, MaryEllen Carroll, Katherine Miller

OTHER PRESENTERS: Joe Siegel, Henry Bartley, Tara Anderson, Jason Cunningham, Rishma Khimji

Call to Order
1. The meeting was called to order at 2:04 pm.
2. Roll call performed. A quorum was present

Adoption of Agenda
Ms. Carmen Chu reviewed the agenda. There were no comments.

Approval of Meeting Minutes
1. Ms. Carmen Chu reviewed the December 7, 2020 JUSTIS Executive Council meeting minutes.
2. Ms. Ivy Lee noted that her name was entered twice on the list of attendees. The minutes will be amended.
3. Ms. Chu entered a motion to approve the meeting minutes. DA Boudin moved to approve the meeting minutes and seconded by Ms. Ivy Lee. The meeting minutes were approved by the members. There was no public comment.

Executive Sponsor Update: City Administrator
Ms. Carmen Chu introduced herself and stated that she is looking forward to working with the members of the JUSTIS council. Ms. Chu said that a lot of progress have been done the last few years and will continue to work in delivering the functionality that we are looking for in the JUSTIS hub.

There was no public comment.

JUSTIS Program Status

a. Key Objectives FY21/22
   Henry Bartley, Program Manager discussed the four (4) items on the 5-year JUSTIS roadmap. The mainframe retirement, modernize JUSTIS Hub Data Design and Superior Court C-Track interface are carryforwards for the work done for the last 18 months. The data center of excellence is an enhanced reporting and data sharing to support the reporting needs of the criminal justice agencies and stakeholder.

b. COIT Budget

The Department of Technology on behalf of the JUSTIS program requested and received a COIT funding of 511K for FY21/22. Mr. Bartley discussed where the money will be distributed.

c. Mainframe Migration and Lifecycle Testing

Mr. Bartley stated that all work is targeted to be finished at the end of August 2021. With that being accomplished, will be planning to do lifecycle testing to validate the production readiness with the partner agencies for the work that has been underway for the last two years.

Mr. Bartley showed the mainframe report migration for the Sheriff's office, Adult Probation, Public Defender, District Attorney and DOJ-Macr & 8715. The Adult Probation has the lion share of the reports and has passed the half-way mark and moving to wrap up the testing of their reports. The DA had 4 additional reports developed early in the year and had gone to preliminary validation and ready to wrap-up. The DOJ Macr (monthly report) and 8715 (weekly report) are very closed to the end of development phase and ready for validation testing in two (2) weeks.

Mr. Bartley discussed the mainframe transaction migration scope changes with Apex Dev and Level II queries. In support of the SFPD's effort to migrate their applications off the mainframe in April, the JUSTIS Team agreed to develop the replacement for the 2 Arrest Systems. Added 6 additional transactions to the scope. There are 15 of the Level II queries that were identified as no longer needed so they were removed from scope in April. Also identified one additional query that was added to the Level II query scope. The total Level II queries in scope is 16.

Mr. Bartley mentioned that one operational group because of staffing shortage are having challenges participating in the testing but they are working closely with them to fill those gaps to keep the testing on schedule.

Mr. Bartley talked about the lifecycle testing planned for Sept and Oct with the participation of the agencies. Have asked for participation of agencies from July to August to develop the use cases and detailed test plan. He discussed upcoming activities involved in the development of both use case and test plan. Would need 2 hours from the participating JUSTIS partner agencies from July to mid-August. The purpose of this testing is to exercise and confirm production readiness of the JUSTIS Hub changes.

Mr. Bartley discussed in detail the reasons for lifecycle testing. The C-track implementation requires significant changes to the JUSTIS Data Hub. Also, the mainframe reports and transactions redeveloped for the JUSTIS Hub need data validation testing since the underlying data will now be sourced from C-Track instead of CMS.

Mr. Bartley also discussed the list of JUSTIS hub services which are in scope for data validation testing.

Mr. Bartley talked about Go-Live support planning. Lifecycle testing is set by Sept to mid-October and Go Live is set by mid-October to late November. There will be weekly or daily calls to coordinate fixes and retesting in the teams. Expect 4-6 months to normalize operations. Mr. Bartley pointed out that to go-live, needs DOJ approval because the platform has CLETS data in it. Working closely with both Sheriff's office who is the CLETS coordinator and Police Dept. who are well versed on the CLETS approval.

Comments:
Ms. Ivy Lee said that she appreciates the work the department has done especially on the repeat offenders' objectives that will be discussed later in the meeting. Will check in later if there are things missing from the list or don't belong on the list.

DA Chesa Boudin also stated his appreciation for all the hard work that goes into preparing and the substance of the meeting. Raise a concern that when we deactivate the mainframe, what are we doing to ensure that the transition will be smooth.
Mr. Bartley stated that we are making sure that their work is thorough and data that lives in the mainframe today will be accounted for.
The Advisory committees are making sure that nothing is left behind in terms of functionality. Read only copies of data that live in the mainframe within the JUSTIS data Hub will be available if reference to the data is needed.

Ms. Chu asked about the importance of testing that will be happening with the different departments. Mr. Bartley said all the testing for the past 18 months gave the agencies the hands-on assurance that the exercise is working to their satisfaction.

Chief Scott asked about the arrest data. Mr. Bartley met with the users of the transaction in the ID Bureau who pointed out the functionality lacking on the mainframe i.e., standardizing the charge codes across the platform. Mr. Bartley said that they are making sure that data entry for the ID Bureau are being addressed as they are redeveloping the transactions. Chief Scott said that there was DOJ report with the department's ability to collect reliable arrest data that was lacking. Mr. Bartley said they are making sure that charge codes are not dropped and are preserved as recorded by the arresting officers and history is not lost. Mr. Bartley said that they are working closely with PD and Sheriff's office on this issue.

Public Comment: There was no public comment.

Advisory Committee Updates

Architecture and Data Sharing
Mr. Bartley introduced the new chairperson, Ms. Rishma Khimji, CIO of PD and thanked the previous chair headed by Mr. Todd Faulkenberry and Ms. Tara Anderson from SFDA. Ms. Khimji discussed the FY21/22 workplan for the committee. She stated that the Data & Architecture Committee and the Performance and Strategy Committee workplans are supportive and complementary and the two committees will continue their close coordination in the implementation of the workplans.

Public Comment: There was no public comment.

Performance and Strategy
Ms. Tara Anderson thanked all the staff working behind the scenes to the success in the JUSTIS platform. Tara provided updates of the committee.
Ms. Anderson introduced the new chair, Mr. Jason Cunningham, Program Manager, SFPD. Mr. Cunningham laid down the FY21-22 goals namely cross system benefit, recidivism, and well-being.

Question
DA Boudin asked about the FY21-22 goals of the subcommittee on recidivism and the line between the work of the subcommittees that allows the departments to implement policy decisions. Mr. Cunningham said that with regards to measurement of recidivism, the main goal of this subcommittee is to present the options and not to set policies.

Public Comment: There was no public comment

New Business: JUSTIS Data for Coordinating Responses to Prevent Repeat Offenses
Ms. Gerull introduced Mr. Joe Siegel from Gartner who sits in the Advisory committees. He has been working with us since the beginning of the 5-year roadmap and familiar with our work and objectives.

Ms. Gerull said that Mr. Siegel is here to have a roundtable discussion on the questions that the team may have around coordinated responses. Mr. Siegel summarized the policy statements on the joint responses issued last February focusing to prevent the repeat offenses. These were the items highlighted in the Mayor's press release early this year.

Moving forward to the JUSTIS council meeting in six (6) months, Mr. Siegel listed key questions with the goal of getting inputs from the team. Mr. Siegel stated that he wants to get some successful outcomes from the agencies. Mr. Siegel opened the table for discussion.

Question: DA Boudin said that he is unclear on where the items from the press release came from as his team was not part of the conversation. Mr. Carmen Chu said Mr. Siegel was only referencing the items from the Mayor's office press report.

Public Comment: There was no public comment.

Adjournment
The meeting was adjourned at 3:03 PM.