JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, April 28, 2005, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Public Defender	Thomas Brown
MOCJ	Murlene Randle	Public Defender	Rene Manzo
Adult Probation	Jahangir Khan	DOSW	Emily Murase
District Attorney	Marsanne Weese	DTIS	Walt Calcagno
Police	William Gitmed	DTIS	Yolanda Scheihing
Police	Lamont Suslow	DTIS	John Barnett
Police	Antonio Parra	IT PM	Al Corker
Coordinator	Paula Itaya		

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:14 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

Walt Calcagno introduced John Barnett, DTIS Data Center Manager, and announced that John would be presenting the Mainframe Operations Project, instead of Oli Sadler, who could not be present today. Emily Murase moved to adopt the Agenda as amended. Thomas Brown seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - March 10, 2005 - Action Item

Murlene Randle moved to adopt as final the draft of Minutes of the meeting of March 10, 2005. Thomas seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Murlene presented the Executive Sponsor update, which she said would focus on the budget. Murlene said that the reserved funds of $1,470,058.00 were released on April 7th. She said that the Jail and Records Management Systems, as well as other departmental case management systems, and the JUSTIS HUB, can now move forward. She said that a report on the expended funds would be due in June. Murlene thanked Rod Seymore, Eileen, Walt and Al Corker for their hard work in getting this done. She said that Rod worked tirelessly to finalize this accomplishment.

Murlene said that the FY 05/06 budget has been submitted. She said that a copy of the budget would be emailed to members for their comments. Murlene added that members might want to call a special meeting regarding the budget. Grant funds are $1,176,079.00 and General Fund monies are $3,912,940.00. She said that the budget appears high; however, it is important to keep in mind that it is now a consolidated budget. She said that she has not as yet received any feedback on the submitted budget. It was noted that the Mayor's Office must submit the budget to the Board of Supervisors by June 1st.

Murlene said that in the current year, the MOCJ staff was cut from nine members to six. She said that they lost a fiscal officer and have had no Chief Financial Officer this year. Murlene said that it has been very difficult to do what had to be done this year, lacking those key personnel. She said that the Mayor has indicated that he would like the JUSTIS Project to be implemented as soon as possible. In addition, MOCJ is mandated to work on many other criminal justice projects at the same time. Therefore, she is requesting additional staff, and specifically a fiscal officer who would concentrate on the JUSTIS project. This position (costing approximately $100,000) would be funded by the JUSTIS project budget and not by MOCJ. She said that she expects overseeing the expenditures of the consolidated JUSTIS budget to be a full-time job. In answer to a question regarding the classification of the position, Murlene said that she thought the position to be a combination of Project Manager and Fiscal Officer. Walt added that in the new JUSTIS budget, a significant change was made in that developmental work has been separated from operational components. This accounting model is followed by a number of City agencies.

Murlene said that another goal of increasing the size of the MOCJ staff is to become more independent of consultant services and fees. For example, when a report is needed for the budget analyst, it should be a city employee who responds. The services of IT PM would be reduced about $100,000 to fund the new fiscal position. In FY 05/06, the amount budgeted for the services of IT PM has been reduced to approximately $185,000, allocated as $65,000 (Sheriff), $25,000 (Police), $50,000 (MOCJ), and $45,000 (DTIS). Al said that IT PM is running under budget for this year. Murlene said that the Operations meetings have been cut back to every other week. Murlene invited the Police Department to attend those meetings, which would give additional departmental representation to the meetings. Presently, Eileen, Walt, Al, Murlene and Rod attend the Operations meetings. Murlene said that there is no question that Al's work has been invaluable, and they would continue to rely on him, but the present budget climate demands an adjustment in the dependency. Murlene added that the additional fiscal position might not be a permanent one, if the JUSTIS budget is to be maintained in the future by DTIS instead of by the Mayor's Office.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Eileen said that Rod could not be here today and Walt would present the TSC update. Walt said that the TSC monitors the sub-projects under development and he would be asking Yolanda Scheihing and Al for some of the status reports.

Walt said that one of the projects that the TSC has been working on is the JUSTIS HUB. An RFP had been posted and is now closed. The TSC is evaluating the responses and will interview those selected as "finalists." Walt said that a selection should be made and a contract negotiated by the next Council meeting. Walt said that it had been necessary to obtain the approval of Civil Service for the hiring of an outside contractor and he did this.

Walt said that they are working on an infrastructure analysis for the Sheriff's Department. In addition, they are meeting weekly with Project Manager Lieutenant David Hardy for data modeling.

Walt said that the TSC was working with Murlene on budget issues, such as, research related to the reserve release, and the FY05/06 budget. He said that now that the reserve has been released, they could move forward with the new systems. Walt said that with the movement for application migration from the mainframe, it is important to shift some priorities, and he is encouraging a focus on server consolidation. Murlene agreed that a shift is necessary.

Public Defender - Yolanda said that she and Project Manager Rene Manzo have been meeting with the vendor. They are expecting to get the database in about a week and they would then begin to write scripts.

District Attorney - Yolanda said that the Department is reviewing the case management package and they are on schedule. They would begin to start training the secretaries in approximately two weeks.

Jail Management System (JMS) - Al said that with the release of the reserve, they are ready to cut a purchase order. He said that he would recommend that a joint meeting be held with the Police to explore alternatives for proceeding with the expenditures of funds that will be encumbered. A workflow analysis and data modeling is close to completion, except for the warrant portion (AWS). They would be exploring additional options for that part of the project. The network assessment has been positive and there are no significant barriers to proceeding.

Records Management System (RMS) - William (Bill) Gitmed presented an update on the Police system. He said that the RMS has been made more difficult by the hundreds of data elements, which have been radically changing throughout the years. Some of the data elements are required by other agencies with which they interface. Bill said that they would need to understand and evaluate the requirements of the subsystems of other departments. They met with the vendor, New World Systems on April 21st. They would establish a test server in Room 125 at the Hall of Justice, and try to be operational by June 1st at the latest. They are meeting with the Sheriff's Department (Project Manager Dave Hardy) regarding training on the test server. In addition, they are examining the standards to be met for the Department of Justice and others. They would be working on the testing and development of code tables, which Bill estimates would take four to six months to complete. They will work on a system of reports, which he hopes to be user friendly, and with data emanating from a single source. Bill said that he anticipates structural changes in their business procedures. He is hoping for a start date of May 17th. They would develop a project plan and formulate a work breakdown structure to be followed. They hope to move forward in parallel development with the JMS. Eileen said that they have not had the JMS kickoff meeting yet, but they have had preliminary discussions. She said that Bill was

extremely helpful to them in nailing down some of the contractual details and thereby moving the negotiations forward. Eileen added her thanks to Murlene's for the hard work done by all, and especially by Rod, in getting the reserve released.

Server Consolidation - Al presented a brief review of the server consolidation project (first announced to the Council in a presentation entitled, "Application Ownership Responsibilities in a Federated System," dated March 18, 2004). He said that an analysis was performed and funding applied for to provide a more cost-effective way for departments in the JUSTIS domain to maintain their systems. In the FY 04/05 budget, a grant was obtained to provide two JUSTIS servers, which would house the departmental case management systems. Al said that there are some new people on the Council, the funding is available, and it would be useful to reacquaint departments with the concept at this time.

To date, the Police and Sheriff have elected to participate in the grant as a way to centralize support, funding and operation of the servers. Al said that this possibility applies to and is open to every department in the JUSTIS domain, and can be opted into at any time. Obviously, the sooner departmental decisions are made and relayed to the TSC, the better it would be for planning and funding purposes. What is being contemplated is a HUB in the Police Department, which is essentially a duplicate of the JUSTIS HUB, to insure backup. This would reduce the cost of maintenance by a large amount. The Police will modify a STAR HUB and return it to JUSTIS. Departments would agree through Memoranda of Understanding to maintain their system in a particular way: that is, to keep their system up and running, to standardize the communication of data, and to maintain the security of the system for the consistency of operation. If departments do not participate in server consolidation, there is a danger that the system would not be standardized, to the extent that case management systems would not communicate. In addition, it would fall to department personnel to insure availability, security, and the appropriate configuration.

Al said that server consolidation is also a funding and integration strategy for JUSTIS in the future. It sets the philosophy for an integrated system of configuration management through the control of "seams" or interfaces. Discussions regarding modifications would be on going. The grant enables DTIS to provide maintenance. By outsourcing the maintenance to DTIS, the department reduces the IT budget, while removing maintenance problems and backup issues. DTIS would have access to the system, but not the ability to "see" the data. It is understood that departments would have complete control of their software systems.

Al said that they ran a series of models showing how the consolidation would work. The scenarios were scored and the model selected has the lowest risk to the City. Al said that now that the project is underway, and two departments are acquiring their equipment through the grant, approximately $750,000, this would be a good time for others to come on board. Al said that departments should notify Murlene and the TSC as soon as possible, so that the planning and work could begin. Walt noted that there might be time constraints in the use of the grant funds. Murlene said that if departments decide to participate after the grant funds have been expended, the costs to departments might be adversely affected.

Mainframe Operations Project Presentation - Discussion /Action Item

John said that as Enterprise Services Manager, he is responsible for the DTIS mainframe operations, including systems programming, LAN, WAN and desktop support, and many functions too numerous to mention. He was Data Center Manager at the Port of San Francisco for seven years, and came to the DTIS Data Center upon the retirement of Kuni Takeshita. Walt said that he would send a copy of

John's presentation, entitled "DTIS Mainframe Migration Overview," to the Coordinator, who would distribute it to the members by email.

John said that he would discuss the need for migration from the mainframe, target dates, strategies and alternatives, and possible staffing and financial impacts of the migration. John said that the movement away from mainframes to smaller platforms has been occurring because smaller servers are becoming more powerful and less expensive. More applications are being written for smaller platforms, while the mainframe technical staff is diminishing. He noted that some very large applications, such as those used by banks and airlines, are staying on mainframes, but this would not apply to City agencies. John projected a chart of some implementation dates that various City agencies have estimated that their alternative applications could be ready, paving the way for migration to occur. Meetings have taken place with agencies wherein special issues, problems and circumstances have been examined and may preclude migration in the immediate future. However, alternative strategies such as re-hosting and emulation may provide a new direction. One of the thorniest issues is large volume printing currently performed on the mainframe. There are alternatives to this as well. IBM InfoPrint Manager accesses an IBM 400 high-speed laser printer. Another alternative would be to have the City reproduction department do the printing as well as the distribution, which they now do.

John said that Operations staff could be reduced as applications decrease; however, HOJ applications would require 24 X 7 staffing until ceased. John said that the City owns the mainframe hardware so there is no financial savings to migration, and no maintenance cost savings until hardware is turned off. Some software license fees will be reduced over time.

John said that DTIS is totally committed to the migration and will do all that it takes to get the job done as soon as possible. DTIS management believes strongly that the City must take these cost saving measures and will make every effort to assist departments toward solutions that meet their needs. Meetings with departments will be on going. Walt said that they have been listing all present mainframe activities, and making sure that all current activities are addressed somewhere else. He said that one of the most important original goals of the JUSTIS project was to migrate to new (and less expensive) systems and platforms. It has been said in the past: as the mainframe is gradually decommissioned, and certain operations are changed to a more agile environment, those departments remaining would bear the cost. Al said that the JUSTIS strategy for replacing the mainframe is well underway, in the HUB and server consolidation projects. John said that one of the advantages of the mainframe was its ability to run multiple applications on one machine and therefore provide access to data simultaneously. Now that there are many servers, the consolidation project puts servers back into communicating with each other. (It was noted that the next meeting of the Mainframe Users Group would follow the June JUSTIS meeting in the same location.)

CLETS Plan Presentation - Discussion /Action Item

Lamont Suslow said that the Police Department project that he will present is called the MS (Message Switch) Project. The project was part of the RFP put forth in 2003 for the Police RMS. A response returned in 2004 by Level 2, Inc. had met with a positive evaluation by the Department and in January 2005, a contract was negotiated and is presently at the Purchaser's Office. Lamont said that they have been doing business with the company for approximately ten years. Their product, "Journal" has been used to log all CLETS (California Law Enforcement Telecommunications System) transactions. Lamont said that their product is installed in many California counties. The Police made a site visit to one of the installations in the countyof Santa Clara to see the product in operation.

Lamont said that the MS Project would require that a new STRATUS be installed in the Police Data Center. It will be a much smaller machine than the present switch, about the size of a laptop, and is expected to accommodate all of the necessary connections. He is working on defining the network and client requirements.

Lamont said that he would describe the plans of the Police Department to comply with new CLETS requirements, in addition to the installation of the new switch, and how this would impact other agencies, particularly CLETS-connected agencies. A notice will be sent informing departments that they would have eighteen months from the date of the notice to leave the existing CLETS system. The notice will include equipment requirements and costs for connecting to the new system. Lamont said that they are determining what the costs would be for connection, support and maintenance. Lamont said that local agencies form only a small portion of the CLETS-connected agencies they support. He said that they support fifty-four city, state and federal agencies. He explained that for each county, there is one designated point of entry to the system.

Lamont said that the Level 2 contract would include up to five interfaces, one of which would be to the JUSTIS system and another to the new Police RMS. They are in the process of deciding on the remainder. Lamont said that it was necessary to file an upgrade application with the Department of Justice (DOJ). Some agencies may be required to file upgrade applications also, depending on how they expect to connect. The Police application was filed April 1st and they hope it to be on the consent calendar for June 14th. Lamont said that he expects approval with no problems. The approval would enable them to purchase the equipment and move forward with the installation. Lamont advised departments to begin discussions with CLETS through their Agency Terminal Coordinator so that they would be fully cognizant of the process and can prepare for the transition. The next (DOJ) meeting after June is tentatively scheduled for December 2005.

A question was asked regarding the handling of mnemonics during the transition period. Mnemonics are the unique user identifiers enabling CLETS connections to be consummated. Lamont said that the Level 2 switch would be installed in line with the current message switch. Downtime would be very short and the existing line can be run into the new line, transparent to the users. The process of "pooling" will be used, assuming that the application is approved. Lamont explained that one mnemonic could be used for many devices. The fifth through eighth characters in the mnemonic identify the specific device in use. Lamont reminded users of past notice that mnemonics unused for nine months would be cancelled, and seven hundred were, in fact, shut down in March. Some cancellations occurred for devices that were not connected.

Walt said that departments have submitted their budgets and may have a problem with funding the new connections. Lamont said that more detail is needed from Level 2 in order to define the specifications and departments would be informed as soon as possible. He advised departments to prepare for a late summer connection; the new CLETS would be operational in four to six months. It was noted that new systems could trigger different transactions and migrations from the mainframe could have an impact as well. Al suggested that transactions and use costs could have implications for JUSTIS long term funding. Bill added that the percentage of use for each department is based on the total cost of the operation, unknown at this time.

New Business - DOSW Questions - Discussion Item

Emily asked about a timeline for receiving live data from the HUB. Al said that his previous estimate of six months has not changed.

Emily asked if it is possible to receive reports regarding the progress of individuals enrolled in intervention programs. It was noted that the programs are monitored through probation. Jahangir Khan said that he would investigate the issue with the Probation Officer to determine the information that is collected and would contact Emily through email.

New Business - Meeting Schedule - Discussion /Action Item

Paula Itaya distributed a proposed new meeting schedule, changing the dates of two meetings from June 16th to June 9th and from July 28th to July 14th. The amended meeting schedule was adopted, subject to change as necessary.

Adjournment- Superior Court, Juvenile Probation and ECD were not represented at the meeting. The next Council meeting is scheduled for Thursday, June 9, 2005, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, the meeting was adjourned by unanimous consent at 12:10 p.m.