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

*Justice Tracking Information System
Thursday, January 31, 2008, 10:00 a.m.
Hall of Justice, 850 Bryant Street, Room 215
San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Police	Mark Rinkel
Sheriff	Dave Hardy	Adult Probation	Quynh Phung
District Attorney	Martha Knutzen	Juvenile Probation	Jose Perla
Public Defender	Rene Manzo	Juvenile Probation	Jack Owens
MOCJ	Kevin Ryan	Superior Court	Sherri Camps
MOCJ	Mikail Ali	Superior Court	Pat Jeong
Mayor's Office	Jenny Louie	Superior Court	Wayne Parinas
IT PM	Al Corker	Superior Court	Ron Ho
Coordinator	Paula Itaya	DTIS	Walt Calcagno

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:05 a.m. Eileen noted that the meeting was duly posted according to the Sunshine Ordinance; however, since no members of the public were present, it would not be necessary to call for public comment after each Agenda item. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Kevin Ryan, new Director of the Mayor's Office of Criminal Justice (MOCJ), and Sherri Camps, new Assistant Chief Executive Officer of Superior Court, were introduced and welcomed. Members introduced themselves.

Adoption of Agenda - Action Item

Pat Jeong moved to adopt the Agenda as read. Martha Knutzen seconded the motion, which was approved unanimously by the members. The Agenda was adopted without change.

Adoption of Minutes - December 6, 2007 - Action Item

Martha moved to adopt as final the Draft of the Minutes of the meeting of December 6, 2007, dated December 12, 2007. Pat seconded the motion, which was carried by unanimous voice vote. The Draft of Minutes was adopted for distribution as final.

Executive Sponsor Update - Discussion/Action Item

Mikail Ali announced that he would be continuing to work out of the Mayor's Office to assist when possible on a number of projects, in which he is still involved. He said that he is very happy to have Kevin appointed Director and working with MOCJ. Kevin said that he has worked with many of the members in his various previous roles in San Francisco. He said that he is enthusiastic to be working on this important project and would be pushing hard to get it done. Kevin said that the Mayor is very much interested in the completion of the Project and part of his own role will be to see that it is accomplished sooner rather than later. Kevin said that progress is being made in that the HUB is approximately eighty percent completed. Eileen added that an advocate for the Project in the Mayor's Office is very welcome.

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

Walt Calcagno presented a summary of the recent activities of the TSC. He said that they have been continuing to work with the Public Defender (PD) to prepare for a design review of their system, scheduled for mid-February. Walt

said that the PD has been attending some of the weekly meetings of the TSC to get help with re-structuring some of the vendor deliverables.

Walt said that the TSC has been working with the Adult Probation Department (APD) regarding their system upgrade, their internal IT governance re-structuring, in addition to assisting with vendor negotiations.

Walt said that they have been working with the Committee on Information Technology (COIT). COIT had asked the TSC for some reports on various sub-projects. They attended a COIT meeting to answer questions regarding the reports.

Walt said that the TSC is working on a preliminary budget. Walt said that at the COIT meeting they found that there are to be some changes in the budget process. He said that the IT initiative budgets, including the JUSTIS operational budget, which typically went through COIT, will no longer take that path. Jenny Louie added that some of the budget parameters have been changed. Any project less than $100,000 and is merely routine maintenance or equipment upgrade will not go through the COIT process. She said that most departmental projects for JUSTIS upgrades are less than that. Jenny said that the operational budget would continue to be consolidated, but whether it would be under DTIS or MOCJ has not been determined as yet.

Case Management System Update - Discussion/Action Item

Juvenile Probation - Jose Perla said that they are currently working on management reports, which would have various "sorts," such as probation officer and placement. They are hoping to have the reports on-line within the next two weeks.

District Attorney (DA) - Martha presented the update. She said that the 4.3 upgrade to the system has been delivered to their office and the IT manager is now reviewing it. Martha said that if they have to deploy it one workstation at a time, it would be very time-consuming. She said that she would report on the installation at the next meeting. Martha said that they have yet to meet regarding the HUB and the MOU. Martha said that meanwhile she has been working on reports. She said that Damian is receiving data from CMS and she can generate reports in her software and is making sure that they can replicate reports, which she gets presently from CMS. She said that there have been a few problems so far, which they are working on. Martha said that she wants to be ready to join the HUB with all of the appropriate data in her system. Martha said that the last item she wanted to mention was the issue of the charge codes. She said that a meeting is still to be held to decide on the short name (ten digits) of hundreds of codes. She said that she has asked Siu Mei Wong to make some recommendations, which she could review and have approved. Martha added that due to budget constraints, she would not be attending the annual vendor conference.

Public Defender – Rene Manzo said that they are preparing for the design review plan, which would take place February 12th and 13th. They are working with the HUB team regarding data migration and would soon be ready to perform a data extraction and import data into their database. In addition, Rene said that they have met with the TSC regarding approval for some modifications.

Police Department (SFPD) – Mark Rinkel said that they are working on modules for the Records Management System (RMS) Mobile Field Reporting Software. He said that a plan is being devised to have this critical piece completed in February. On the infrastructure side, they have completed installations at the remote sites and are now working on installations at the Hall of Justice. Mark said that they have made good progress on connectivity issues with One Market Plaza (OMP). He said that the first connection was made yesterday and they are working on plans to access the production servers. Mark said that SFPD is presently working on hiring new clerks for the record room.

Sheriff's Department - Eileen invited Dave Hardy to present an update. Dave said that the core pieces of the Jail Management System (JMS), a New World Systems (NWS) product, have been finished for some time. Eileen said it has

been ready for one year and two months. Dave said that the challenge is to keep it ready with the natural changes that occur. He said that he has been free to assist with HUB development. They have assigned deputies at the booking facility to perform double entry of data. Dave said that they have set up some terminals with the new system and have been providing actual booking data to CMS. Dave said that they have been providing JMS data to Owens Information Systems (OIS) who reviews it and sends it back to them with the data that CMS typically provides, such as court number, action numbers, court date, etc. He said that it is a slow process, but they hope shortly to accomplish end-to-end testing. He said that they have two separate test plans: one booking in CMS as usual, and one in the JMS/test CMS system. They then compare the results.

Dave said that they are also using this time to work on other aspects of their system. They have installed a beta version of Mobile 8.0, which is being reviewed by Sheriff subject matter experts. He said that they would be changing department policy on field reporting, which would be implemented before the end of the fiscal year.

Adult Probation Department (APD) – Quynh Phung presented the update. Quynh said that they have been continuing with the data cleanup. He said that there were eighty-five hundred cases to review, and found eight hundred to be removed. He said that he is putting together a team to work on it. Some overtime would be expended on this project. Quynh said that he expects to complete the process by mid-February.

Superior Court – See below Demonstration of Case Management System.

HUB Project – Walt said that Rob Castiglia apologized that he could not be present due to a family emergency. Walt said that Rob was disappointed that he could not attend, as he had some positive news to report. Walt said that he would provide the update instead. Walt said that the testing has been very successful. Walt said that they are testing the HUB and the JMS with the mainframe, working with OIS. They have been working on the different booking scenarios. They are taking some short time inmates through a full life cycle testing, parallel testing them in the HUB system and CMS, and are finally able to take data through the entire system. Walt expressed his appreciation to Rob and Dave for their work in bringing the system to this level of fruition.

Server Project – Walt said that the blades are installed and fired up at (OMP). With regard to the JUSTIS Storage Area Network (SAN), a pre-bid conference was held earlier this week. The bid process period closes February 11th. They are working with the Purchasing Department. Through the City's open-bid process, the low bidder would be selected and the SAN would be purchased. Walt said that a basic level of qualifications is included in the bid.

In answer to a question whether or not data is going to the mainframe on a regular basis, Al Corker said that there is a live feed and the equivalent of real time. Regarding the servers, Walt said that he did not know when the departmental server would be moved. Walt added that Rob had distributed the vendor specifications regarding HUB/departmental interfaces.

Demonstration of Superior Court Case Management System - Ron Ho said that he would demonstrate what the Court intends to do. Ron said that they decided to proceed with the development of the CX product, their CX2000, despite the development of a statewide system. He said that all California courts would be expected to use the State system, CCMS, version 4, which will be implemented by 2012. The rollout would begin in 2010. All Court Divisions would be included in the system. Ron said that San Francisco is one of the lead courts assisting with the development of the State system. They would begin by integrating earlier versions into version four. Because of budget cutbacks, they have stopped implementation and work on the earlier versions. Ron said that they would begin contacting agencies within counties, to insure that CCMS is including the necessary interfaces.

Ron said that they have been allowed to continue development on their local system. Ron started by presenting two diagrams of the system: one is the clerk's view and the other, the server, showing various interfaces. Ron said that he has had many discussions with Rob as to how and what and how often data would be interfaced with JUSTIS. Ron said that there would be a server dedicated to records imported from and exported to JUSTIS. Data from the booking system would be imported. To be consistent, the same model would be used for the state system. The export of data would be similar to the ACES data being sent currently to CMS. As for content, they would continue to send all of the

data to JUSTIS that is currently sent to CMS. As soon as the court event occurs, it would be on the integration server. Ron said that they would continue to take bail until someone else is ready to take it over.

Ron said that they would integrate with City and County agencies for collections and other purposes. Ron said that by their implementation of CITRIX, internal city agencies could have direct access to court case information and calendars. A web interface is available for defense attorneys to get case information not available to the public. For the public, confidentiality rules would apply as presently. Indexes are public record and would be available by various sorting mechanisms: defendant name, attorney name, court department, etc.

Ron said that they are building a component for electronic filing of complaints to the system. They are creating custom queries. Ron said that everything is table-driven, which makes updating an easy process. In addition, they would be able to communicate with other city and state agencies for reporting and other purposes. However, Ron said that data needed by JUSTIS agencies would come from JUSTIS, and not directly from the Court.

Ron showed several slides demonstrating JUSTIS Communications, JUSTIS Data Conversion, JUSTIS Data Exchange, Agency/Public Interfaces, Agency Procedures Clarification and Implementation. Ron said that they have not done daily uploads yet. Some older records will be archived. Ron said that Siu Mei has been very helpful in the discussions regarding data conversion. Ron summarized some of the data that would be available in the system. Disposition information would be transmitted, as would any other data that agencies require. Ron said that the present upload in the ACES format would be used and then converted to the global JUSTIS model. Ron said that web access would be granted to any agency that needs it. It would be possible to see a Register of Actions, including court events, bail information, bench warrants, defendant court schedules, etc. Orders and filings would be viewed also. Ron said that the Civil Division already does electronic filing, and is the county with the largest number of electronic filings (for asbestos cases) in the State. Ron said that they are planning to have printed calendars as well.

Ron described some of the issues that need clarification, such as street cites, rebooks (no warrant booking), case number structure, and future technologies dealing with attorney assignments and DA filings. Ron said that, although it seems to be a matter of contention, it is becoming more apparent that the case number structure would have to remain as at present. He added that the filing year would have to be a separate element and not part of the case number itself. He said that any new case number would have to be consistent with the old case number.

Ron said that they are presently working on data conversion. In late February, they would start parallel testing, tracking some events and creating training modules. They would be testing various aspects of the system, such as forms generation. They are aiming for a July rollout.

In answer to a question regarding the entry of data in court, Ron said that they would be doing that, and data, such as dismissals, defendant movements, etc. should be available, text-based, in the system as soon as possible after the court event takes place. Pat added that there are many factors and situations to be considered before real time updates could become a reality. Ron said that during the next few months they would be reviewing the processes with other departments to make sure the needs are being met in so far as is possible.

Ron added that some of the elements now in a "comment" field would be defined with the agencies. Ron said that they would be willing to change some data elements to accommodate the requirements of other agencies. In addition, the CMS requirements would have to be considered for a time. It was noted that statistics could be affected if corrections are made at a later date. Ron added that at present there are no plans to charge agencies for access to the system. There may be a charge to individuals in the future. Ron said that there would not be a charge for viewing the Register. Eileen and the members thanked Ron for a thorough and enlightening presentation.

New Business - No new business was presented to the Council. A question was asked about the Memoranda of Understanding (MOU). Walt said that they are still working on finalizing the content and still working with the District Attorney and Sheriff's Department. Al added that departments have already seen drafts of the MOUs. He said that there would be two for support and two for data for each agency. He said that they have begun the process of making the use cases into samples. Teams are being built within the agencies, but it is always a matter of staff time as to how quickly progress could be made.

Adjournment– The next Council meeting is scheduled for Thursday, March 13, 2008, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Pat moved to adjourn the meeting. Eileen seconded the motion, which was carried unanimously, and the meeting was adjourned at 11:15 a.m.