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

*Justice Tracking Information System
Thursday, July 14, 2005, 10:00 a.m.
Hall of Justice, 850 Bryant Street, Room 215
San Francisco , California 94103

Attendance

Sheriff	Eileen Hirst	DTIS	Yolanda Scheihing
MOCJ	Rod Seymore	DTIS	Walt Calcagno
Adult Probation	Jahangir Khan	DTIS	Oli Sadler
District Attorney	Martha Knutzen	Police	Bill Gitmed
District Attorney	Marsanne Weese	Police	Richard Peck
DOSW	Emily Murase	Public Defender	Rene Manzo
DOSW	Aparna Reddi	Superior Court	Pat Jeong
City Attorney	Shelley Dolev	ITPM	Al Corker
City Attorney	David Carrillo	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:02 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

Emily Murase moved to adopt the Agenda. Bill Gitmed seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - June 9, 2005 - Action Item

Martha Knutzen moved to adopt as final the draft of Minutes of the meeting of June 9, 2005. Rod Seymore seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Murlene Randle could not be present today. Rod presented the Executive Sponsor budget update. Rod said that the budget has been submitted but is not approved as yet. He said that he expects to have a decision by the end of this month. The total amount of the JUSTIS budget remains at $3.9 million dollars, with no cuts or changes to date.

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

HUB Update - Rod said that a vendor has been selected for the development of the JUSTIS HUB by the HUB evaluation committee, which consisted of MOCJ, DTIS, IT PM and COIT. Walt Calcagno added that the vendor selected for further negotiation is PlanGraphics, Inc., which is partnered with Oracle. Rod said that MOCJ and DTIS would be working with the City Attorney to develop a contract with the vendor. Rod introduced City Attorney Shelley Dolev, who will work with them on this contract. In addition, Rod introduced City Attorney David Carrillo, who would also be working on JUSTIS. Rod said that MOCJ has asked the City Attorney to be involved in the process of producing the departmental

MOUs. He said that this is to provide an extra level of security to departments to insure that all the issues are being considered.

Mainframe Retirement – Rod said that the Mainframe Decommissioning Meeting would take place in the Conference Room immediately following this meeting. Target dates have been announced projecting when departments expect to depart; for example, the District Attorney by July 2005, the Public Defender by November 2005, the Sheriff's Department by February 2006, and the Police Department Message Switch/CLETS by December 2005. Walt said that the JUSTIS HUB is anticipated for basic service nine months from contract date, approximately March 2006. Rod asked to be kept informed if departments realize any changes or adjustments in their plans. Walt said that they are working on a checklist of items that members could use to insure that all pertinent issues are addressed. Al Corker said that the document could be available shortly on the IT PM website. He is in the process of gathering additional feedback to complete the document.

Case Management System Update - Discussion/Action Item

District Attorney - Martha said that they are still working through some technical problems. For this, they are awaiting the return from vacation of John James, their DTIS technical analyst. She said that tomorrow they will start the second stage of beta testing, which will involve the entering of felony charge codes by the secretaries. From there, they are planning a phased rollout. Martha said that they are on schedule.

Public Defender – Rene Manzo said that they are also waiting for John to return. Rene said that they are in the last stages of data migration and will be testing the data. They are moving forward.

Police Department - Bill presented an update on the Police system(s). He said that they have two major projects taking place at this time. One project is the new CLETS/Message Switch. Bill said that the first phase, installing the hardware, has been completed. The vendor, Level II, Inc., will next be installing the software. Bill said that the plan is to bring the entire Police Department on board first. In answer to a question about the start of the eighteen-month period during which other City departments and outside agencies must prepare to connect to the new switch, Bill said that the notice regarding costs, which would begin the mandatory connection period, has not yet been circulated. Bill said that CLETS requires that the Police make notification of costs. Bill said that the costs were unknown six months ago when the original notification to departments went out. He said that they now have received information regarding costs and he expects a notice will go to departments by the end of this month. Bill said that this project is on schedule to be completed by the end of the calendar year, December 2005.

A question was asked whether or not departments would be permitted to connect to the new switch as soon as they were ready, even if the Police were not completely finished with internal testing. Walt said that he had heard reports that testing seems to be going well and there is a possibility that they could be ready for external connectivity earlier than expected. Bill agreed that he had heard positive comments, but did not have direct feedback yet from Project Manager Lamont Suslow, and so did not want to be definitive at this time.

Bill said that the other major project is the Records Management System (RMS). He said that Richard Peck is the Assistant Project Manager, and he is very happy to be working with Richard on the project. The vendor, New World Systems, is scheduled for Monday, July 18th, to install the software on the test server for the Police and Sheriff's Departments. They would begin the administrative training for department personnel during the week of July 25th.

Sheriff's Department - Eileen said that they are in the process of ordering the hardware for the Jail Management System (JMS). She said that they are on the same schedule as the Police Department, downloading the software on their test server. They hope to begin their training process shortly. Eileen said that they are continuing the modeling of department business processes. She said that they are on schedule. Eileen said that they are projecting completion by February 2006. She said that theirs is a smaller system than the Police Department's, which Bill said is scheduled for completion by May 2006.

Walt said that now that departments are progressing with their case management systems, DTIS would soon begin conversations with them about what data they need from other departments, and what data they will share. Walt said

that DTIS had its first internal meeting yesterday to prepare for identifying support for the Police RMS. There was also a meeting with some departments about business processes that would require data sharing between case management systems.

DOSW - Emily introduced Aparna Reddi, a Justice and Courage Policy Analyst, who would be attending Council meetings and working on data requirements. Emily said that memoranda have been sent to Superior Court and the Police Department regarding the type of data DOSW would require. Walt said that it would be helpful for DTIS to receive copies of the correspondence. Al said that they are still working on a design document and it would be helpful if he received copies as well.

Walt announced the appointment of Chris Vein as Acting Executive Director of DTIS. He said that Chris expressed interest in the JUSTIS project and is looking forward to working with the Council.

Server Consolidation - Discussion/Action Item

Walt said that the "Server Consolidation Information Sheet," including responses to departmental questions, had been distributed to members by email. Members had requested an executive summary with details of the consolidation issue, and an opportunity to ask questions regarding the project.

Al gave a brief summary of the events that have occurred to get the project to this point. He said that a skeletal draft of the issue was first introduced in October 2003. Since then various presentations and discussions have occurred. Basically, federal grant money has been set aside for this project. With those funds come certain obligations, requirements and accountability. At this point they need to produce specifications, which include interested and committed parties, so that the extent of the project is somewhat fleshed out. No workflow has been done yet. The project has not been engineered, nor specific strategies devised right now; the need is to get the fundamental architecture in place for a possibility for centralized funding through DTIS, relieving departments of the need to host and fund the hardware and software of their applications. Al said that the RMS and JMS applications are going to run on servers through the grant. It is time for equipment to be purchased. Al said that now they need to know how large the system would be, in order to expend the grant funds.

Al said that departments really need to decide now whether they want to meet the funding and domain requirements on their own, or whether, without relinquishing their self-determination, they are willing to allow the burdens of funding and certain maintenance factors to be lifted from their area of responsibility. Al reiterated the point that departments participating in server consolidation still have the same data sharing responsibilities that they would have in any case; these are separate issues.

Al said that he would like to answer any general questions members may still have regarding consolidation. Martha wanted to know the specifics of the commitment now being requested of her department, to what extent her department could be involved in the on-going engineering discussions, and what, if any, penalties would accrue for discontinuing participation at a later date.

Jahangir said that with the recent retirement of the Chief Probation Officer, Armando Cervantes, the Acting Chief, Art Faro, might not be ready to make a commitment at this time. Jahangir added that the project may change over time, especially after the MOUs are finalized, and what is being planned now may be different from future incarnations of the project, causing members to drop out. He suggested that it might be over-engineered at the beginning, and thereby lose flexibility. In addition, Jahangir said that he thought the project would have scalability built into it; that is, departments could be moved in or out at various points in the future. Jahangir also said that he did not know how the kiosk and additional systems his department is evaluating might fit in with consolidation.

Members continued to express concerns, such as, specifics of the MOU, security details, and who would be able to access a department's database. Rene asked to whom they would address technical problems that might arise. He asked when the schedule and project plan would be available.

Al said that these were good questions and he could understand the legitimate concerns expressed by the members. He said that now that the RMS and JMS case management systems and the HUB are on the same (nine-month) schedule, and as the HUB becomes more specific, it should be easier to visualize the appropriateness of the project. System concerns would be discussed and worked out together on an on-going basis, as would be discussions of data exchange. Al said that he realizes a single MOU is not desirable: each MOU would be different based on the particular issues of the department and their system. They could then be held at a central point in an MOCJ library. Together there would be created a whole picture, in effect replacing a mainframe with a federation of applications, at once more fragile and more dynamic. It is precisely communication and cooperation that ultimately will make it work. On one hand, Al expressed some regret that he did not have a fully detailed, engineered presentation, but on the other hand, he hoped members would recognize the opportunity to participate in a cost effective, virtually risk free creative process. There seem to be more risks associated with stand alone non-participation.

Eileen added that there are no guarantees regarding JUSTIS funding in the future for individual departments. They are fortunate to have a grant to pay for server consolidation at present. The grant is specifically for a consolidated approach. Non-participating departments would pay for their individual arrangements. Walt said that he must start ordering equipment by the end of the week. Walt said that from a funding prospective, they are restricted by the grantor's requirements. They must purchase the equipment within a certain time period or they would lose the grant funds. Al said that in order to know how much hardware to buy, they need to know how many systems would be included. Walt said that he realizes the difficulty departments face by deciding to participate before the MOUs are negotiated. He said that departments would not be stuck with any bills related to server consolidation and grant procurements if they discontinued participation at a later date.

Al said that the original design was to have a single MOU negotiated and completed, that members would then commit to, but that is not possible now. Since the requirements and other roadblocks have brought them to this point, they want to insure a completely transparent process such as today's discussion reveals, and it is hoped that members would come to an understanding. He said that some preliminary engineering has been done. Richard added that it is true that normally the design of architecture would precede the purchase of equipment. Now they would get a basic idea of the requirements and then adjust accordingly, a type of feasibility analysis. Al said that if the final result does not meet a department's needs, they would be right to discontinue participation. In addition, he added that the discussion regarding the treatment of data exists with the mainframe and would exist in any federated system, and should be held, and should be on going as requirements and business practices change over time.

Al said that whereas in the past, there seemed to be a perception of unfairness: some departments felt that they were not getting their share of the resources; this is a blind process, a central pool that upgrades applications when needed, upgrades the servers, upgrades the operating system, and provides a standard level of service across the departments. Eileen said that the MOCJ has taken on the task of securing funding and this has removed a great burden from the departments. Oli Sadler added that an important topic among city departments has been the issue of business continuity and disaster recovery. She said that the comfort of data redundancy does not exist very well within stand-alone departmental systems. Oli said that the financial services departments hold regular disaster drills. She said that this type of exercise would take place in a consolidated system. She said that members should keep in mind that disaster recovery of the criminal justice system could not occur with validity under various separate entities.

Al said that finally the consolidation issue is "where does the hardware reside and who looks after it and where does the server application reside and who looks after it." That debate is a subset of the larger JUSTIS project. Al explained that server consolidation and the HUB project are two different IT projects within DTIS, with distinct funding requirements and distinct processes. He said that it is important to maintain clarity between the two, and not let the issues of one project overlap into the other. Al said that the consolidation project will meet the 24 X 7 standard, and will exceed or meet department requirements and maintenance ability. Eileen added that it is important to remember that the point of JUSTIS is that members are working together toward a common goal, despite their perceived individual differences. Walt reiterated that there would be a project plan and schedule.

It was noted that the document to be created would be a Service Level Agreement rather than a Memorandum of Understanding as has been mentioned. Members agreed to say *yes* or *no* to the following statement, which would

indicate their position on the consolidation project: "My department is committed to participation in the server consolidation project, subject to a Service Level Agreement between DTIS, MOCJ and the department."

Pat Jeong for Superior Court – no
Martha Knutzen for District Attorney – yes
Rene Manzo for Public Defender – yes
Eileen Hirst for Sheriff – yes
Jahangir Khan for Adult Probation – yes
Bill Gitmed for Police - yes

Pat Jeong said that Superior Court is not able to participate in the consolidation project, but she wanted to assure the members that the Court would participate in the exchange of data.

Data Certification/Ownership of Information - Discussion/Action Item

Al said that the issues of the ownership of data and the sharing of data would be addressed in Memoranda of Understanding tailored to the needs and specifications of each department as part of the HUB project. These issues exist in a federated system whether or not servers are consolidated, and must be addressed separately from issues of server consolidation. These MOUs would be in addition to the Service Level Agreements pertaining to the servers.

Rod suggested that members go to the IT PM website to review the documents which are presented there. Rod said that the October white paper is presented there, as well as other documents which deal with how information is or may be shared over the domain. It will be helpful to think about these issues in advance of the impending discussions. Richard added that they hope to present examples of relevant Service Level Agreements and MOUs on the website. Walt added that they would like to begin discussions with departments very shortly.

New Business

No new business was presented to the Council.

Adjournment- Juvenile Probation and ECD were not represented at the meeting. The next Council meeting is scheduled for Thursday, September 15, 2005, at 10:00 a.m. Members are advised that the location of the September meeting might be changed. There being no further business before the Council, Martha moved to adjourn the meeting. Jahangir seconded the motion, which was carried unanimously. The meeting was adjourned at 11:30 a.m.