

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

\*Justice Tracking Information System  
Thursday, June 14, 2007, 10:00 a.m.  
425 Seventh Street, First Floor  
San Francisco, California 94103

## **Attendance**

Sheriff	Eileen Hirst	MOCJ	Lenore Anderson
Adult Probation	Arturo Faro	Superior Court	Pat Jeong
District Attorney	Martha Knutzen	Superior Court	Helen Hamilton
DOSW	Emily Murase	IT PM	Al Corker
ECD	Mitch Sutton	DTIS	Walt Calcagno
Public Defender	Rene Manzo	Coordinator	Paula Itaya
Public Defender	Tyler Vu		

## **Call to Order**

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:10 a.m. Eileen noted that 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.

## **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 - May 10, 2007 - Action Item**

Mitch Sutton moved to adopt as final the Draft of Minutes of the meeting of May 8, 2007 as submitted, dated May 29, 2007. Martha seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

## **Executive Sponsor Update - Discussion/Action Item**

Lenore Anderson said that she has been working on the JUSTIS budget for FY 07/08. The Mayor's Office of Criminal Justice (MOCJ) has proposed a budget of \$4.8 million: \$3.4 million has been requested, and \$1.4 million is expected to be carried forward from the current year. Lenore said that the budget has been funded at three million, leaving a shortfall of \$.4 million to be discussed for reduction. She said that she has been meeting with Walt Calcagno to determine where reductions might take place. Lenore invited Walt to present the revisions.

Walt projected a PowerPoint presentation and explained where revisions might take place. He said that to reduce the budget by approximately \$390,000, the following revisions were made:

- Networking labor support was adjusted to \$141,885, a reduction of \$100,000
- Applications development support to \$793,373, a reduction of \$50,000
- Maintenance warranties was adjusted to \$717,139, a reduction of \$50,000
- Network upgrade was adjusted to \$150,000, a reduction of \$100,000
- Postponed funding for MOCJ data portal resulted in a reduction of \$90,000

Walt said that some of these reduced funds might be recaptured later in the year. In addition, funding alternatives may exist in grant funding opportunities, which Lenore's staff would research, and non-JUSTIS related funding, which might be made available by the Department of Telecommunications and Information Services (DTIS).

Walt said that the goals for FY 07/08 remain the same: an operational HUB, active case management systems, and consolidation of the servers. Walt said that the next step in the budget process is recommendations by the Budget Analyst, to be followed by the Board of Supervisors review. Walt said that they have provided additional requested documentation to the Analyst's Office yesterday. In answer to a question, he said that he did not have a date for the review by the Supervisors. The Project is included in the DTIS review. Walt said that he would notify members. Emily Murase said that it might be helpful to have member support at the hearing.

Lenore said that no large technology projects were funded by the Committee on Information Technology (COIT) to the full amount requested. She added that the JUSTIS Project received the smallest cut compared to that of other projects. She said that she is aware of the importance of the funding to the success of the Project, and said that she would make every effort to secure additional funding.

Lenore said that meetings and a workshop have taken place in regard to CLETS access and the upgrade application process. Mitch said that departments were expected to submit their applications by tomorrow. He said that the Police Department would process them and submit them to the Department of Justice (DOJ) by the end of the month. Members requested that the Police provide feedback on their applications. Members said that they have submitted applications but have heard nothing for months. Lenore said that the Police have asked for an extension on the CLETS application to the end of the year.

In answer to a question regarding feedback on the budget, Eileen said that a "case study" was taking place. Walt said that a draft of the results of the study was to be provided to DTIS before publication.

It was noted that the Mayor has made recent public statements that he would like to "see JUSTIS completed." The question was posed that if this is a top priority project, why are the resources so difficult to obtain? Lenore said that the budget staff is aware of the importance of the Project. She said that they are involved in the decision-making related to a number of technology projects in the City, and there is not enough funding available.

Al Corker said that there are process issues, not directly related to funding, which impinge on progress, and escalate overhead costs. He said that the purchasing process and the hiring process are two examples. For example, DTIS personnel working on the Project have been reduced from four to one. Contracts involving the City Attorney's Office have been particularly difficult and slowed. Al said that while the technology has advanced, the procedural mechanisms have slowed or failed. The lack of dedicated staff has resulted and continues to result in huge losses of time. Al said that a "priority" project gets a lot of attention, but also should get the resources, or it is obviously not a priority. A priority project is not only dependent on funding, but equally importantly, on a series of institutional events, which contribute to its progress and success. Members noted that any issue moving from one City department to another suffers from bureaucratic delay. Lenore said that it would be helpful if she were informed of the events as they occur, so that she could try to move things along. In addition, she would be meeting with DTIS regarding dedicated personnel for the Project, and would notify the Council of results.

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

Walt presented a summary of the recent activities of the Technical Steering Committee (TSC). Walt said that relatively few meetings have occurred since the last Council meeting. They attended the CLETS workshop and thought it to be helpful. There were no departmental visitors to the TSC. Walt said that they have focused on the Project status and the budget.

Budget Update – Current Year - Walt said that Al would present the budget update. Al projected a spreadsheet of the budget of the current year. Al said that the budget-tracking system is a series of worksheets, which reflects the original budget for each project at the beginning of the year and tracks the labor and invoiced expenditures as they are paid, with a detail sheet behind each project. He demonstrated the status of the project relative to the funds

remaining. Al said that IT PM is out of funds for part of May and June, delaying some of the larger initiatives they had planned, but everyone else is on track. The Sheriff will have expended the allotted funds for New World Systems for maintenance on the Jail Management System (JMS), and the Police are achieving milestones and payments made for their Records Management System (RMS). Everyone else seems to be on budget and there are no surprises or disasters to report, no unexpected expenditures. In answer to a question regarding DTIS miscellaneous charges, Al said that these are all pass-through, network and labor charges. Walt said that any surplus would be carried forward.

### **Case Management System Update - Discussion/Action Item**

District Attorney - Martha presented the update. Martha said that the server is now working and the case management system is faster as a result. She said that their server is on site and not a model for consolidation. Martha said that the new laws are now in and they are caught up with the charge codes, except for the changes requested by Pat. Martha requested that they meet to discuss the changes. Martha said that they are making progress with modules and standard reports.

Public Defender – Rene Manzo said that they are meeting twice a week with the vendor and once a week with DTIS personnel. They are trying to work with John James as much as possible before his retirement at the end of the month. He said that Siu Mei Wong has been very helpful as well. They are back on track and waiting for the next level, which would be a further data extraction. Tyler Vu added that they are concerned about the impact John's departure would have upon their project and upon JUSTIS as a whole.

Police Department (SFPD) – The representative was not present to provide an update.

Sheriff's Department – Eileen said that she has nothing new to report since the last meeting. They are moving forward, but would also feel the impact of losing John. The sequence of HUB events is being compressed to get as much of John's expertise as possible. She said that Siu Mei is working extremely hard.

In answer to a question about filling the position vacated by John, Walt said that they cannot replace John until the position is vacant. They would be replacing one person by filling another position already vacant, and then fill John's vacancy at a later date. Walt added that past experience has shown that it is difficult to get someone hired at this point in the fiscal year. Al added that hiring was delayed at the beginning of the current year due to the then budget shortfall. Catching up is an on-going predicament.

Adult Probation Department (APD) – Arturo Faro said that there have been some personnel changes. Patrick Lam is no longer in the Department. He said that they have hired someone, who would be experiencing a learning curve. The database upgrade to the system that was being contemplated has been put on hold due to staffing problems. In addition, they are re-staffing around the system and enacted a Governance Council who would be looking at revising some policies and procedures. They are still proceeding with the data clean up. Arturo said that they are approximately sixty-eight percent completed of the audit of every caseload in the Department. They found a lot of bad data and are committed to cleaning it all.

Arturo said that he is also working with Superior Court on a collection system. There are some connectivity issues with which DTIS is assisting. Arturo said that he would be attending the Council meetings since Ernest Mendieta has switched jobs within the Department. He said that they have notified the Department of Human Resources of the vacancy of the IT Manager, and should be interviewing shortly.

Superior Court - Pat said that they have begun testing. One issue that has surfaced in emails to Rob Castiglia is of some concern to the Court. Pat said that when the JMS goes live, booking data would be received in the Court Management System (CMS) from that system, which would be populating the calendars and bail information. It was assumed by the Court that the "court number" created in JUSTIS would follow the standard convention of being a unique seven digit number. Pat said that she has learned that another system is to be used, which would have serious consequences in the identification of defendants and in filing systems. She said that they intend to use the first two digits to indicate the year, i.e. "07," and the next six digits to be 000001, etc., repeating the same each year. Pat said

that no one in the Court was consulted about the decision. Walt said that this issue would be discussed and resolved at a meeting of the TSC.

HUB Project – Walt said that Rob could not be present, and passed along an update for him to report. Walt said that the Sheriff has been experiencing four days of intensive testing on the JMS. He said that they have worked on the specifications of a couple of hundred message transactions, which would go from JMS to CMS for the HUB.

Al said that PlanGraphics is working on site this week. Their planned goal is to deliver the core process (Process # 2), the transformation of the data exchanges between JMS and the HUB. The code was written and they needed sample data for the testing process with the legacy system programmers. Walt said that they had also planned to load that process on to the development machines. Al said that if these goals were accomplished, the processing testing would be advanced considerably. Al said that they could then go-live with end-to-end testing, which would be very useful.

Server Project – Walt said that the open bidding process has taken place on the blades. The low bidder was found to be non-12B compliant. They still might have time to become compliant. The next lowest-bidder is compliant, and they should know the final results by next week. They are still working with the Office of Contract Administration on the bidding language for the JUSTIS Storage Area Networks (SANs).

Al said that the emergency switch, which had to be purchased, has arrived and would be installed at the end of the month. Walt added that the main portion has arrived but they were not certain as yet if all of the components were on site. Al said that once installed, the switch would help to complete some of the architectural problems, as the old switch is at capacity. Walt said that some departments, especially the Police, need to access One Market Plaza (OMP), for which the switch is an essential element. In answer to a question, Al said that it would be located in the Police Department.

Al said that the Sheriff is ready to roll out their CLETS connection from the JMS application as soon as the firewall is installed. The warrant system (AWS) is migrating data. Superior Court would access DOJ through the Police system. Al said that next week they would be meeting with New World Systems in regard to the Sheriff system. They would be cloning the Police system build on the main JMS screens from components in the RMS, where the two systems can share similar transactions, such as warrants, incident reports, custody, federal and state reporting. The rollout depends upon the duration of the testing. Al added that all Oracle components are being used, and nothing has to be invented. There might be setbacks for whatever unavoidable reason; however, ultimately, the process will be successful.

### **INNOTAS Presentation – Al Corker - Discussion/Action Item**

Al said that one of the components of the project that he was charged with was to have a way for people to look at the Project, to track its progress and to see some of the work being done. A website was created, which was not being visited, and was costly and complicated to maintain. Al said that he decided it was not worth continuing to pour resources into it. At the same time, DTIS was trying to fund a Project Management Office (PMO) application, and began an evaluation process, creating a committee of which Al was a member. After a series of presentations, DTIS was looking at a PMO named CLARITY, and Al liked INNOTAS as a web-based project management product for JUSTIS. Al said that after registration, INNOTAS provides free access for viewers, 24 X 7, and at a nominal charge for users, those who update the project information. Al said that it combines the tracking and updating features, which the Project should maintain, and IT PM would fund it on a test basis, along with some of their other projects. Al said that it would provide the software to build a JUSTIS website and repository which people could access, but would not replace the MOCJ website.

Al said that he is in the final stages of a build. Data could be accessed relevant to particular projects through a series of dashboards. Al presented a series of slides showing the Portfolios, Project Tasks, Project Documents, and Project Dashboards, each of which could be drilled down to ever greater detail. Single tasks and projects could be reviewed; parts of which dashboards could become Excel or Word documents and could be emailed or used for reporting. Al said that when updates are entered, emails could be created so that other selected members may be kept informed that changes have occurred. Al said that was a helpful feature; in addition, was the ability to get more and more specific

relative to a particular sub-project. Documents, charts, presentations, and templates may be emailed to users and others. Al said that there would be some new features coming out during the summer, which would simplify some of the access.

In answer to a question about the DTIS project, Walt said that it was not certain that they had selected a PMO. Funding might not be available, and there is no PMO staff at DTIS at this point. Al said that they had intended to wait for that, but the timeframe became too long, and so he decided to act. Al said that CLARITY is a very large product, funded up front, and INNOTAS is cheaper. They are competitive products. He said that data could always be exported from INNOTAS if that became desirable. Walt said that they have already used it to provide budget information to the Analyst.

**New Business** - Emily asked if there was any news regarding a Chief Technology Officer to be hired by the Police Department. There was not. In addition, Emily asked about Memoranda of Understanding (MOU) between departments, and when they might be forthcoming. Al said that there is a template, which has been used between the Sheriff and the Department of Public Health. There is another starting between the Sheriff and the Public Defender regarding data exchange. Al said that they have been gathering a technical staff to work on core components of the HUB. They have done some modeling and have learned from it. Al said that he could send out a sample of the one in place. He said that it is a complicated process and they have broken it down and it would become easier in the future. Al reminded members that there would be separate memoranda for the goods and services provided by DTIS, and for the data exchanges: for the HUB and for the server. Walt added that this would be one of the top priorities going into the next fiscal year.

Walt said that he wanted to again acknowledge the accomplishments and contributions to the Project made by John James, who is retiring at the end of the month, as has been mentioned. Walt said that John has worked with a number of the departments, who have appreciated his efforts, and his knowledge and skills will be missed.

**Adjournment**- The next Council meeting is scheduled for Thursday, August 2, 2007, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Mitch moved to adjourn the meeting. Pat seconded the motion, which was carried unanimously. The meeting was adjourned at 11:53 a.m.