Attendance

Sheriff	Eileen Hirst	Public Defender	Thomas Brown
Adult Probation	Jahangir Khan	Public Defender	Rene Manzo
District Attorney	Martha Knutzen	Police	William Gitmed
ECD	Mitch Sutton	Superior Court	Pat Jeong
DOSW	Rosario Navarrette	DTIS	Walt Calcagno
DOSW	Justine McGonagle	DTIS	Yolanda Scheihing
MOCJ	Murlene Randle	IT PM	Al Corker
MOCJ	Agnes Briones	OIS	Bill Roth
MOCJ	Rod Seymore	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:10 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 were present today, although the meeting had been duly announced and posted. She said that as long as there were no public present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

Jahangir Khan requested that he be allowed to present an update on an addition that would be made to the Adult Probation case management system. It was agreed that the update would be added to the Technical Steering Committee portion of the Agenda. Murlene Randle moved to adopt the Agenda. Pat Jeong seconded the motion, which was approved unanimously by the members. The Agenda was adopted as amended.

Adoption of Meeting Minutes - May 6, 2004 - Action Item

Jahangir moved to adopt as final the draft of Minutes of the meeting of May 6, 2004. Thomas Brown seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Change in Meeting Schedule - Action Item

Eileen proposed that the next meeting would take place on Thursday, August 19th, instead of July 22nd as originally scheduled. There was no objection to the change in meeting schedule.

Executive Sponsor Update - Discussion/Action Item

Murlene said that she would update the Council in three areas: the budget for FY 04/05, funds on reserve in FY 03/04, and grant funds for FY 04/05.

Budget Update - Discussion/Action Item

FY 04/05 - Murlene said that $1.7 million was the budget amount requested for the fiscal year. It had been anticipated that the JUSTIS budget would be a separate one. On May 18th, the budget was presented to the Committee on Information Technology (COIT), who suggested that the budgets of JUSTIS, and the Police, Sheriff and DTIS, as to those activities related to JUSTIS, should be combined, and as such would remain a general City obligation project. Copies of correspondence submitted to Ben Rosenfield, Director of the Mayor's Budget Office, from Murlene entitled, "Proposed JUSTIS Budget Narrative and Justification," dated June 1, 2004, were distributed to members.

Murlene said that meetings were held with representatives from the affected agencies to arrive at the budget proposals. The letter and worksheets describe a five year snap shot showing year by year costs comparing paying for the continuation of JUSTIS as opposed to stopping JUSTIS and paying for the present system of CABLE/CMS. Also included is a detail by year (three-year obligations), which includes the expected liability minus grant funds for each year. Murlene said that Mr. Rosenfield approved the proposal, which next went to the Mayor. The Budget Analyst, Harvey Rose, has not made any cuts to date. Murlene said that thanks to the hard work of the representatives and Al Corker, they were able to present a credible account of the budget issues, and to demonstrate that it would be more costly to the City if JUSTIS were to be abandoned at this point. Murlene said that a discussion took place regarding keeping the entire budget on reserve; however, it was decided to release the funding for the first quarter, with the remainder on reserve. It would be necessary to go before the Board of Supervisors, who would maintain oversight of the Project, to get the remaining funds released.

FY 03/04 reserve - Murlene said that the issue of the $447,804 "reserve" was still pending at the last meeting. The Controller's Office since

determined that the appropriation was in place, but the revenues did not exist. Since the timing involved was very close to the start of the next fiscal year, it was decided to withdraw the request, make some adjustments, and use new funds as they are needed.

FY 04/05 grant funds - Murlene said that Congresswoman Nancy Pelosi has earmarked technology grant funds of approximately $742,108 for San Francisco. The application for the grant must be submitted by June 30th, which she and the Technical Steering Committee are working hard to do. The funds would be used to start the server consolidation project, which would have been the responsibility of departments. Departments might have to fund maintenance in the future, but start up costs would be alleviated.

Walt Calcagno noted that having had the JUSTIS budget transferred to the Mayor's Office of Criminal Justice has been beneficial to the general climate of budget discussions, and cuts that might have been anticipated did not occur. Walt said that the Council made an appropriate and good decision.

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

Agnes Briones, Chair of the TSC, said that she would present a brief overview of the current status of JUSTIS activities. She noted that the budget spreadsheet has an attached narrative that members would find helpful. Agnes commended the architecture staff and others who have been working very hard to bring the various aspects of the Project to their present state of development. She added that Al would make a presentation on the Proof-of-Concept activity.

Public Defender - The system is on schedule and the first deliverables have arrived. One correction has been made. Walt said that Rene Manzo and Thomas have been working closely with the vendor, Enterprise Solutions, to keep them focused and on track, sometimes an issue with a small company as they are. Rene added that they are trying to work through some connection issues with the vendor.

District Attorney - DTIS is working with the Damion system toward a wider rollout. Half of the Word templates have been completed. Martha Knutzen, Project Manager, said that significant progress is being made, despite the severely reduced staff. She said that she very much appreciates the work of Yolanda Scheihing, who is helping a great deal with their efforts. The vendor would be training a team of "database administrators," who may be ready in the Fall to train the remainder of the staff. Right now they are working on the charge codes, which they hope to have completed in July. She added that they hope to go-live at the same time as Superior Court does with their new system. There are outstanding interface issues to be resolved. Walt added that the first contract amendment has been completed and a check has been sent to the vendor. He said that the City Attorney has been asking

for specific, detailed information on contract amendments. The statement of work on the second and final amendment has been rewritten and would go back to the City Attorney this week. Once that process is completed, the interfaces to JUSTIS could move forward. Martha expressed her appreciation to DTIS for all their help with the contract issues.

Agnes described the work of the TSC in regard to the COPS technology grant application, which would be reviewed in Washington, D. C. She said that the grant funds would relieve the departments of much of the financial risk involved in the initial stages of the consolidation project. Agnes added that not only would the funds be used for server consolidation, but also in the interfacing of the case management systems, to bring about the integration that would be at the heart of the implementation of the JUSTIS system. The Washington contact would be advising the TSC of any additional requirements or necessary modifications to the application.

Domestic Violence - Agnes said that Rosario Navarette and Justine McGonagle of the Department on the Status of Women have been working very hard with IT PM on the requirements design document, which they hope to present to the TSC within the next month. In addition, they hope to make a presentation of the domestic violence project at the next Council meeting.

Adult Probation Department (APD) - Jahangir said that APD's case management system has been operational for approximately one year. He said that he wanted to inform the Council of the Department's latest thinking regarding extending its capabilities. Jahangir said that their vendor, Syscon, has offered them a pilot program involving the placement of kiosks in various locations, providing probationers with additional reporting and payment opportunities. A kiosk, similar to an ATM with a single application, would be placed in the HOJ lobby and in Program locations, enabling clients to report 24 X 7, after responding to some basic questions, entering a fingerprint identification, and paying a transaction fee. Jahangir said that the pilot, for a period of six months to one year, would involve only one or two low-risk caseloads, and only one or two kiosks. He added that the kiosks would greatly benefit those clients who are employed or may otherwise have difficulty in reporting during normal business hours. Jahangir said that it would also serve to free up the probation officers, who could spend more time on those higher-risk offenders. He said that not all the details have been resolved and discussions are on going. He said that they do not anticipate any cost to the City, since the vendor would supply all equipment and software. There may be a one-time connection charge. Jahangir was advised to request placement of the item on the TSC Agenda, probably for next week, and to present comprehensive documentation to the TSC at that time. Jahangir thanked the Council for their advice and attention to this item.

JUSTIS Architecture and Proof-of-Concept Activities - Al said that he would update the Council on the Architecture and Proof-of-Concept (POC) phases of the Project. He said that a wide range of activities is concurrently taking place, and much progress has been made more quickly, compared to the slower pace of the early days of the Project. City support of the Project has contributed to the vigorous and energetic climate of the Project. Al said that he has been pleased to see the growth in knowledge of individuals and Departments as they work through the challenges faced in taking on new ventures. Al thanked the Council for the opportunity to participate in the Project and work together with the members.

Al said that the concept of the JUSTIS architecture had changed over the years. Al said that, when he started, the concept of the architecture seemed fractured: old assumptions no longer worked, new assumptions were not appropriate, and a sense of reality had been lost. Al said that DTIS and the Council had to create a consensus, a view of what the plan would be. Al said that the consensus has been achieved and the workproduct reviewed through the TSC. Al noted that it was important to realize that the presentations made at the meetings are not "the work" of the various teams. The presentations are mere summaries and simplifications of the workproducts.

Al said that the JUSTIS Architecture Team (JAT) has tested the feasibility of the Messaging Middleware and found it to be successful, resulting in a new version of the Architecture Overview (which is Appendix B of the *JUSTIS Vision Document and Project Charter*). He described in detail the content and purpose of the other documents produced, such as the Feasibility Analysis, the Scope and Proof of Concept, the Verification and Validation Report, the Integration Strategy for JUSTIS and the Findings and Recommendations. Al said that all of the documents are DTIS deliverables, and include DTIS recommendations, which are reviewed by the TSC, and if approved, are published to the website by the MOCJ. All of the documents, after approval by the TSC and MOCJ, would be available on the website, as is the presentation being made today. The website address is www.itprojectmethods.com/justiswbs.

Al said that the POC was tested by four exchanges of data (Sheriff arrest charges, DA rebooking charges, DA assignment, and Court calendar) from two of the first major processes: initial booking after arrest and rebooking by the DA. The POC goal was to test shared data between case management system databases, based on four "use cases." *Use cases* define an exchange of information back and forth between humans and system or between systems. The four examples are: JUSTIS Message Hub to case management systems via messaging, and *vice versa*, and CABLE/CMS to JUSTIS database via FTP (file transfer) and JUSTIS to the mainframe via FTP.

The result of the POC was that it proved successful, and demonstrated that integration using Messaging Middleware (MM) is the best choice for building a flexible and scalable JUSTIS architecture. DTIS experienced the process of determining the best methodology by creating a small segment of the lifecycle of a case to see which methods, techniques and tools worked best. DTIS learned that "departmental systems can be independent and unique, while providing for transparent data exchange, that MM provides near real-time or scheduled message delivery, that MM can deliver virtually any payload as a message, that delivery can be guaranteed, once and only once, for transaction-based applications, that MM is scalable for growth of volume and traffic, and that MM is extensible for adapting to change and new requirements." Al showed a diagram of the case management systems and JUSTIS/STAR hardware elements, which would be used in the COPS grant application.

Al said that two other products, Oracle Interconnect and iStudio, were tested and evaluated. They were found to have some problems: the documentation was difficult, which made training harder to accomplish. Al said that the next step would be to publish the JUSTIS Architecture Project Plan document and the Feasibility Analysis to the website. He said that the JAT found that the construction of the middleware solution to be within their capability. Additional components that would be needed are the Application Server and the Data Warehouse/Data Mart. JAT has recommended staying with Oracle, despite the additional training that would be needed. The TSC would have additional discussions regarding this recommendation.

Al pointed out some of the caveats and risks associated with the POC. He cautioned that the POC involved only a single message type and a limited set of connections. It did not explore the diverse information and data types that would be required. In addition, there was a limited investigation of XML, and JusticeXML was not examined. Al said that some of the risks are that a budget crisis might reduce available staff, the time and cost of training is unknown, unanticipated technical difficulties always arise, and advances in technology might arrive to preclude or obviate some assumptions made today. Al said that the Police RMS and Sheriff JMS would be using XML.

Al said that within the System Development Lifecycle context for the JUSTIS Infrastructure, the Project is ready to be approved in the Inception Phase. The next step could be vendor selection with competitive bidding on the middleware product, or next, proceed to the Elaboration Phase, followed by Construction. Al said that he does not foresee licensing issues related to connection to the already purchased departmental case management systems to hold up the process.

A question was asked about the possibility of incorporating wireless networking into the Project. Al said that they have not yet finished the requirements for the interoperability portion of the Project. He said that the

Police and Sheriff would be doing an infrastructure assessment in the future, but he knows of no specific analysis that has been done to date.

Murlene asked about drafting MOUs for server consolidation. Al said that MOUs would be accomplished as part of a business process analysis. The process analysis defines what happens between departments. The work is moving forward very slowly, but is underway in the process models, which show interaction between departments, which would provide some of links that would be described in the MOU. Al agreed that the MOUs are an important next step.

Department on the Status of Women (DOSW) - Request for Membership on the Governance Council - Discussion/Action Item

Eileen said that the DOSW asked that this item be placed on the Agenda today. Rosario thanked the Council and said that the Department wanted to inform the Council that they would be requesting membership. Rosario said that the DOSW has demonstrated their support of and commitment to the JUSTIS system, and they want to become further integrated into the Project, so as to help to develop solutions to some of the problems surrounding domestic violence. She commended the departments for their cooperation with the DOSW, their understanding of the importance of domestic violence issues, and for their work with the Justice and Courage Project. Rosario said that they are in contact with City Attorney Paula Jesson, who is advising them in proceeding with having the Ordinance of the Administration Code, which is the authority for the Council, amended to include them. Murlene said that she would like to meet with Eileen, Rosario and Justine to assist them in exploring further the process of membership, perhaps including the City Attorney in the meeting. Eileen suggested that a more formal presentation be made at the next Council meeting. In addition, it was suggested that there might be a financial component involved in membership, especially for voting members.

New Business

Meeting Minutes - It was suggested that in the future Minutes be distributed without the Presentation attached, since some of the personal computers cannot absorb the large volume required. If members of the public would like to request the document, they are advised to contact Agnes Briones as instructed in the published Agenda.

Adjournment

The next Council meeting is scheduled for Thursday, August 19, 2004, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Thomas moved to adjourn the meeting. Murlene seconded the motion and the meeting was adjourned by unanimous consent at 11:25 a.m.