

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

*Justice Tracking Information System

Thursday, March 8, 2007, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Public Defender	Rene Manzo
Adult Probation	Ernest Mendieta	Public Defender	Tyler Vu
Adult Probation	Patrick Lam	Superior Court	Pat Jeong
District Attorney	Martha Knutzen	IT PM	Al Corker
DOSW	Emily Murase	DTIS	Walt Calcagno
MOCJ	Lenore Anderson	DTIS	Rob Castiglia
MOCJ	Sasha Hauswald	Coordinator	Paula Itaya
Police Department	Tom Feledy		

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:09 a.m. Eileen introduced and welcomed Lenore Anderson, Director of the Mayor's Office of Criminal Justice (MOCJ), and Sasha Hauswald, Crime Data Analyst, of MOCJ. Eileen noted the return of Paula Itaya as Coordinator, contract issues having been resolved. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting.

Adoption of Minutes - December 7, 2006, January 25, 2007 - Action Item

The Minutes of the meeting of December 7, 2006, had been declared final at the January meeting. Emily Murase moved to adopt as final the Draft of Minutes of the meeting of January 5, 2007. Martha Knutzen seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

Adoption of Agenda - Action Item

Emily moved to adopt the Agenda as submitted. Ernest Mendieta seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Executive Sponsor Update - Discussion/Action Item

Lenore Anderson said that she had assumed her duties as Director of the Mayor's Office of Criminal Justice (MOCJ) at the end of January, and has been getting acclimated to the many tasks at hand. She said that she is looking forward to being as effective as possible in assisting the JUSTIS Project to move forward.

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

Walt Calcagno said that he would present an overview of the Technical Steering Committee (TSC) recent activities. Walt said that they distributed a budget template for FY 07/08 for departments to complete, which was due yesterday. He said that some departments have not returned the document yet, and they should do so as soon as possible. Walt said that the TSC would review the departmental requests relative to the technical aspects, and may ask for consultations at the TSC. Project expenditures approved by the TSC would be presented to MOCJ to become part of the City budget. Walt added that the Board of Supervisors has requested additional financial information.

Walt said that there has been no movement on CLETS issues. He said that they would get back to departments with their recommendations. Rob Castiglia added that they have been trying to move forward on the Service Level Agreement prototype document. Most departments missed the State deadline for compliance by June. Departments should have completed their migration checklist before meeting with the Police Department. Rob said that the checklist was sent to the Agency Terminal Coordinator and he would meet with the departmental IT person to assist.

Walt said that the TSC had met with the Public Defender. He said that the network switch in the Hall of Justice Data Center, Room 125, has reached capacity.

Server Consolidation - Walt invited Rob to present an update. Rob said that they had configured the bill of materials for the JUSTIS Storage Area Network (SAN). They had received approval for the SAN and the blades, which are now in the procurement process. This process involves waiting for bids from an open posting of the materials to be purchased. There is not enough money in the grant so they are hoping for large discounts. Rob said that the original blade specifications exceeded the funding that was available in this fiscal year. He said that they had to configure the exact number of blades necessary for production, and the number necessary for failover.

Rob said that the most expensive aspect of the consolidation project is still the software licensing. Rob said that they have approval for acquisition of the necessary equipment as soon as possible. Rob said that there is no short-term solution to the switch problem. A replacement switch must be purchased. The first one would be paid for from non-grant funds and the second one, for failover, with grant funds. The new switches would enable fiber optic connectivity to JUSTIS, instead of the present old T-1 lines.

Budget Update - Walt said that Al Corker would present the budget update. Al said that the budget tracking document: Incremental Financial Tracking for JUSTIS expenditures, a series of worksheets in a workbook, enables members to look at the grants and expenditures within each project. Al said that the tracking is very detailed and he was hoping for, and would appreciate, feedback on it, but did not receive much.

Al said that the budget is pretty much on track. The server consolidation project maxes out the grant, and as Rob said, they do expect discounts. Al said that they could acquire software from the difference between the budgeted price and the discounts they receive. He said that there is some liability from last year's costs, which were attributed to this year's budget. He said that they might want to reserve some funds for next year. Al said that Walt has asked him to look at the budget and he believes that they have found some relief, but it will take some work on the part of the Mayor's Office to understand the logic around it, and why some funds might be reserved and carried forward for next year, and how the switch might be funded. There are two critical items pending: the switch and the CITRIX service upgrade for technical resources once the hardware is in. Using straight line forecasting, they predict that the Server Consolidation Project will close. The HUB Project is on a grant, the vendor portion of which is approximately fifty-percent expended for this year. Payment of New World Systems (Police and Sheriff Projects) will be carried forward to next year, including maintenance. Al said that, overall, this is a most reasonable budget, and is coming in normally as to projections and numbers. Al said that he could distribute the detailed budget as requested.

Case Management System Update - Discussion/Action Item

District Attorney - Martha presented the update. She said that there is really no change since last month. Martha said that the secretaries are the core super users, and they had recently lost one of the supervisors, critical to their utilization effort. She said that they now have two supervisors again, and one is a system expert. They are working on the word processing aspect of their system, which is not being fully utilized. They will be adding statistical data. After the implementation of a vendor modification, they would be working with the subpoena unit to enable document generation. In answer to a question, Martha said that they have added the laws, which have been updated, to the charge table, and are preparing shortly to enter the new laws.

Public Defender – Rene Manzo said that they are working with DTIS on the HUB; there is no change to report. They are finalizing their use cases and developing the message format, in anticipation of the data exchange between the two systems. The Information Technology Team is updating the office workstations and will be developing the training program.

Police Department (SFPD) – Tom Feledy provided an update. He said that he is new to the project, as is Greg Yee, who is Acting Captain of the Planning Division Technology Section, and his supervisor. Tom said that together, and with a new team, they have been reviewing and re-evaluating the work done to date, and making some changes. He said that the rollout plan has been altered. They would begin with Taraval Station and proceed from there, two or three stations at a time. The tentative goal is now December 31, 2007. There are many problems: There are connectivity issues between the Hall of Justice (HOJ) and One Market Plaza (OMP), and to the stations. They have to continue to use the server here at the Hall. An infrastructure upgrade is needed. DTIS needs to hire additional staff and there is a need for testing. SFPD does not have enough staff for testing. The vendor is not connected; the internal SFPD server behaves erratically, frequently going up and down. Tom said that IT PM has been helpful and he is grateful to AI for his assistance. They have been discussing interfaces with the Court system, among others, the conversion process from the legacy system, and the need to save criminal history. Tom said that there are other issues with regard to connectivity to police vehicles and Computer Aided Dispatch (CAD) data. Tom said that they have requested funds to purchase the message switch from New World Systems (NWS) because the Records Management System (RMS) does not communicate with the Level II switch, which they purchased. The current radio bandwidth to the cars must go through Level II. In addition, he said that they have been discussing how warrant system citations could be more streamlined and make full use of the RMS and Jail Management System (JMS) software.

A question was asked about the timeline for the Taraval rollout. Tom said that the original goal has passed and they do not have a new date yet. He said that they would need a working network, working servers, and some training before a new date could be set. He added that more than two thousand people would be trained for twenty hours, two ten hour days. He prefers that the infrastructure and software be in place so that after training, people are actually functioning. In the past, they have had a negative experience when there was a timelag between the training and the use of the system, and people needed re-training.

Sheriff's Department – Eileen said that there is no change. They are ready to go live with the JMS and the HUB is not ready.

Adult Probation Department (APD) – Ernest said that they are working to address the issue of bad data that went into their system: these were cases where probation was already expired. They are now looking at the uncovered caseload. They have estimated that they would review over one thousand cases, one hundred of which have been eliminated in the three weeks since they started working on this project. Ernest said that they intend to review every case in the Department, which they are working after hours to complete.

Ernest said that they have been meeting with AI and their vendor, Syscon, regarding their system, CTAG, and looking at issues such as training and upgrades to increase their usage of it. Patrick Lam, APD IT Manager since November, is learning the system and the business practices, and will work on the migration checklist. Patrick said that the upgrades might have a cost and he does not know what that might be. They would be meeting with the vendor on Monday, and it might be too late for the budget process. AI said that they should bring the information to the TSC, where it would be evaluated. AI said that DTIS had asked IT PM to assess the Syscon presentation in preparation for Monday's meeting with the vendor.

Tom said that for accuracy of the RAP sheet, the probation data must be received by the SFPD. Ernest said that they are looking at options for entering data 24/7. Tom suggested that they speak to Lt. Hardy, who might be able to provide assistance from the Warrant Bureau. Ernest said that other probation departments in the State are using the Supervised Release File, and his Department would be looking at that system as well. He said that the problem is that his office does not function on a twenty-four hour basis, for which they would have staffing and data entry concerns.

A question was asked regarding the source of the bad data. Ernest said that the bad data was primarily in the unsupervised, or banked, caseload. Some of the data migrated from Drug Diversion and Drug Court and is not current. He said that the banked caseload is now standing at 1764 cases.

Superior Court - Pat Jeong said that they are moving along with their system, and are now waiting for the new charge code tables.

HUB Project - Rob is managing the HUB Project and presented an update. Rob said that they are moving along. He said that they have been testing and would be using the Sheriff's Department as the first department to connect. Rob said that this is a software development project, so that, as they test, they are seeing architecture or communication issues that they may not have been aware of earlier. He said that right now they are taking care of any of the mismatched elements that have come up in relation to the mainframe system, such as message formats, data types, or any issues, though small, may impede their progress. They are working with NWS, and testing new message types with the JMS and all of the data variables within those message types. He said that then they would be doing some exception-based processing within the JMS to see what does not work in the system. Al and Eileen said that NWS, vendor for the Police and Sheriff systems, has been very generous with their time and availability.

Rob said that with PlanGraphics, they are working on the HUB engine. This would consist of the interfaces to other systems and the question of who needs what particular data.

Rob said that many of the components are complete. They would then work with Owens Information Systems (OIS) to test the mainframe data. The mainframe group can then test the interfaces that they have completed. They would then compare the data in JMS to the data on the test mainframe system to insure that the data is being received and that it matches the data in the mainframe exactly. Rob said that he would like to set up a brief HUB update demonstration, one or two slides, to show what is complete, and what still needs to be done. They are getting to the point where a more mature design document and process is emerging. He said that they are learning much from the Sheriff's project, which will help with the other department's projects in terms of readiness with the HUB. He said that when the Sheriff and Police are employing transactions and message types, work to connect others would be easier. The foundations would be in place to add the Public Defender and APD quickly.

A question was asked regarding the Memoranda of Understanding (MOUs) for the Server Consolidation project. Rob said that Martha and he are working on this, which would be a model for the other departments as well. Martha added that she is waiting to hear from Rob on a systems run book, which is to come from the vendor, and then she could review their latest draft with her management. Rob said that DTIS reviewed the latest draft from Martha and there were no changes. They are trying to get the requirement for a run book waived at this point, to bring the run books brought in at a later point in the project, so that they can get started at OMP. In answer to a question, Rob said that the data MOUs for the Server and HUB projects are separate and distinct.

New Business - No new business was presented to the Council.

Adjournment- The next Council meeting is scheduled for Thursday, April 26, 2007, 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. The meeting was adjourned at 11:12 a.m.