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

*Justice Tracking Information System

Thursday, March 10, 2005, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Police	Al Pardini
MOCJ	Rod Seymore	DOSW	Emily Murase
Adult Probation	Jahangir Khan	DTIS	Walt Calcagno
District Attorney	Martha Knutzen	DTIS	Yolanda Scheihing
District Attorney	Marsanne Weese	IT PM	Al Corker
Superior Court	Pat Jeong	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:04 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. Rod Seymore seconded the motion, which was approved unanimously by the members. The Agenda was adopted as submitted.

Adoption of Meeting Minutes - January 27, 2005 - Action Item

Martha Knutzen moved to adopt as final the draft of Minutes of the meeting of January 27, 2005. Emily seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Eileen said that Murlene Randle could not attend the meeting today and Rod would present the budget update. Rod said that the release of the reserved funds has not occurred as yet; however, they are in the final days of the process. Murlene and Rod met yesterday with Eileen, Walt Calcagno and Al Corker to finalize some last questions posed by the Finance Committee. Rod said that when they have a calendar date, he would inform the members by email. He said that he would invite interested members to a meeting to discuss joint support in preparation for the appearance before the Committee. He said that it would be critical for departments to express the importance to them of the release of the reserved funds. Departmental case management systems, and the JUSTIS system as a whole, depend upon the release of the funds.

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

Rod invited the participation of Walt and Project Managers in the TSC update.

Public Defender - Walt said that the TSC has been working with the Public Defender to assist in vendor work schedules. There was some concern that the vendor would not meet some deadlines. Walt said that they met with the vendor, participated in follow up telephone conferences, and set up a schedule of benchmarks, which it is hoped would result in the completion of the case management system by the end of the (calendar) year.

District Attorney - Yolanda Scheihing said that the Department is reviewing the CMS data which would be used in the Damion system. This is a huge undertaking. Marsanne Weese is working on a spreadsheet that describes the dataflow. Yolanda said that Marsanne is working with DTIS staff, John Barnett and herself, and the CMS programmers. They are getting closer to starting the training. Martha added that evaluating and validating the data has consumed more time than was expected. It is a slow and tedious process, but when completed, the process will have helped to insure the quality of the middleware. There will be nothing extraneous, just what is necessary, with ease of entry. In addition to the evaluation of the data itself, they would next review the reports that would be needed. They would verify that the existing data would inform the necessary reports. Martha described the system as a moving target with live data coming in daily. Martha said that the details of the project are complicated and challenging, and their attention to those details would result in a high degree of quality control from the Department standpoint.

Martha said that one on-going aspect of the project is the entry of the charge codes. Marsanne said that approximately one thousand codes, including San Francisco codes, have been entered to date, with much more to come. Martha said that they are ready to share the codes with JUSTIS. Yolanda said that John is presently building the appropriate queries to effect the transmittal of the codes to the JUSTIS system. Martha explained that they would always be updating the codes, as new ones are constantly added.

In answer to a question regarding their target for going live, Marsanne said that the most difficult and time-consuming work, they think, has been and is, the evaluation and validation of CMS data for inclusion into Damian; after that the conclusion of the project is largely the work of the vendor. Martha said that the timeline for the vendor's portion of the project is variable, involving negotiations

and so forth, and they are estimating that the system should be ready for use in two to three months, and possibly by the end of this fiscal year.

Al Corker thanked the District Attorney's Office for making the charge codes available to JUSTIS. The codes would be distributed across the domain. Al said that this was in the original plan, so that everyone would be using uniform codes. Al said that he would like to explore with DTIS and the vendor the possibility of expanding the capacity of Damian. Al added that Yolanda's group would be leading the HUB effort, in terms of integrating Damian into the HUB. He said that he is interested in the structural aspect in order to get the HUB RFP rewritten, completed and out to bid. Martha said that Yolanda would be the liaison between them and would coordinate the appropriate consultations, probably conferences regarding mapping.

New Business - Validation and Verification Process- Discussion/Action Item

Eileen said that the Controller has requested that strong efforts be made to accelerate the removal of CABLE3 and CABLE4 from the mainframe by the end of the calendar year. Eileen invited Al Corker to explain the issue to members.

Al said that as more and more applications leave the mainframe, a greater percentage of the cost would accrue to those members remaining on it. It would be incumbent upon JUSTIS to speed where possible toward fruition, so that CMS could be one of the first applications to leave, and not the last. Walt said that CMS is already accounting for a larger share of mainframe costs than in the past.

Al said that one of the processes that was planned to be performed in the development of the HUB is the validation and verification of data on the mainframe. Applications would be audited as the HUB was being constructed. They would begin to decommission the mainframe, and change certain operations to a more agile environment. Al said that in light of the Controller's request, he is proposing that the start date of the validation and verification process (V/V) be moved forward, and started forthwith. Al recommended that the TSC address the V/V process at their next meeting. He said that the V/V would vastly expedite the understanding of the specific requirements of the JUSTIS system. Regarding the issue of cost, Yolanda explained that the competition to leave the mainframe does not refer to individual departments comprising CMS, but rather CMS in relation to other City applications.

Walt said that the V/V would involve identifying all processes performed on the mainframe and deciding whether or not they are being addressed, and if, in fact, it would be worthwhile to address them in the new system. It can then be determined when certain operations may be discontinued. Walt said that he is responsible for the various groups who would be performing the examination, so the activities may be more readily coordinated. It is expected that the entire analysis would take some time and not be completed by the next Council meeting; however, there may be some suggestions made to be acted upon very soon by the Sponsor and Council. Yolanda added that the departments must participate in the analysis. Al added that all models would be studied, including all CMS queries. The HUB would have been instrumental because all included components, as well as their inter-operability and interaction, would have been verified and validated. Members agreed that there is pressure to move forward with the process and not wait for the development of the HUB.

Adjournment- The Public Defender, Juvenile Probation and ECD were not represented at the meeting. The next Council meeting is scheduled for Thursday, April 28, 2005, at 10:00 a.m., in the

Adult Probation Conference Room. There being no further business before the Council, Al Pardini moved to adjourn the meeting. Rod seconded the motion. The meeting was adjourned by unanimous consent at 10:25 a.m.