JUS.T.I.S. * Governance Council Meeting Minutes
*Justice Tracking Information System
Thursday, March 9, 2006, 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	Jahangir Khan	Superior Court	Pat Jeong
District Attorney	Martha Knutzen	DTIS	Walt Calcagno
DOSW	Emily Murase	DTIS	Yolanda Scheihing
Police	William (Bill) Gitmed	ITPM	Al Corker
Police	Richard Peck	Coordinator	Paula Itaya
Police	Anita Sevilla		

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:05 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.

Eileen announced that Allen Nance and Rod Seymore would be unavailable to attend the meeting today.

Adoption of Agenda - Action Item

Eileen said that the "Level II CABLE Transaction Ability" issue, which had been added, has been resolved and is to be removed from the Agenda. Eileen reviewed the procedure for placing items on the Agenda, according to the Brown Act and the Sunshine Ordinance. She said that discussion and voting on an issue does not take place at the same meeting. Items should first be introduced as new business. The item would be sent to the Technical Steering Committee (TSC) for review. The TSC would decide whether or not to recommend inclusion of the item for a vote at a subsequent Council meeting.

Emily Murase moved to adopt the Agenda as changed. Pat Jeong seconded the motion, which was approved unanimously by the members. The amended Agenda was adopted.

Adoption of Meeting Minutes - January 26, 2006 - Action Item

Emily moved to adopt as final Draft II of Minutes of the meeting of January 26, 2006, dated February 1, 2006. Jahangir Khan seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

Executive Sponsor Update - Discussion/Action Item

In the absence of Allen Nance, the Executive Sponsor's update was not provided.

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

HUB Project - Walt Calcagno said that after months of discussion with the City Attorney, and editing and re-wording, the text of the contract was finally resolved. However, during the last weeks, it was found that a problem existed for vendors in the new version of the City's contract language, which now includes a requirement for automobile liability insurance. Walt said that the HUB vendor has said that they will be taking public transportation and the Risk Manager has approved their waiver for auto liability. The next step would be to obtain three departmental signatures and the contract would be in place.

In answer to a question about the time frame of the project, Walt said that they have estimated nine months for completion, once the vendor begins work. Walt said that the "HUB-lite," the interim HUB, project has been started but is going slowly due to staff working on other projects concurrently. He said that some staff is working on the mainframe portion, and Yolanda Scheihing's staff is working on the JUSTIS portion. The problem is that the same three people are also assigned to work on departmental case management projects, and their time is stretched pretty thin. Yolanda said that one bright spot is that one person is now dedicated to the mechanism of messaging back and forth between systems.

Walt added that when the vendor begins work, the Council would have to decide on the priorities of the various sub-projects and the order in which implementation is to take place. He said that staff might have to be re-assigned, at the direction of the Council, for a period of time to focus more intently on the HUB. Al Corker suggested that the TSC set up a methodology to identify the necessary stages of the projects, whereby the Council could be prepared to vote.

In answer to a question about the need to maintain CABLE, Walt said that they would know more about the time frame for decommissioning CABLE once the HUB vendor gets started. He said that much would depend on the readiness of the departmental case management systems at the time. He said that until the individual systems are fully operational and connectivity is achieved, duplicate data entries would have to be made in the old and new systems. Walt added that it might be possible to programmatically avoid double data entry in some cases. Walt said that even though it would be cost effective to discontinue the mainframe, it would not happen until the new systems are fully and effectively functional to the satisfaction of the departments. Pat added that other "outside" systems would need access, such as exists presently.

Data Transfer and Data Requests – Al said that this item might be referring to the request for data made by the Department of Public Health (DPH), Jail Medical Services. It was noted that CMS (the legacy system) and DPH have had a Letter of Agreement (LOA) for many years, whereby DPH is provided CMS data by which they are able to locate and identify jail inmates for the purpose of administering medications and other necessary medical care. The current LOA will expire June 30, 2006. Pat Skala, DPH representative, has signed and presented an Agreement for FY 06/07. CMS members have not signed it as yet, presuming that JUSTIS or the Sheriff's Jail Management System (JMS) would be providing the data at some point in the future, when CMS no longer could. Al said that Yolanda is working with DPH on the data they would require, and he is working on a draft Agreement and should have it ready by the end of the month. Al said that DPH has made some requests for additional data, and again raised the issue of the transmission of the SF Number.

Bill Gitmed added that the SF Number had been an issue in the past; however, the Police Legal Department ruled that as part of the criminal history record, it cannot be shared with DPH. It was noted that DPH had agreed to sign and has signed the LOA despite the absence of the SF Number, because they need the other enumerated data elements.

In addition, Walt said that he thought this Agenda item referred to the possible creation of a policy, such as is had by CMS, regarding "outside" data requests, which would be received by JUSTIS. Al suggested, and members agreed, that a project be forwarded to the TSC to formulate such a policy.

A question was asked about the Memoranda of Understanding (MOU's) between departments regarding the sharing and exchange of data. Al said that there is a draft MOU on the website, and he expects to have a functional, more detailed, MOU ready at the end of the month.

Case Management System Update - Discussion/Action Item

District Attorney - Martha Knutzen said that the vendor has corrected all technical problems, which have surfaced to date. Some additional work remains for the DTIS staff on cleaning up the incoming data. They will begin training in about the third week of March. They would start with the secretarial staff, and try to train one unit per week until the entire staff is trained. Martha said that the training process might open additional issues.

Public Defender – Rene Manzo said that the Public Defender's Office is in the data migration phase of their case management system. They have received the screens and would begin testing during the week after next. Rene said that an additional staff member has been assigned full time to the project. He also expects to be able to devote eighty percent of his own time to the project, which is an increase, and will help to move the project along more quickly.

Police Department – Bill presented an update on the Police system(s). Bill said that he is now Acting Captain of the Police Planning Division, overseeing various projects. Bill said that the JUSTIS Council had previously approved some of Al's time to be applied to assisting him in coordinating some of the police projects. Bill identified the projects and Project Managers: Richard Peck is working on the Records Management System (RMS), Anita Sevilla is the IT Manager for the network and infrastructure, and Lamont Suslow is Project Manager for the CLETS/Message Switch Project, working with Level II.

Bill said that the Level II contract would be ending on April 20th. They are working on the screens and loading the mnemonics, a table of passwords. They would shortly have a proof of concept illustrating appropriate connectivity. Bill said that two portions of activity processing have been completed. They would have an agreement with the Emergency Communications Division (ECD) so that the CAD transactions would get to the units, in the event of the switch failing. Regarding access to CABLE, they are planning for users to have the same functionality and transaction capability with the Level II switch that existed with the STRATUS switch.

Bill invited Richard to provide an update on the RMS. Richard said that the vendor is on site this week. He said that they are nearing the end of the set up of basic data for the software. They have been working with DTIS, the Sheriff and the District Attorney on the statute table. He said that they could soon begin to work on the software that the street officers can use for the filing of the incident reports. That work would begin during the week of April 17th, when an additional person from New World Systems would be present to assist. Presently they are looking at use cases for building the types of reports and the required data for those. Once that has been determined, they are on the way to building a front end and a broader test environment. Richard said that there are five people working on the project full-time and he is happy with the progress.

Bill invited Anita to report on the network. Anita said that all of the old terminals, pcs and printers are being replaced with new desktop personal computers, which will be consolidated to support 911 and CABLE/ICAD transactions. The project is called ICE (Infrastructure Consolidation and Extension). Anita added that they have been reviewing the design and acquisition process working with the DTIS network engineer. To fund the project, they are able to use the COPSMOR grants of 1995 and 2002, for which they had received extensions. Anita said that she has already begun to acquire some of the needed infrastructure to replace some of the obsolete equipment they have been using at the Hall of Justice, as well as in some remote locations. She said that three of the district stations have already been wired with the necessary greater bandwidth, and they are aggressively moving forward to upgrade others as soon as resources would allow. Anita said that they would be able to offer additional CLETS access to outside agencies.

Sheriff's Department – Eileen provided an update on the JMS. Eileen said that they would be finishing today the first "train the trainer" session with New World Systems. Then they would be training the entire department. She said that the training program is in place. Al added that they are dependent on the missing connectivity components to actually use the system. Al said that Richard has been making very good progress on the RMS, which would help to accelerate the process for the jails. He said that they would be waiting for DTIS to furnish the server consolidation environment. Eileen thanked DTIS for their help in setting up the training room.

New Business

No new business was presented to the Council.

Adjournment- Juvenile Probation, ECD, and MOCJ were not represented at the meeting. The next Council meeting is scheduled for Thursday, April 27, 2006, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Martha moved to adjourn the meeting. Emily seconded the motion, which was carried unanimously. The meeting was adjourned at 10:43 a.m.