Attendance

Sherif	Eileen Hirst	Superior Court	Ron Ho
Adult Probation	Jahangir Khan	Superior Court	Pat Jeong
District Attorney	Martha Knutzen	DOSW	Belle Taylor-McGhee
ECD	Mitch Sutton	DOSW	Justine McGonagle
Juvenile Probation	Jose Luis Perla	DTIS	Walt Calcagno
Juvenile Probation	Jack Owens	DTIS	Oli Sadler
MOCJ	Murlene Randle	DTIS	Yolanda Scheihing
MOCJ	Rod Seymore	IT PM	Al Corker
Police	William Gitmed	IT PM	Richard Peck
Public Defender	Thomas Brown	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:06 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.

Change in Meeting Schedule - Action Item

Eileen proposed that the next meeting would take place on June 24th, instead of June 10th as originally scheduled. There was no objection to the change in meeting schedule.

Adoption of Agenda - Action Item

Martha Knutzen moved to adopt the Agenda. Thomas Brown seconded the motion, which was approved unanimously by the members. The Agenda was adopted. However, an adjustment was made in the order of the Executive

Sponsor Update and TSC Update to allow for the presence of the Executive Sponsor.

Adoption of Meeting Minutes - March 18, 2004 - Action Item

Thomas moved to adopt as final the draft of Minutes of the meeting of March 18, 2004. Jahangir Khan seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

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

Walt Calcagno said that he would present a brief overview of the current status of JUSTIS activities (to access power point presentation, please contact Agnes Briones at 415-554-6515). Agnes Briones, Chair of the TSC, is on vacation. He said that Oli Sadler would discuss Domestic Violence issues and Al Corker would make the Proof-of-Concept presentation (to access power point presentation, please contact Agnes Briones at 415-554-6515). Walt said that the server consolidation discussion would take place at a later date. He said that DTIS was preparing a template for departments to complete, which would help to facilitate the discussion.

Walt said that his presentation would include a review of Group I, II, and III projects. Group I Projects are case management systems, such as the Public Defender and District Attorney. Group II Projects are JUSTIS-funded projects such as the Architecture, Domestic Violence, and Infrastructure elements. Group III Projects are the Police Records Management System (RMS) and the Sheriff Jail Management System (JMS), which are not funded by JUSTIS, but are included in it.

Public Defender - A contract has been awarded to Enterprise Solutions, Incorporated, for a case management system. Business process models have been completed and the vendor's scope and design documents are being verified and validated.

District Attorney - The first phase of the project, Office Automation, and an initial information exchange with CMS, using the JUSTIS repository tables, have been completed.

Integration Layer and Runtime Repository Project - Walt said that Al will illustrate the Architecture Project, the Proof-of-Concept, and the way data flows through the Court, JUSTIS and the District Attorney systems. They are working on the Public Defender's interaction with JUSTIS.

Infrastructure Development - Walt said that the server consolidation analysis is in progress, as noted above. They are also working on a mass storage and operations analysis for the future (TO-BE) infrastructure.

Domestic Violence - The Department of the Status of Women has been provided with a document containing initial specifications. They would begin working on testing data extracts when specific requirements are known. (See report by Oli Sadler.)

Walt said that Al would update the Council on the Police and Sheriff system activities. Two Police RFP's have been released: RMS and CLETS. They are working on the integration of the Superior Court system (CX 2000) with JUSTIS.

Additional Report on Domestic Violence - Oli said that DTIS has been working with DOSW to finalize requirements for a reporting and query system, and at a later point, a mechanism for analyzing the data. She said that the Department has approved the initiation document, which identifies the information that is needed from the various case management systems. Oli said that the approved document would be posted to the JUSTIS website today or tomorrow. The next component they would be working on would be the system design and requirements document. Oli said that it is very detailed. When the case management systems fully populate the warehouse, data would be available to the module. Prototypes and a proof-of-concept would demonstrate the extrapolation of data from the warehouse. Belle Taylor-McGhee said that the DOSW needs to be kept informed of any funding or costs allocated for Domestic Violence, and to have an opportunity to comment.

Executive Sponsor Update - Discussion/Action Item

Murlene Randle introduced Rod Seymore who would be chairing the TSC while Agnes is away. Murlene said that she would present the budget update at this point.

Budget Update - Discussion/Action Item

Murlene said that Ben Rosenfield, Director of the Mayor's Budget Office, has approved $1.7 million requested for the next fiscal year. Murlene said that the Domestic Violence component is included. Ben would next present the budget to COIT. Murlene said that Ben has indicated that he does not anticipate any problems.

Regarding the transfer of the JUSTIS budget from DTIS to the Mayor's Office, Murlene said that the transfer has been approved. Murlene explained that the MOCJ budget would not include the JUSTIS budget, but would be a separate budget, and would remain a general City obligation project. She said that they would be working on a protocol for budget approval. The procedure for expenditures would remain the same: The Technical Steering Committee would review the invoices, and would then make recommendations to the Council.

Eileen asked how Belle could keep apprised of DV funding issues and expenditures as they come before the TSC. Murlene said that when the TSC informs her of those matters on their agenda, she would contact Belle. In addition, Murlene advised Belle to follow up with MOCJ on what funding has been allocated.

Murlene said that the issue of the $447,804 on reserve is still pending. The matter was calendared for April 28thbefore the Finance Committee of the Board of Supervisors, but was cancelled because the Controller's Office could not provide details as to the cause or circumstances surrounding the placement of the reserve. The Finance Committee had asked that a report be provided them with information about the reserve. When the report was not forthcoming, the date had to be vacated. MOCJ is working with the Controller to prepare the necessary background, and when the information is compiled, the issue could be re-calendared.

Walt said that the reserve funds would be needed very soon, depending upon the timing of some very high-priced invoices being submitted.

Murlene said that they had hoped to distribute information on the benefits of server consolidation, but found that they needed to know the present costs departments were incurring. Walt said that they would have the template ready soon to send to departments be email before the next meeting, and then they would be able to make a presentation at the meeting.

Proof-of-Concept Presentation by IT PM - Discussion/Action Item

Al said that DOSW could track DV expenditure issues easily. He said that the Council had adopted a two-step approval process. No funding occurs without a pre-documentation and inception phase, followed by approval by the Council for referral to the TSC. This is followed by the design phase, incorporating extensive review, and creation of the cost, scope and schedule by the TSC, which then makes its recommendations to the Council. Initial funding is available out of the JUSTIS pool for the feasibility analysis. The Council has an opportunity to assess the Project Plan and the financial requirements. Once the project has been incorporated, its progress and costs could be monitored through the reporting mechanism.

Al said that Walt asked him to update the Council on the Police and Sheriff projects. He said that the Police RMS and Sheriff JMS are the last of the significant applications to be purchased to round out the requirements for the entire JUSTIS domain. The RFP has produced responses, which have been evaluated and narrowed down by the Department's technical advisory teams. The Police have finished the second round of vendor presentations. Numerical rankings are being given to five vendors, and the top three would make more detailed presentations. The Sheriff is undergoing a similar process. The Sheriff is making use of prior work done to create some requirements. They have asked five bidders to make presentations on their specific requirements. Al said that two of the vendors have both RMS and JMS packages, which could be awarded independently or separately. There was one independent bidder for the CLETS package. Both projects have specific place-savers in JUSTIS for when their architecture is known. Both projects have domestic violence components. Both projects are on schedule.

Al said that Eileen and William Gitmed are Project Managers, respectively, of the Sheriff and Police systems.

Al said that he would now update the Council on the Architecture and Proof-of-Concept (POC) phases of the Project. The title slide contains the term "messaging," which Richard Peck defined as a description of system communication based on a clearly understood message format. He added that "federating" means that there are a number of unique, stand-alone case management systems, which need to communicate with, or be integrated into, the central system (JUSTIS).

Al said that the original plan had departments acquiring client server applications to automate their office business processes, with the intention of communicating with JUSTIS, and replacing the mainframe system. Al said that the two goals of automating department work and that of creating a central architecture became disconnected. There was an assumed architecture, but the reality was that the individual systems had nothing to do with the central architecture. He said that the first task would be to synchronize the reality of the stand-alone and central systems. The Vision and Charter document addresses and reaffirms the seamless welding of the systems with the goal of replacing the mainframe system, while achieving the goal of entering data once and moving it through the system. A series of priorities and steps were agreed upon as a context for the Council to move forward, but the underlying architecture was not addressed.

Al said that there are a variety of methods and means of accomplishing the architecture. One of the more common methods is through messaging architecture. Al said that this method is representative of a standard body of IT industry knowledge and a standard Department of Justice strategy. All of the data going in and out of the repository is queued and logged. Al said that this was an opportunity for DTIS to experience the process of determining the best methodology. DTIS was asked to create a small segment of the lifecycle of a case, and to see which methods, techniques and tools worked best. Al said that they have experienced some licensing delays with the District Attorney's Damion system which had not been anticipated. Walt is working to resolve this issue with the vendor.

Al said that the Council would not be able to see a runtime demonstration today because the City's infrastructure does not allow it. They have created a series of slides to simulate the demonstration. A live demonstration can be seen at DTIS by making an appointment with Walt or Yolanda Scheihing. Superior Court has provided DTIS with an image of their database and the application is included. The Damion system cannot be included in the demonstration until the licensing issue is resolved.

The POC is a test only, not a product, of the processes, showing a case (person) as it moves from arrest and initial booking into and out of the

Police, District Attorney, Sheriff and Court. Richard showed the attached slides (#7 through #23), which demonstrate the movement of data through the warehouse, and to and from departmental databases, including the update to CABLE/CMS by JUSTIS. Al said that as long as there are departments dependent on CMS, JUSTIS would send batch transfers to CMS. Richard said that Oracle Enterprise Manager is the tool used to queue and log all transactions. Once in JUSTIS, the transactions are simultaneously propagated into the case management systems.

Belle asked where a first flag of DV association would appear in the schema presented. Al said that in the initial repository a flag capability would be present, and departments would have the capacity to flag a case, which would be carried through the life of the case. A question was asked about the "triggers" which would send the case for "publication" to the warehouse. Al said that if not approved, the data would not go. A question was asked about obtaining present information from the warehouse. Al said that it would be possible to get present case data from CMS. He added that the Police Department's role is not implemented in the POC because there is no RMS yet. Al said that the beginning of the case should be the call for service. A question was asked about statistics. Al said that there is no design model yet for statistical reports. He supposed that some statistics would be available from the repository. Richard said that it is important to bear in mind that the repository contains "new" data, still being worked, whereas the warehouse would store the "finished" product, to be kept permanently. Al added that the warehouse would have an analytics package. Existing data would be accessed, queried, and calculated upon in the warehouse. The statistical system would be browser-based.

A question was asked about the start of the case being the call for service or the incident report, for the purposes of collecting DV information. William said that CAD does not store data. Martha said that the rebooking event would have the charging information. Eileen said that there would be a concern that not all calls for service would become cases. Al said that it is important to define what is to be collected. William said that an assault may turn out to be a DV case. The incident report in the RMS system is where the information would be captured. William said that retraining of officers would take place. A question was asked about the analytic packages. Al said that the information in the warehouse has security requirements attached to it.

JUSTIS and CMS would receive and send information to each other at various points, in the short term. A validation process would take place. The data coming in is outside the scope of the POC. Slide # 25, "Criteria," shows the questions asked to formulate an evaluation of the middleware component, further, the POC. All debate about methodology has been satisfied. The test environment, showing bi-directional message exchange between three simulated case management systems via a central messaging

hub, did all it was intended to do. The POC showed that Messaging Middleware is the best solution to the problem of data integration. Slide # 27 lists the benefits of messaging. On the other hand, Oracle Advance Queuing (AQ) presented some problems as a messaging tool: it is not easy to learn and Oracle training is difficult to obtain. Other messaging products should be evaluated. The use of Extensible Markup Language (XML) as the "language" for the message itself was not addressed as yet. The Department of Justice (DOJ) has a technology standard called "XML Justice," which would be explored more intensely in the production environment. Further testing of the messaging tools and software would take place within the next two weeks, after which the JUSTIS Architecture Project Plan document would be revised and published (to the website).

At that point, Al recommends closing the POC Project (slides #31 and 32) after a two or three week window. The remaining items left to do have no impact on the POC. When the POC is approved, the Project would move from the development environment to the production environment. Last September, the Project Plan, the System Development Lifecycle Plan was approved; the POC is one portion of that plan.

Al said that the POC has been published on the website and he encourages members to review it there and to become familiar with it. There are approximately one hundred slides showing the extensive work that was done. The website address is www.itprojectmethods.com/justis.wbs. Al said that it is important to visit the DTIS headquarters to see a runtime demonstration of the POC.

Murlene asked about any delays that may be caused by a further review of two or three vendors. Al said that middleware products (switches) are numerous and well defined. Oracle does not have the best product. DTIS would make the decision internally and readily.

Martha asked how she could help with the DAMION licensing problem. Walt said that he would be talking to Constellation about it. He said that it was not part of the contract amendment. Al said that there are always various ways to solve the problems of access.

New Business

No new business was presented to the Council.

Adjournment

The next Council meeting is scheduled for Thursday, June 24, 2004, 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. Thomas seconded the motion and the meeting was adjourned by unanimous consent at 11:35 a.m.