

JUS.T.I.S Governance Council Meeting Minutes
October 23, 2014

Start of Meeting: 9:35 am

Departments Present: Adult Probation; District Attorney; Police; Public Defender; Sheriff; Superior Court; Department on Status of Women; Department of Technology

Absent: Emergency Management; Juvenile Probation; Mayor's Office

Minutes from Prior Meeting – Minutes from meeting held on September 25, 2014, with the correction that Adult Probation was present but omitted, were otherwise approved. DoSW advised the use of standardized language format regarding the Sunshine Task Force when posting the minutes for public access.

From Executive Sponsor's Update.

None

From the Technical Steering Committee's Update.

Given as part of the Hub & Infrastructure activity report.

From Case Management System Updates:

HUB Activity:

- JUSTIS will meet with the DoSW the following week to review reports and set expectation.
- HUB change control was implemented this Wednesday to put in place a defensive mechanism for a known issue of JMS messaging to HUB.
- For the DA project, JUSTIS team and DAMION vendor are finalizing the data elements to be included in the interface (XML). It is expected by the following week, development team will come up with an estimate.
- Sheriff confirmed that 2014 Not-In-Table statutes are now activated and ready for use. JUSTIS team will be setting up a test environment with new architecture for Sheriff to test the Citrix solution from NWS. Also JUSTIS is coordinating with Sheriff for a 9-hour downtime window to move from IBM blade to UCS gear.
- Two Oracle reps attended the TSC meeting this Wednesday. The licensing structure they presented is cost-wise prohibiting virtualization which is the environment JUSTIS has. JUSTIS with DT and City Administrator will be negotiating with Oracle for an affordable licensing structure. Alternative technologies are to be considered.
- Demo on the JUSTIS/CMS Interface (aka QCA/QCX/QPRO) app is scheduled for the TSC the following Wednesday. The app will not be rolled out until the security and transaction log module, notification and audit request mechanism are in place.
- The Booking Alert app requested by the DA is scheduled to go live on November 7, 2014. JUSTIS will confirm the scope for version 1.0 with DA.
- The following week, JUSTIS will facilitate a group meeting with all the user departments to define and outline the remaining requirements for decommissioning CMS, such as reports, calendaring, OIS activities, Court's transitioning to its new case management system, and concerns for other CABLE system interface. JUSTIS will forward a V&V document which had done extensive analysis in the earlier phase when JUSTIS was chartered.

- For project documentation and transparency, JUSTIS will publish a blog-style portal URL at the next Council meeting for access to all the JUSTIS resources, downtimes, change controls, meetings.

JUSTIS Infrastructure:

DT's JUSTIS Network Routing Change Control was rolled back after a 5-hour operation last Sunday due to more works than previously identified in the plan. DT proposed the next window for this change control to be December 7th pending for Sheriff's approval.

- Current UCS is fully optimized. The only expansion the SAN can have is to replace the faulty array (which had failed 3 times previously) with high-speed array if funding is available.

- For the operability of Turk Street as failover and extension site, 3 separate options are to be presented to the City Administrator which involve fiber, protected and secure, and firewall options. Funding is to be identified.

JUSTIS currently does not have budget for infrastructure except the yearly amount paid to DT which may or may not include what is needed. DoSW suggested that budget should be planned for and presented to the Mayor's Office. Public Defender advised that all user departments should pitch their JUSTIS-related budget proposals as a collective effort instead of each department presenting their case separately to COIT. Sheriff expressed that COIT has little perception of JUSTIS and its functions, and that it would be good to get on the COIT calendars so that the issue is known to the Mayor's Office. APD advised that roles of JUSTIS needs to be defined and be expanded. JUSTIS can facilitate meetings regarding budget, however, it is all up to the City Administrator and the User Departments to set and present their agenda. District Attorney will contact City Administrator to clarify questions regarding to JUSTIS-related budget. Regular group meetings are useful in gathering input. DoSW suggested that by December a budget number should be determined.

Department on the Status of Women

DoSW would like to talk to JUSTIS and SFPD to explore the possibility regarding to a data collecting tool for Human Trafficking.

District Attorney

For CMS interface, DA will follow up with vendor Courtview to confirm and finalize the transactional XMLs from JUSTIS. For Juvenile interface, DA staffs are in training for the module functionalities. Juvenile cases are transitioning to DAMION via interface.

Public Defender

The Public Defender re-scheduled the test migration from last weekend to this coming weekend.

Police Department

The Crime warehouse development and production teams, previously under separate management, are now headed by the same project manager. SFPD will re-prioritize tasks with Oracle team for production implementation. Police also has the MOU paperwork from DA regarding data sharing. It is to move forward and send to the Chief for approval.

Sheriff Department

Vendor NWS was not able to resolve the Citrix issue which prevented Sheriff's software upgrade and patches for a year. The regional meeting with vendor then looked promising after Sheriff expressed the possibility of looking for a new vendor. JUSTIS will set up a new environment for this testing with specific Windows server and security component requirements from NWS.

Adult Probation

For the SRF interface, the project manager is now dedicated to this project's operational and IT implementation. For APD's case management system, no vendor selected yet. APD is looking to recruit a full-time project manager for the operational decisions.

Superior Court

In November, Superior Court will start the criminal module development discussion with JUSTIS. An interim IT manager is now appointed permanently.

New Business:

End of Meeting: 10:36 am.