**JUS.T.I.S.** * Governance Council Meeting Minutes
*Justice Tracking Information System
September 11, 2008, 10:00 a.m.
City Hall, Dr. Carlton B. Goodlett Place, Room 305
San Francisco, California 94102

## Attendance:

Sheriff – Eileen Hirst
Adult Probation – Bella Fudym
Adult Probation – Diane Lim
DEM – Mitch Sutton
District Attorney – Martha Knutzen
DSOW – Jill Tregor
Mayor's Budget Office – Jenny Louie
Superior Court – Pat Jeong
IT PM – Al Corker

MOCJ – Kevin Ryan
MOCJ – Adam Gomolin
Police – Greg Yee
Public Defender – Tyler Vu
Public Defender – Rene Manzo
DTIS – Walt Calcagno
DTIS – Rob Castiglia
DTIS – Oli Sadler

## 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 the meeting was duly posted according to the Sunshine Ordinance; however, since no members of the public were present, it would not be necessary to call for public comment after each Agenda item.

## Adoption of Agenda – Action Item

Kevin Ryan moved to adopt the agenda as read. Eileen Hirst seconded the motion, which was approved unanimously by the members. The Agenda was adopted without change.

## Adoption of Minutes – July 24, 2008

There was no request for change to the Draft of the Minutes of the meeting of July 24, 2008, dated on July 28, 2008. The original Draft of Minutes was adopted for distribution as final.

## Executive Sponsor Update – Discussion /Action Item

Kevin Ryan provided the executive sponsor update. Kevin expressed particular interest in the San Francisco Police Department (SFPD) Records Management System.

**Technical Steering Committee (TSC) Update – Discussion/ Action Item**

Walt Calcagno presented the highlights of the recent activities of the TSC. Walt said that Department of Technology (DOT) met three times with the Office of the Public Defender to provide a demo on the HUB interface.

Walt stated that DOT is currently working with the Adult Probation Department (APD) to provide assistance connecting the new APD spoke to the California Law Enforcement Telecommunication System (CLETS).

Walt requested that the TSC provide a cost update to COIT next week. TSC is currently working with partners to get personal learning environment (PLE) and deliverables deadlines.

Walt stated that DOT is currently focusing efforts on go-live testing with the Sheriff's Department (SD).

Walt reviewed organizational changes within the Department of Technology and Informational Services (DTIS). He stated the department has adopted the new name Department of Technology (DOT) and the Public Safety group is moving to Applications to Consulting. Walt stated these changes would not impact the JUSTIS project.

**Case Management System Update: Discussion / Action Item**

HUB Project – Rob Castiglia presented the update. Rob said that DOT has focused efforts on going live with the Sheriff's Department and completed end-to-end testing. DOT conducted three different eight-hour parallel mode tests. There were major issues with the first two tests, but the third went extremely well. DOT will perform a round-trip test between the new system and the current Jail Management System (JMS). If the results are sufficient DOT will proceed with several weeks of twenty-four hour testing prior to going live.

Rob stated that DOT is finishing XML schematics with the District Attorney (DA) and APD. Once this is complete DOT can build spokes to connect DA and APD to the HUB.

Rob added that DOT is currently creating training exercises for staff. The JUSTIS Reporting Portal, a website developed for internal city use, will provide case information and statistics. Once the SD goes live the server is expected to provide a greater range of statistics. The server will also house a statute search interface. The website will be username and password protected and log-in information will be sent to personnel next week. The blade is being installed now and the JUSTIS Reporting Portal is expected to be active by next Thursday.

Server Project and Storage Area Network (SAN) Project – Rob said there was not much to report on the server side. DOT is ready to go live on the present SAN. However, there is currently a part on order and DOT is expecting to move forward with the SAN project once the part arrives. Rob said that DOT is moving more responsibility to the SAN contractor since Operations is currently swamped. Rob also stated they will be contacting each department in the next two weeks to inquire about the specific blade level requirements for each department.

Juvenile Probation (JPD) – Jose Perla presented the update. The JJIS is currently in the process of a rewrite and is 20% complete. JPD created a special database to extract case information. In June, JPD began transferring case information to the San Francisco Police Department (SFPD).

District Attorney (DA) – Martha Knutzen presented the update. Externally, the DA is waiting to be connected to the HUB. Internally, they are still in the process of evolving the system. Martha said that JUSTIS is evolving the paralegal job category and has created a new category of super-users. This will require a different skill set than current legal secretaries. The DA needs legal secretaries and paralegals proficient in building databases. They are presently training groups of paralegals on charges and charging. The DA has finished training four misdemeanor paralegals

and completed preliminary training for others. Martha specified these positions will require a database function, not typing, and will include this in job descriptions.

Public Defender – Rene Manzo presented the update. Rene said that the PD has worked with DOT technicians to roll out switches and that phase one is complete. They are now waiting to move on to phase two. The PD has encountered problems connecting to the HUB through the fiber network and would like an update. It was noted that no one has been able to access the fiber network and departments should follow up with DOT customer service.

Police Department (SFPD) – Captain Greg Yee provided the update. Greg said they are still working on the New World Systems (NWS) application. There have been several problems and SFPD will bring in subject matter experts for assistance. SFPD has created two training modules for NWS at the police academy that will be updated as NWS develops. There are conflicts between Microsoft Word 2007 and the current report writing system, which is Word 2003 compatible. SFPD will keep retesting the system as it develops. Greg said there is only one viable candidate for the department Chief Information Officer and the vacancy is listed as continuous on the human resources website. In response to a question, Greg clarified that all NWS training will be completed though the academy. Since the academy can only accommodate so many bodies, officers will be pulled from the field to complete training at the academy. Greg said it will take officers 8 hours to complete the booking module, which cannot be completed in-station due to space restrictions. Greg will provide an update on the expected duration of officer training at the next meeting.

Sheriff's Department – Eileen Hirst provided the update. Eileen stated the SD finished in the third round of shift testing, using JMS in parallel with CMS. While the first two rounds of testing were off to a poor start, the third test was successful. Eileen stated there are only a few configuration issues that will be addressed to the vendor, but it is truly a working system at this point. Results from the testing are covered in Rob's HUB report. There are still a couple of issues with NWS, but DOT is very optimistic they will have them fixed within the next couple weeks. DOT will compare several reports from NWS and CMS as a benchmark against mainframe output.

It was noted that several subject matter experts are currently working with SFPD to tailor NWS to department requirements. Some changes to NWS may require a contact amendment subject to approval by the City Attorney. There is no set deadline for full implementation of NWS, but a potential date of 2009 was mentioned. The SD is presently thirty days from go-live, followed by the Superior Court (SC) and PD with an estimated go-live date of two months. The Department on the Status of Women (DSOW) is currently renegotiating with vendors and will complete phase one in approximately one month. APD estimates it can go live in three months, followed by the DA. It was also stated that the fiber optic network will be prepared for hookup in three months.

Adult Probation (APD) – Bella Fudym said the next step for APD is to determine how to securely transfer data to the Department of Justice. APD and SFPD met to discuss the issue and created two possible options. No final decision has been made.  APD has also experienced difficulties connecting to the fiber network and will call the DOT help desk to resolve the issue. There was no update regarding data transfer to SFPD, but it is estimated that APD will be ready for testing with the DOJ in two weeks.

Superior Court – Pat Jeong provided the update. Pat said parallel testing for OneCourt is expected in November or December. SC is aiming for a go-live date of May, 2009. Pat added that SC is having difficulty connecting to the fiber network. Walt stated that the network technician is in custody and the entire network is evidence in the case and cannot be altered.  Oli Sadler requested that departments contact the DOT help desk and reference old ticket requests for issues with the fiber optic network.


**New Business –** There was no new business to report today.

**Adjournment -** The next Council meeting is scheduled for Thursday, October 30, 2008, at 10:00 a.m., in Room 305 of City Hall. There being no further business before the Council, the meeting was adjourned by unanimous consent at 10:35 a.m.