CITY AND COUNTY OF SAN FRANCISCO - JUSTIS EXECUTIVE COUNCIL
DRAFT MEETING MINUTES

JUSTIS Executive Council Meeting
Date and Time: December 6, 2022, at 2:00 PM
Location: Virtual Meeting via Teams

PRESENT:
Carmen Chu, Chair   Cristel Tullock
Ivy Lee   William Scott
Linda Gerull   Tyler Vu for Raju Manohar
Paul Miyamoto
Mark Culkins
Katherine Miller

ABSENT: Kimberly Ellis, Brooke Jenkins, MaryEllen Carroll, Raju Manohar

OTHER PRESENTERS: Karen Hong, Martin Okumu, Jason Cunningham, Joe Siegel

OTHER ATTENDEE: City Attorney Sara Crowley

1. Call to Order
   The meeting was called to order at 2:02 pm.
   Roll call performed. A quorum was present

2. Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code
   Section 54953(e) for discussion and action item.
   The Council will consider adoption of a resolution making findings that newly enacted Government
   Code Section 54953(e) requires to allow the Committee to hold meetings remotely, as currently
   required under local law, without complying with infeasible Brown Act requirements.

   Chief Katie Miller entered a motion to adopt the resolution. Chief Bill Scott seconded. The
   members voted and passed the resolution.

   Public Comment
   There was no public comment.

3. Approval of Meeting Minutes of August 30. 2022
   There were no amendments to the minutes. Ms. Ivy Lee moved the motion to approve the
   minutes. Sheriff Paul Miyamoto seconded. A roll call was performed, and the minutes were
   approved by the members.

4. General Public Comment
   There was no public comment.

5. Executive Sponsor Update: City Administrator

Chair Carmen Chu greeted the members a happy early holiday and to have some time spend with the loved ones and celebrate the accomplishments of all departments. Chair Chu congratulated District Attorney Jenkins and Public Defender Raju Manohar on their elections who are part of the team. Would like to call the advisory committee updates first before the Gartner update. Chair Chu said that today, we will learn on the status of the Justis project and hear from the advisory committees and their directions for the upcoming year. Mr. Joe Siegel, Gartner will give updates on the data center of excellence. Outside from the agenda, would like to talk about your expectations or how this committee could run better, what kinds of topics would be most useful to cover. Chair Chu asked about what our priorities, collective priorities, the kinds of information and reporting that we would like to do and to set the foundation for our city. It is critical to be able to get your feedback and to understand how to take that step forward through this framework. With a couple of months ahead, we will be discussing the next phase and looking forward to those conversations and engaging with the teams on good ideas.

6. JUSTIS Program Status and Next Actions

Next Actions

Ms. Karen Hong, Justis Program Manager announced that Carlo van Veggel has joined the Justis team on November 14, 2022. He will be working on building the DCOE from the ground up. The priorities in terms of looking forward is going to be very important so we can guide the work of what Carlo will be doing. Mr. van Veggel work background is from law enforcement. He has over two decades of experience in fingerprinting and AFIS systems and worked with many counties in California. He has also worked on the live scans for all our agencies here in the county of San Francisco. His background will help us in building out the DCOE. He's already attended and been introduced to all the advisory committees. He is currently looking on the SharePoint data available and will be reaching out to all the agencies to learn and understand what it is that they do.

Ms. Hong showed a high-level view of what Justis has been working on Post go live. From the five months of production, they have seen where some areas they need to focus on and one of the big areas is performance. Justis team is also working on bugs that get reported to them. Work is ongoing and looking forward to continuing to stabilize and improve the Justis hub.

Ms. Hong showed some stats for the past four months. They are stabilizing on receiving processing about a quarter million criminal court messages. They are skipping certain transactions and processing half of those and will continue to monitor and look for opportunities to streamline processes.

Ms. Hong stated that they have increased the core processors by 400% to improve processing speed on 12/5; requested Courts review API response performance with vendor.
In the future, stand up additional nodes to handle hearings and other long processing transactions that will require rigorous testing to ensure everything stays in sync. This will be deployed in the next month and we will see more timely updates in Justis.

Ms. Hong showed the proposed Data Center of Excellence FY23/24 plan. They have worked with Gartner to come up with these activities. The first thing is to develop an operating agreement. Questions like how are we going to submit requests, what are the first things that we're going to do, how do we prioritize, how do we vet the request, are we accepting requests from the public? The activities are going to be based on phase one, which is only on the Justis data. And as we get that deliverable up with the first dashboard, then work will begin with the agencies to integrate their data into the DCOE. This will provide us to do some data analysis. Ms. Hong said they will be going to work directly with the advisory committees and this council to help prioritize that work.

Ms. Hong discussed the Advisory Committee meeting challenges. Like this council, by charter, there are 11 voting members for each of the subcommittees or advisory committees which requires six voting members to be present at each meeting. Some of the advisory committees meet every two weeks, or six weeks which is a huge commitment. Over time some of the members may have moved on to different roles or have other priorities. But we are challenged with meeting quorum so that 50% of our meetings do not make quorum. If we have an item to vote on, we must hold it over to the next meeting. And again, that could be six weeks from the last meeting until we can present the items again that delays the recommendations to the Council. Need help from the leadership to assist in identifying new members to join the committees. The other option is to amend the charter to not require the 11 voting members for each of the advisory committees.

Ms. Hong showed the FY23/24 Justis program budget estimates that will be proposed to COIT. On one side is the data center of excellence, that would bring on contractors with budget estimate of $799.500. As they build out the data center of excellence, they also want to continue to work on the Justis hub side with an estimate of $570,000. The epics developer request is to continue to build out and enhance the transactions that capture the data.

Dir. Linda Gerull asked about any thoughts on the advisory committee quorum challenges. Chief Katie Miller from Juvenile Probation asked on the maybe less popular possibility of amending the charter. Juvenile is a member of the committee; it is not part of the Justis right now and will be for quite some time. So, she doesn't think it makes sense for them to be sending staff to those meetings. Therefore, Chief Miller thinks it is worth amending to remove Juvenile from the subcommittee at this time so that we don't keep the committee from establishing a quorum, but that they are also not sending staff to meetings that fundamentally aren't related to the juvenile data system.

Chair Chu asked the council for more thoughts on this. Chair Chu echoed on Chef Miller's sentiments that we were able to reduce the size of the advisory committee meetings participants and thinks that helps with quorum quite a lot. Chair Chu thought it's also a two-step process where we want to reconfirm that the people who are on the committee are the ones that the department heads would want to serve on them. Chair Chu asked Dir. Gerull and Ms. Hong to go back and propose to the Council what the change would look like. Chair Chu stated if we would be rotating amongst the different departments or start off from Chief Miller's volunteer to come off the advisory committees. Would need to float an idea before this executive body about what that structure would look like and how we would constitute the membership. Chair Chu asked the

committee members who are present for any concerns about that approach on reducing the size, that charter change would be a change that we would make within this executive body. Chair Chu said that this isn't anything that has to go to the board. This is strictly a charter change amongst Justis participants that are here. Chair Chu asked for any concerns now and if there was none, we are going to take that as a cue that will make us comfortable proposing a reduced size.

Chair Chu asked for clarification on FY22/23 current year budget of $4M for Justis. For FY23/24 , do we want to maintain the $4M and add the $800,000 and $570,000? Dir. Gerull said that the $3M budget in FY22/23 are just operating costs. The mainframe decommissioning and DCOE which is 1M last year has always come from COIT. This year, we will be asking $1.3M to do these two series of work. Chair Chu asked if this $1.3M is a new request in COIT? Ms. Hong said that there is a placeholder for $1M FY23/24. Chair Chu said next year is going to be a tough year and to please ask the team to take a fine-tooth comb to be able to reduce this request. The departments impacted should know it if they are reliant on this budget request and these departments will be an additional voice to have a stronger case on why we need these enhancements.

Public Comment
There was no public comment.

7. **Advisory Committees Update**
   Architecture and Data Sharing – Chair Martin Okumu
   Chair Okumu stated that the Committee's work is focused on progressing and completing data-related activities and deliverables to develop the Data Center of Excellence (DCOE). Chair Okumu discussed in detail the FY22/23 workplan submitted for approval namely define data governance, develop inter-agency data strategy and build modern data infrastructure.
   To make sure that these workplans are accomplished, need to partner with Performance and Strategy committee and with Gartner who is assisting with facilitating the discussion and standards identification.

Chair Chu asked on the data governance structure if he is working with other entities who have already created governance structures or starting from scratch. Chair Okumu said that they are working with Civic Technology Innovation and other agencies who had done something similar for guidance. They are leveraging on what is already present based on their needs.

Chair Chu asked if there a data that need to prioritize. Chair Okumu said that they are still on definition phase. Dir. Gerull said that we have an MOU and the question is what we share and what is the security around it. We look at data from a different perspective. For example, the word "arrest" connotes different meaning from each of us.   The team works hard to give the definition of "arrest" and can we all agree to use the definition of arrest the same way in our business systems. We need to change some of the things we call things so there is clarity and accuracy and completeness in the data elements we are working on. It is hard work and difficult conversations.

<u>Performance and Strategy – Chair Jason Cunningham</u>
Chair Cunningham stated that there are not enough of them working on the subcommittee and there is a lot of behind-the-scenes teamwork across all the agencies. He thanked the departments who are sending folks to come to the subcommittee.
Chair Cunningham presented in detail the FY22/23 workplan i.e., cross system benefit, recidivism and well-being.
Chair Cunningham stated they are working with Data and Architecture on crime and case type and scope DCOE. Also, working with DCOE on providing high level project guidance.
They are participating in the Consolidated Charge Table project. Will likely issue a recommended update policy for this group's approval in Q3. He thanked the Justis and DT team for getting this done.

Chair Chu commented that looking on the subcommittee structures there is really a split on which departments will be participating on each subcommittee more prominently i.e., on the data and architecture side will be DT, etc. and performance and strategy will be the Mayor's office, Public Defender, Police Dept, District Attorney. Chair Chu has directed Dir. Gerull to identify which department can lend their expertise on each specific subcommittee.
Dir. Gerull thanked Chair Cunningham for his leadership for pushing the consolidated Charge Table project forward.

Public Comment
There was no public comment.

8. **Gartner Update by Joe Siegel, Gartner**
Mr. Joe Siegel presented the Justis 5-year roadmap. Now with the decommissioning of the mainframe CMS, the more aspirational initiatives of the roadmap can be realized.
Really excited with the Data Center of Excellence being established, we can look to the future to see how data and technology can be transformational and lead to improved criminal and juvenile justice outcomes.
Mr. Siegel stated that looking forward, would like to encourage each department heads to think about different ways to use data to improve outcomes within your department. leveraging complete inter-agency views of a person to make informed choices such as diversion, charging and sentencing decisions; requirements for mobility to get the information to practitioners in the field to support operations; transforming case management systems from tracking events to tools that practitioners use to do their jobs; and improved data analytics capabilities to measure program effectiveness, identify systemic bias and establish accountability across agencies.

Public Comment
There was no public comment.

A<u>djournment</u>
The meeting adjourned at 3:00 PM. Next meeting is TBA.