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

JUSTIS Executive Council Meeting
Date and Time: October 3, 2023, at 1:00 PM
Location: City Hall, Room 201 and Virtual Meeting via Teams

PRESENT:

- City Administrator Carmen Chu, Chair
- Linda Gerull (TIS)
- Rohit Gupta (TIS)
- Kevin Ling (TIS)
- Joel Shooster (TIS)
- Jason Cunningham (POL)
- Catherine McGuire (POL)
- Ryan Kao (POL)
- Martin Okumu (SHF)
- Katherine Johnson (SHF)
- Bella Fudym (ADP)
- Donald Dubane - (DAT)
- Sarah Crowley (CAT) - *advisory*
- Kimberly Ellis (WOM)
- Matt Gonzales (PDR)
- Chief Miller (JUV)
- Rob Smuts (DEM)
- Brandon Riley (Courts)

1. Call to Order
   The meeting was called to order at 1:05 pm.
   Roll call performed. A quorum was present

2. Approval of Meeting Minutes of March 7. 2023
   March 7th 2023 Meeting Minutes were approved.

3. Action Item – Vote to amend bilaws for number of committees
   a. Carmen introduced the vote to amend bi-laws to reduce the number of agencies which contribute to JUSTIS. This would solve the quorum issues.
   b. No comment from members of the public
   c. No online comments
   d. Linda made a motion to approve the changes to the bilaws
   e. ADM, PDR, SHF, JUV, POL, DEM, ADP, Courts, DAT – YEA
   f. Motion passes 9-0

4. <u>Public Comment</u>
No public comment

5. <u>Executive Sponsor Update: City Administrator</u>
   - City Administrator Carmen Chu provided an update on the current priorities of the City Administrator's Office
   - Carmen will reach out to each agency to gauge how often the Exec Council should meet.

6. <u>Introduction – Joel Shooster: JUSTIS Project Manager</u>
   - Linda introduced Joel Shooster
   - Joel introduced himself to the committee and greatly looks forward to working with everyone involved

7. <u>JUSTIS Program Status</u>
   - Carmen spoke to the history of JUSTIS and how it has transitioned over time.
   - Mentioned the decommissioning of the mainframe system.
   - Going forward, the next iteration of JUSTIS is to focus on the data priorities of the city. Programmatic uses of the data are now the new priority.
   - Kevin described the milestones of FY22-23
     - Connecting the courts to the new system
     - Enabled jail number search, providing greater visibility to SFPD ID Bureau on cases
     - Finalized MACR reports formatting, which have worked effectively for SFPD
     - Sharing criminal history data with SFPD
     - DA functionality to self-manage list of attorneys
     - Implementing booked and release data feed for Adult Probation for its clients
   - Kevin spoke about the upcoming goals for FY23-24
     - JUSTIS API, which will significantly improve data-sharing between JUSTIS and partner agencies
     - Attorney assignment for DA, Courts and Public Defender
     - Disaster Recovery Proof of Concept for JUSTIS on Azure
     - JUSTIS Clets Application to move onto cloud
     - Operations Workgroup setup to drastically improve JUSTIS operations

8. <u>Advisory Committee Workplan Updates</u>
   - Data & Architecture Committee
     - Martin discussed ongoing focuses of the committee and accomplishments for FY22-23
       - DCOE Operations Model
       - Data Governance Document

- Data sharing Memorandum of Understanding (MOU) which was signed by JUSTIS Partners
  - FY23-24 Workplan
    - Define Data Governance (Completed)
    - Develop Inter-Agency Sharing Data Strategy
    - Build a Modern Data Infrastructure, this includes dashboards and reports.
  - DCOE Operation Model – requested for formal vote from Executive Board
    - Martin discussed what will be implemented in the model and how it will guide JUSTIS data initiatives
    - Deloitte metrics sourced are industry standards
  - Carmen asked Martin questions regarding the MOU and whether there is a singular point-of-contact within JUSTIS
  - Linda reiterated how the DCOE Operations Model was put together in DAAC and the importance of this document
  - Sarah Crowley mentioned concerns about voting on the DCOE Operation Model today
- Performance & Strategy
  - Jason discussed the five big goals for the FY23-24 Workplan
  - Establishing the KPIs for JUSTIS is the biggest lift which the committee is currently focused on. There needs to be a refresh, as this has not changed since the Pandemic.
  - Jason is focused on providing a report on these KPIs by the end of the fiscal year
  - Providing recommendations to the Executive Committee for budget priorities for JUSTIS
  - Monitoring agency-level strategic planning for sharing/collaboration opportunities
  - Jason covered key issues:
    - Quorum continues to be a challenge, though hopefully not after the passing of the bilaws change
    - Looking for a 10K foot guidance on the future of JUSTIS
    - Subcommittee involvement in budget will be new this FY
  - Carmen asked if Jason has a list of KPIs. Jason mentioned the ones from 3 years ago, but the need to update these. Particularly Prioritization.
  - Carmen asked Jason to ensure that department heads are informed in advance
- Systems & Large Projects
  - William discussed updates on Systems & Large Projects, a first for the Executive Committee.
  - Joel and William will work together to create a more robust plan for managing S&LP to ensure we are aligning our strategies to reduce IT costs
  - Highlighted two major projects for SFPD:
    - NIBRS (go live 2025): This will be a significant upgrade for POL to transform public safety data. NIBRS will replace MACR. This data will be valuable for JUSTIS.

- DEM CAD Replacement (go live 2024): Contract negotiations ongoing. Expected to go to SF Board of Supervisors as soon as possible.
    - o Both projects expected to align JUSTIS priorities and drastically improve public safety for the City of San Francisco.
    - o Carmen thanked William for the S&LP status updates, and supports continuing to make this a regular piece of Executive Committee meetings.
    - o Carmen suggested integrating COIT budget constraints into future updates

9. DMACC Updates
    - Director Ryan Kao addressed current updates on the Drug Market Coordination Center
    - Executive Summary: Data management group consists of POL, SHF, DAT, DPH and DT-DataSF. Currently expanding to include other agencies involved in this area.
    - DMACC is pursuing data strategies simultaneously
        - o Interim strategy: Utilizes existing resources to provide a unified spreadsheet across partner agencies. Challenges include significant manual data entry, disparate or antiquated systems that require harmonization, and identifying and tracking arrestees in a uniform way.
        - o Long-term strategy: This strategy will build on DEM Plan A.
    - Director Kao presented the project tasks with various options for each.
    - Linda asked what was Director Kao's biggest surprise about the data. Director Kao said that the biggest challenge was trying to figure out how data is collected, adjusted for data, and then integrating with SFPD, SHF, and then DAT. He wants 90% accuracy with 1 week turnaround. Currently at 83%.
    - Carmen discussed how the city wants to eventually see JUSTIS become what DMACC is doing. She asked Director Kao to describe how our interests align.
    - Director Kao said that DMACC is a microcosm of JUSTIS. As it starts to move and blend case-management, DMACC won't be as necessary.
    - Carmen wants DMACC to share their lessons learned with JUSTIS.

10. APEC
    - Carmen discussed the importance of cybersecurity and how SF will be subjected to significant attempted cyber attacks. Directed agencies to be on highest alert.

11. Adjournment
The meeting adjourned at 2:06 PM. Next meeting is TBA.