JUS.T.I.S. * Governance Council Meeting Minutes
*Justice Tracking Information System
December 19, 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
Mayor's Budget Office – Meghan Wallace
IT PM – Al Corker
MOCJ – Kevin Ryan
MOCJ – Adam Gomolin
Police – Charles Keohane
DOT – Walt Calcagno
DOT – Rob Castiglia
DOT – 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 stated that that the meeting was duly posted according to the Sunshine Ordinance and would therefore dispense without public comment after each Agenda item.

Adoption of Agenda – Action Item

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

Adoption of Minutes – October 30, 2008

Eileen Hirst requested that "Jill Upton" be corrected to "Beverly Upton." Captain Charles Keohane requested that his reference to Dorka Keen be stricken from the minutes and clarified that the San Francisco Police Department (SFPD) sent one sergeant and one officer for module training. Meghan Wallace noted that Rebecca Prawda was the representative from the Mayor's Budget Office at the last JUSTIS committee meeting and this was her first time in attendance. Eileen Hirst also clarified that the Department of Technology should now be referred as DOT. Bella Fudym requested that the spelling of her last name be corrected on the final page of the minutes.

Kevin Ryan moved to adopt the minutes as changed. Eileen Hirst seconded the motion, which was approved unanimously by the members.

Executive Sponsor Update – Discussion /Action Item

Kevin Ryan provided the executive sponsor update. Kevin asked for an update on the funding status going forward for the JUSTIS project. There were no updates available from the Mayor's Budget Office. Walt Calcagno had no updated information for the FY 2009 budget, but stated that the FY 2008 budget stills needs to be reduced by $500,000. Since the last JUSTIS meeting the committee was requested to cut an additional $300,000 from the project. However, the request has since been rescinded. Walt stated DOT is still waiting to receive the carry forward information from FY 2007 before making a recommendation to the council on budget cut. Once Walt receives the information he will make a recommendation for budget reductions and reallocate additional funding. Al Corker confirmed that DOT is still waiting for information on the FY 2008 budget so they can allocate funds by project. They are presently incurring costs on the assumption that funds will be

apportioned as they receive budget updates. Kevin Ryan requested an update on the JUSTIS budget from the Mayor's Budget at the next meeting, noting the budget status and any carry forward funding.

Kevin Ryan also announced that the City Attorney's Office has agreed to send a representative to future JUSTIS meetings. There was a representative present for the last meeting and Molly Stump has agreed to attend future committee meetings. Kevin noted that a representative from the City Attorney's Office will be beneficial for quick action when dealing with any potential contract issues.

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

Walt Calcagno presented the highlights of the recent activities of the TSC. He stated DOT has drafted a letter to the Board of Supervisors to release the two staff positions that are currently on reserve. The letter has been forwarded to Christine Martin, who will submit it to the Board on behalf of the department.

Walt noted that DOT has received status update reports from all involved departments. The information was turned over to the Project Management Office (PMO), who posted the information into the online system. The information is available through Innotas and will help to keep infrequent TSC attendees apprised of project updates.

ITPM's contract was approved by the appropriate bodies after a delay with the Human Rights Commission. DOT is in the final stages of obtaining contract approval for Plan Graphics. The City Attorney has endorsed the contract and is presently awaiting approval from the Office of Contract Administration (OCA). Plan Graphics is the lead developer on the JUSTIS Hub. One more contact is required to finalize their work and provide documentation.

DOT has run into a conflict with one other contracted developer. The developer is an Oracle specialist, serving as a transition point between Plan Graphics and the DOT internal staff. This contractor will receive and reformat the information from Plan Graphics and train existing staff until the two internal positions are released by the Board of Supervisors. The Local 21 has challenged the contract, although preliminary conversations are underway with the local union representative.

Walt then commended frequent TSC meeting attendees. He stated representatives from the Public Defender's Office (PD) have been in frequent contact. The PD has some milestone deliverables in their vendor contract. Representatives from the Adult Probation Department (APD) have also been attending TSC meetings. APD reps have expressed interest in purchasing voice recognition software. Although DOT believes this software would be useful, budgetary restrictions may delay this project. Walt urged APD to keep seeking funding. He added that if funds do surface through JUSTIS, DOT will recommend to the Council that a portion be allotted to APD for the software.

DOT met with the San Francisco Police Department (SFPD) to discuss a new request. SFPD would like to receive call for service information and port it into the field reporting system. They discussed alternate methods of data transfer using JUSTIS resources. DOT will investigate the feasibility and cost of the project before moving forward. Regardless, SFPD will need the call for service information from 911.

Case Management System Update: Discussion / Action Item

HUB Project – Rob Castiglia presented the case management update. The Hub project is progressing smoothly. DOT is currently testing with the Sheriff's Department. The Hub and JMS, for the most part, are functioning perfectly. Issues discovered in testing have been related to the mainframe. DOT has been working with Owens Information Services (OIS) to diagnose and resolve the problems. Small housing tests should resume by the end of day today or early next week. DOT has met with the Sheriff's Department and OIS to create a Microsoft project plan with IT Project Methods. A layout of successful testing activities required to go live is included in the project plan. Assuming the project continues to progress smoothly, DOT expects a go live date in the second or third week of January.

Rob noted that DOT has taken all of the offline and online CMS data and ported it into the JUSTIS environment. This has accelerated the progress with OIS. At year's end and start OIS is tasked to complete various budget reports. The same data is now available through the DOT Oracle environment, which has enabled DOT to complete reports much quicker than OIS.

Rob relayed that DOT has moved forward with the Public Defender's (PD) system. All the requested data conversions for go live have been completed. The PD, their developers, and DOT are currently in the process of data validation. DOT has also reengaged with the District Attorney (DA) and their vendor to continue progress on the DA's spoke. There have been several preliminary conversations to review DOT's specifications. The DA's vendor is pleased that DOT's spec is in line with their new data conversion tool. This would provide a real time data feed of JUSTIS data to the DA hub.

DOT and the SFPD held meetings regarding the Statutes table. There is an agreement in principle and DOT is waiting for command staff approval. DOT has also met with OIS, which surfaced some issues with the special allegations statutes that the CMS mainframe cannot handle. Rob has since met with Martha and her chief charging person and will have a follow-up meeting next week. Once CMS is out of the picture and the courts have developed their case management system, special allegations statutes can be re-implemented as designed. Until this occurs DOT will continue operating as they have been. In addition, DOT has created a presentation for the new Bookings module, which displays the searching and filtering functions of the new interface. This will be distributed to everyone prior to the next scheduled special training session.

Rob estimated the Public Defender will be the next department to go live once the Sheriff's Department is up and running. This will allow for true statute accountability. A press release was suggested for the final go-live date of the Sheriff's Department Hub.

DOT has met with the Juvenile Probation Department (JPD). JPD is presently reengineering their homegrown case management system and DOT has verified that it is consistent with JUSTIS operations.

Server Project and Storage Area Network (SAN) Project – Rob Castiglia provided the update. Rob stated DOT and IT engineers are working together to get several more blades in production. There are a few outstanding technical items that need to be addressed before they can move forward. The blades in production are visual test environments in anticipation of Public Defender go-live and the portal servers that will field information for MOCJ, DSOW, and the Statutes table.

DOT is working with SFPD to move one of the three JUSTIS blade chassis from the ONP Data Center to the Hall of Justice Data Center. The fail-over SAN components are also scheduled to move from the ONP Data Center to the DOJ Data Center. This will not impact the Sheriff's Department go-live strategy. A different SAN has been used for the Sheriff's Department rollout that will also encompass the Bookings rollout to the stations. Rob noted that there is a fail-over contingency plan for that SAN as well.

SFPD – Deputy Chief Charles Keohane provided the update. Charles stated since the last meeting SFPD has continued its biweekly phone contact with New World Systems (NWS) and that is proving beneficial. NWS conducted a review of the network architecture and Charles will relay the findings at the next meeting. Between November 25 and December 4th, two additional computer training labs were brought online at the academy. SFPD and DOT are in the process of resolving several small conflicts with the Statutes module.

SFPD has also held a phone conference with NWS regarding contract negotiations. Molly Stump from the City Attorney's Office was present for the negotiations. They have identified areas for compromise and another conversation is scheduled for the first or second week of January. SFPD also met with DOT and the Sheriff's Department to address any future JMS issues. Testing at the police academy is scheduled for January 6th and 7th. The first Train the Trainer classes will take place at the Academy during the second and third weeks of February. Training will roll out to the Mission Pilot Station in the first or second week of March and it is estimated that training will roll out to all stations by April or May of 2009. The report writing module is still under development with NWS and SFPD is working through development issues with NWS.

Adult Probation Department (APD) – Bella Fudym provided the update. Bella first provided a synopsis of the SRF project. SRF was initiated when there was no real efficient system in place to share data with other agencies and beat officers. Several months ago the project was proposed to the TSC for consideration and input on implementation methods. The current system

does not meet all DOJ requirements for extracting and sharing data. The TSC advised the best method is to extract data from the current CMS mainframe. Walt Calcagno and Rob Castiglia allocated time and resources to working on SRF. A snapshot of one completed file will be released to DOJ for testing. A result file will be returned in one or two weeks. The goal is to have SRF implemented through the JUSTIS system and APD has relayed JUSTIS compliance requirements to the vendor. APD received a reply from the vendor two days ago and will reconvene to work on SRF. Bella added that the network upgrade is completed and APD is now connected to the fiber network. Bella estimated the APD spoke will go live in six to eight months.

New Business -. Al Corker asked to add an agenda item for the next committee meeting titled JUSTIS 2009. This will review the organization and development of JUSTIS in the FY 2009 and include recommendations for expanding the scope of the committee's involvement in JUSTIS operations.

Adjournment - The next Council meeting is scheduled for Thursday, January 22, 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 10:45 a.m.