

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, April 3, 2003, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

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Attendance

Sheriff -----	Eileen Hirst		
Adult Probation -----	Jahangir Khan	Police -----	Tom Bruton
Controller -----	Ann Foley	Police -----	Kathryn Brown
Controller -----	Brian Strong	Police -----	Lamont Suslow
DOSW -----	Belle Taylor-McGhee	Public Defender-----	Teresa Caffese
DOSW -----	Justine McGonagle	Superior Court -----	Pat Jeong
MOCJ -----	Gregg Lowder	Treasurer -----	Jay Banfield
MOCJ -----	Cynthia Caporizzo	DTIS -----	Oli Sadler
District Attorney -----	Reg Smith	DTIS -----	Walt Calcagno
District Attorney -----	Anne Anderson	OIS -----	Bill Roth
District Attorney -----	Paul Walker	IT PM -----	Al Corker
Coordinator -----	Paula Itaya	IT PM -----	Richard Peck

Call to Order

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Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:06 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public were present today, although the meeting had been duly announced and posted. She said that as long as there were no public present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

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A change was made to Item # 5 of the Agenda, in that the word "Manager" was changed to "Consultant." "New Business" was added as Item # 7. Gregg Lowder moved to adopt the Agenda as amended. Walt Calcagno seconded the motion, which was approved unanimously by the members. The Agenda was adopted as amended.

Adoption of Meeting Minutes - February 20, 2003 - Action Item

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Gregg asked that a change be made on Page 2, wherein the word "Charter" should be changed to "City Ordinance." Walt moved to adopt as final the Draft of Minutes of the meeting of February 20, 2003, as amended. Cynthia Caporizzo seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

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Executive Sponsor Update - Discussion/Action Item

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Gregg summarized the activities he had been engaged in as Executive Sponsor, since the last meeting. A JUSTIS budget presentation had been made by Walt at the request of COIT at their meeting of February 13th. At the JUSTIS Council meeting of February 20th, Walt explained the budget he had presented to COIT and the Council voted unanimously to accept it. Gregg said that COIT had asked that the budget as presented be severely cut back, as were the budgets of all City technological projects. Gregg said that a reduced budget was submitted to COIT on March 20th, which was approved. Several hundred thousand dollars was lost. However, more positively, COIT did approve funds (\$150,000) for a case management system for the Public Defender, firmed up carryover funds of \$560,000, and authorized the hiring of ITPM as Project Consultant, at \$75,000, through COBRA. The contract is in progress.

Jay Banfield asked if there is any documentation outlining the deliverables completed to date, and projections of what may be expected to be completed in the next year, given the approved FY 03/04 budget. Walt said that he would submit such documentation at the next Council meeting.

Gregg said that Eileen and Cynthia attended the Justice and Courage Oversight Panel (JCOP) meeting on March 27th. Eileen presented an overview of the meeting. She said that she reported to the Panel on the new JUSTIS organization and structure, particularly the addition of the Executive Sponsor, the Technical Steering Committee and the hiring of ITPM. She reported to them that the JUSTIS budget had been approved by COIT. Belle Taylor-McGhee added that the Panel had wanted to be assured that, despite any changes in JUSTIS, and in spite of reduced resources, that a strong commitment to the goals of the JCOP was in place. Further, she said that the Panel wanted to know how the commitment would be manifested. Belle said that the Department on the Status of Women had been meeting with department heads to get consensus on the concepts and specific details involved. Walt said that Oli Sadler's user group is working on data collection and workflow, key to the process as a whole, and which can result in the identification of domestic violence related elements. Belle said that the absence of Juvenile Probation was noted by the Panel.

Gregg said that the Technical Steering Committee (TSC) has met four times. They have been discussing JUSTIS-related technical projects taking place within departments. Gregg said that he understood that Juvenile Probation had raised a technical issue, but has not been participating in JUSTIS. He asked that Cynthia contact Juvenile Probation to ascertain their intentions with respect to the Project and to inform them of the work of the Technical Steering Committee. There are assessments taking place within the City of all technical projects. Gregg asked that Cynthia also contact the Public Defender with respect to bringing their plans for a case management system before the TSC. He said that he understands that meetings have been taking place between the Public Defender and DTIS regarding an RFP.

Gregg announced that a series of inquiries by the Board of Supervisors is taking place currently. Supervisor Gavin Newsom has been asking about the JUSTIS budget and about a domestic violence module in JUSTIS. Cynthia said that they are submitting a white paper on the history and future plans of the JUSTIS Project. Gregg said that the Supervisor sent a request to departments, due on April 20th, asking for a one-to-two page summary of their participation in the JUSTIS Project.

Gregg said that he has been in contact with Reg Smith about the District Attorney's request for funds needed for data conversion and a disposition form. Gregg said the request had been submitted to the Council previously. On February 20th, the Council voted to continue the item to a future date, for consideration by the Technical Steering Committee. Gregg said that the TSC meets every Thursday, at 1:30, on the fifth floor at 875 Stevenson, and he hoped that the item would be on their agenda as soon as possible.

Gregg said that they would be circulating a document being prepared by ITPM, which would reflect industry standards on projects, particularly for determining priorities within projects, especially when only limited resources are available. This document will be circulated by email. Members are requested to address comments and questions to Gregg. This informal discussion period will be followed by discussion, and possible adoption, on the next Council agenda.

Project Consultant Status Report - Discussion/Action Item

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Al Corker said that ITPM has been meeting with DTIS to review past work on the Project and begin to establish guidelines for moving forward on designing the system architecture for the Project. Al said that within the ITPM website, some pages have been published showing work on the Project process models (www.itprojectmethods.com/JUSTIS.htm). Al said that sub-process models have been created for the Sheriff and Police Departments. Further, the logical representations of data stores for CABLE and CMS can be seen. ITPM will construct sub-models for all the participating departments. It can then be determined how the current/future case management systems fit into the JUSTIS Project as a whole.

Al said they are presently drafting a Vision document. The document will reflect what has been done on the Project to date, provide an opportunity for member comment, and serve as a path to create a unified point of view for the future direction of the Project. One of the goals is to provide, under the auspices of COIT and DTIS, a cost-effective means of assembling a citywide JUSTIS information system domain that will best respond to the needs of citizens. In addition, Al said they are working on a series of documents, one of which is the project selection and prioritization process document referred to by Gregg.

Al said he had been invited to attend a conference in Chicago (not at JUSTIS expense) for a presentation on the CLEAR project, which suggests it may be a solution option and model for the implementation of Local and Statewide justice systems. Additional insight was gained about the relation of the Geographical Information System (GIS) to JUSTIS activities. Cynthia asked Al to describe the Chicago "Citizen Law Enforcement Analysis and Reporting system" (CLEAR) in some detail.

Al said that in order to understand CLEAR, it is important to know the funding structure. He said that the Oracle Corporation had made a substantial contribution to the development of CLEAR, which also received federal, state and local funding. Oracle contributed approximately ten million dollars (in in-

kind services) in exchange for some proprietary rights on parts of the Project, which Oracle could sell to other jurisdictions. Other funding amounted to approximately fifteen million dollars. The Chicago Police Department is the lead agency. CLEAR has architecture superficially similar to that of JUSTIS. It consists of a comprehensive warehouse and originally had a reporting strategy using Crystal reports. They are moving to a modification of the reporting strategy with the use of Oracle reporting tools, which they suppose to be more user-friendly for ad-hoc reports. Within the warehouse, there is a series of Police applications roughly equivalent to the CCSF CABLE4 and Police applications used here. They use an Oracle middleware component for external connections to applications. Non-Police departments are serviced by web-applications replicated from the data warehouse, eliminating departmental case management systems. AI said that some of the assumptions built into CLEAR are very different from those assumptions governing JUSTIS, although the overall architecture seems consistent to the early JUSTIS documents. The Project is not finished and they do not have a final deliverable date. One of the problems still being explored is the frequency of data update from applications to the warehouse. They are replicating to the warehouse every six hours, which does not meet CCSF workflow requirements.

AI said that he would provide further description of CLEAR in the vision document being prepared. AI said that the vision document is not large, but contains several appendices. This is the first document in the system development Lifecycle that captures the work in progress and combines it with a view of the future direction of the Project. The document will dissect the various parts, describe manageable workscopes, and suggest distributions of them among the financial and technical resources available. Sub-projects can proceed at their own pace and be integrated into the whole when finished and reviewed.

A question was asked as to the reason that CLEAR could be considered a solution. AI said that one of its primary values appears to be as an investment strategy. AI said that the architecture is actually one of four or five common architectures being used for justice systems. He added that maintenance and future enhancement of their system is ensured by the partnership with Oracle, and their future success will be in direct proportion to their ability to involve other jurisdictions, for whom the attainment of licenses for the system would not be without charge. AI said that San Francisco uses a hybrid of recognized and accepted architectures.

Technical Steering Committee Update - Discussion/Action Item

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Cynthia had distributed by email a document entitled, "Technical Steering Committee Mission Statement," attached hereto. Cynthia said that a form for requesting review before the TSC would be distributed shortly. Cynthia said that, as was mentioned, the TSC has met four times, and will meet every Thursday at 1:30 in Room 5019 at Stevenson Street. Members are welcome.

Cynthia said that they have been attempting to get a clear picture of the technology of the JUSTIS Project. They have requested that DTIS provide documentation as to an inventory of the software and hardware and licenses acquired to date by the Project. Cynthia said that they requested that Oli submit to the TSC a detailed design document of each of the case management systems since Oli works with department users.

Cynthia said that the TSC considered a pending request from the Adult Probation Department, referred to it by the Council. APD had submitted a request for a form printing customization. It was decided that this is an internal departmental business process, and not in the domain of the JUSTIS Project.

APD was directed to work with COIT on funding. Cynthia reported that those discussions are taking place.

Another request by APD, for funds for the case management vendor Syscon to do some data conversion work with DTIS on-site, was considered to be technically necessary for the accuracy of the JUSTIS Project. The TSC is now recommending that up to \$15,000 be approved for this purpose. A motion by Gregg, seconded by Jahangir Khan, was unanimously carried. The Council approved the recommendation of the TSC for the expenditure of these funds.

New Business

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Reg had asked for and was granted time to address the Council, for which he thanked the Chair. Reg said that he wanted to update the Council on the progress of their case management system. He said that they were ninety-seven per cent completed toward the implementation of their case management system. He recognized that the next three per cent would be the most difficult to complete. He said that, after approval of their funding request for data conversion and the disposition form, he believes that they will have a state-of-the-art system. He said that they already have some web-based applications, and some licenses to go off-site for emergencies. They have a reporting system using Crystal reports. Reg said that they have been told that they will have one update every twenty-four hours, and this is unacceptable. Reg said that there remain some disagreements with the vendor and he said that he thinks that those will be overcome.

Adjournment

The next Council meeting is scheduled for Thursday, May 15, 2003, at 10:00 a.m. in the Adult Probation Conference Room. Members voted unanimously to adjourn the meeting at 10:50 a.m.