

**JUS.T.I.S.\*** Governance Council Meeting Minutes  
\*Justice Tracking and Information System  
Thursday, August 8, 2002, 10:00 a.m.  
Hall of Justice, 850 Bryant Street, Room 215  
San Francisco, California 94103

**Attendance**

Public Defender ---- Randall Martin ----	Police -----Tom Bruton ---
Adult Probation ---- Lee Samson ----	MCJC ----- Cynthia Caporizzo ----
Adult Probation ---- Jahangir Khan ----	MCJC ----- Gregg Lowder ----
Treasurer's Office --Shana Margolis ----	DTIS ----- Walt Calcagno ----
Controller ----- Ann Foley -----	DTIS ----- Lewis Loeven ----
District Attorney --- Reg Smith ----	DTIS ----- Oli Sadler ----
Sheriff ----- Phil Tutt ----	OIS ----- Bill Roth ----
Sheriff ----- Eileen Hirst ----	Coordinator ----- Paula Itaya ---
Superior Court ----- Pat Jeong ----	

**Call to Order**

Gregg Lowder, Chair of the Governance Council, called the meeting to order at 10:05 a.m. Gregg requested that all cellular phones be deactivated, so as not to sound during the meeting. Shana Margolis, of the Treasurer's Office, and Lt. Tom Bruton, SFPD, were introduced and welcomed. Gregg

announced that he would take Agenda item # 9 (Election of Governance Council Co-Chair) out of order.

Gregg noted that no members of the public were present today, although the meeting had been duly announced and posted. He said that since there were no public present, it would not be necessary to call for public comment after each agenda item.

### **Election of Governance Council Co-Chair - Action Item**

Gregg noted that the Ordinance establishing the Council decreed that meetings are held at least twice during the year, and that the Mayor's Criminal Justice Council (MCJC) is the permanent Chair of the Council. In addition, he said, the members should elect a Co-Chair. Gregg called for nominations from the floor. Phil Tutt nominated Randall Martin. Phil moved that Randall be elected; Lee Samson seconded the motion. There being no additional names submitted, the Chair closed nominations and called for a voice vote. Members elected Randall Martin Co-Chair unanimously, with no opposition or abstention.

### **Adoption of Agenda - Action Item**

Paula Itaya said that this item formed a part of the Sunshine Ordinance protocol governing meetings of public bodies. (Paula thanked City Attorney Margaret Baumgartner and Eugene Clendinen, MCJC, for their assistance with the protocols.) Paula said that this was an opportunity for the members to add, delete or change agenda items as presented, and then to formally adopt an agenda for a meeting to begin.

Paula said that Walt Calcagno had suggested that the two Agenda items for which he is responsible (# 4 and # 5) be combined into one item, and that the two Agenda items for which Yolanda Scheihing is responsible (# 6 and # 7) be combined into one item. Walt said Yolanda concurred in the request. Oli Sadler said that Yolanda is ill and would not be present at the meeting today.

There being no further discussion, Randall called for a voice vote on the consolidation of Agenda items as requested above. Members voted unanimously to approve the changes to the Agenda, and to adopt the Agenda as adjusted.

## **Adoption of Meeting Notes, July 9, 2002-Action Item**

The Draft of Notes of the previous meeting was approved as read, and adopted as final by unanimous voice vote. (Noted after the meeting, a typographical error on Page 5, scheduling today's meeting for 10:00 p.m., was changed to 10:00 a.m., by executive decision. The Final Notes having been distributed, members are requested to amend their copies.)

## **Project and Budget Status Report - Discussion Item**

Walt distributed and explained a document entitled, "JUSTIS Project, Status Report - July 2002." Staffing - Walt said that DTIS is in the process of posting notices for three additional staff members to be assigned to work on the JUSTIS Project for the current fiscal year. The staff to be hired includes a senior programmer (for database creation), a business analyst, and a department liaison, for those departments not already interacting with JUSTIS, such as the Sheriff's Department. Twelve staff people had been budgeted for FY 02/03 for the JUSTIS Project, assuming a carry forward amount of approximately one million dollars. Walt said that a seventh staff member, John James, a business analyst, had been hired, and is working with the Adult Probation Department. A question was asked about the cost of the additional five staff, not yet hired. Walt said that the cost was not known because the amount would depend on the point in the fiscal year at which the hiring took place. Walt said that they would proceed with the hiring of three additional staff; however, if the carry forward amount was considerably less than expected, non-personnel budget items, such as training, might have to be reduced accordingly.

Federal Grant Status - Walt said that MCJC has informed him that they are awaiting one final approval regarding the federal grant funds (\$1.5 M), which would be available to "reimburse" the budget for the previously expended General Fund monies used for case management software for the District Attorney and Adult Probation packages.

JUSTICE AND COURAGE REPORT/ Data Collection Efforts - Walt said that this is a new activity, based upon discussion at the previous JUSTIS meeting. JUSTIS staff have been assigned to subcommittees composed of member departments, the Treasurer's Office, and members of the DOSW, in which potential solutions to data collection issues are discussed. To date, the staff has met with the Adult Probation Department, the District Attorney's Office, the Emergency Communications Department, and the Superior Court. Meetings are scheduled with the Police and Sheriff's Department. The

subcommittees are exploring short term and long range opportunities for implementation of the recommendations made in the Report. Walt said that his department would prepare a report for the members on the specific findings of the subcommittees, and the consequent DTIS recommendations. Gregg added that Belle Taylor-McGhee is participating in wide-ranging information-gathering efforts throughout the City, meeting with any agency bearing any relation to the recommendations in the Report. Walt said that departmental follow-up meetings would take place before DTIS recommendations would be made.

Budget - FY 02/03 - Walt said that he does not have the figures for closing the FY 01/02 budget. Therefore, the amount of carry forward funds remains unknown at this time. Walt said that there are three sources of funding for the current year budget: the General Fund (\$1.6 M), a federal grant (\$1.5 M), and carry forward funds from the last fiscal year. All funds have been allocated for expenditure. Once the grant money is available, the carry forward amount would increase. Randall asked when DTIS would know the final disposition of the funds. Walt said that he is still getting the June billing, and he hopes to have the final figures by the next JUSTIS meeting. Walt added that JUSTIS carry forward funds may be used to absorb the CMS deficits as agreed, and thereby funding for JUSTIS would be reduced, in the amount of approximately \$400,000. Randall noted that it had been agreed that CMS must be kept fully operational and solvent, until such time as JUSTIS would replace it.

### **Project Progress Report and Project Plan - Discussion Item**

Through electronic mail in advance of the meeting, Yolanda had distributed a document entitled, "Project Progress Report," attached at the end of this document. Since Yolanda was not present, Randall asked Walt to respond to member questions as noted below.

# 1 - Infrastructure - Members noted that air conditioning installation contracts for both DA and APD equipment closets are unduly stalled. Walt said that Yolanda had reported unusual delays regarding work to be done by DPW. Members discussed the contract process. Lewis Loeven said that he would contact the Department Head at DPW to determine the causes of and solutions to the delays.

# 2 - Departmental Case Management - Adult Probation – Randall noted that a six-month extension of the software contract would be inadequate if the air-conditioned server closet was not available in time. Walt said that

there had been discussion of some work-arounds, such as moving the APD server temporarily to One Market Plaza, but this move would present additional problems of routers, space, production, etc.

Jahangir Khan, APD MIS Manager, reported that one of the items they have been working on has been the process of getting the equipment closet ready, which has taken an inordinate amount of time. In addition to the delays regarding air conditioning, additional power (cabling and wiring) is needed to be installed in the closet, and there have been delays regarding these processes as well. Jahangir said that Yolanda had reported waiting in line for four hours at DPW to get a permit for some work to be done. Lewis said that DTIS would review all of the issues of infrastructure, take responsibility for it, and have someone assist Yolanda in this aspect of the Project. Jahangir said that the DA and APD contracts were separate because the rooms were designed differently, requiring a different scope of work for each. Randall asked that a full report be provided to members at the next meeting of the evaluation of remaining infrastructure issues and solutions.

Jahangir said that due to the change in departmental liaison from Yolanda to John, there was some catching up while John received orientation. John is presently working on the data model, from the CMS extraction, and is now working with Syscon on data mapping.

Jahangir said that most of the data has been extracted from CMS. Now they must extract APD data from the whole of the CMS data. Jahangir said that they are using the extraction also for work on the replacement of the SEEMORE system. They will create a second set of scripts for the financial data; ultimately the scripts would be combined. Some errors have been found, which they are correcting presently.

Randall asked if there has been a decision regarding the frequency of system updates when modifications to the system have occurred. Jahangir said that Yolanda and the JUSTIS staff are working on that aspect. Jahangir said that they are working on testing scripts from CMS extractions, and on identifying the completeness of the data, not working yet on the frequency of updates. They have found some reports and data to be missing and have made corrections to the scripts. Bill Roth added that the data extraction is complete, and APD has an entire set of CMS data as of a certain point in time. No updates have been provided.

Superior Court - Pat Jeong reported that a meeting had taken place between the Court and DTIS personnel. Pat said that Yolanda was told that Ron Ho is

working with the contractor to develop the software for a Court case management system. Pat said that Ron thought their system would be installed by December; however, it would not be in production by then. They would be customizing the acquired system and that would involve a great deal of work. An understanding has been reached that the Court would receive booking data from the Sheriff's new system, or from CMS. If the Sheriff system is operational, and includes only booking, a potential gap exists in that the Court needs to receive street cites as well. Pat said that the Court would continue to update case data and intends to send court updates to CMS or JUSTIS. Discussions regarding interfacing between the systems would be on going. Pat said that they might run parallel systems temporarily. Pat added that 8715 PC disposition reporting to the Department of Justice (DOJ) was discussed at the meeting with Yolanda, and it was agreed that the reporting would continue to emanate from the integrated system.

Pat noted that since the consolidation of the Courts, they are to be designated as "Superior Court" and not "Trial Courts."

Since Yolanda was not present, discussion of the Project Plan did not take place.

### **Update on Department on the Status of Women (DOSW) Recommendation - Discussion Item**

Gregg said that he, Lewis and Belle and her staff had met. Meetings are also taking place as described above in Walt's report. Gregg said that Belle intends to report on the information she has gathered through her meetings with various city agencies, including those with criminal justice agencies. He said that she had been asked to identify anything in the systems that was cause for alarm. Gregg said that Belle has commented on the lack of integration between agencies, not only in their information systems, but also in their business practices, relating to domestic violence issues. Gregg added that it was becoming clear that the present system (CMS) could provide more domestic violence data than it does at present. Walt said that OIS has been in attendance at the departmental meetings. Bill added that after the meetings with the Police and Sheriff, they would have additional ideas of some possible adjustments that could be made to the present system. He said that they have mentioned some elements currently existing in the system which are not being used, which could facilitate short-term solutions. In addition, they could identify additional elements that could be implemented in CMS, or in the new system.

In relation to restraining orders, Pat said the Court is committed to complete the Restraining Order System (ROS) and the Administrative Office of the Courts (AOC) has granted them a small fund to begin the process. However, Ron Ho is working both on the ROS and the Court's case management system, so it is unlikely that both systems would be completed immediately. There is not enough money to complete it, and there is no target date for completion of the system. Pat added that an additional complication is that the AOC would prefer to certify a system which could be used throughout the state.

### **New Business**

Gregg noted that the Police Department Command Staff has changed substantially, and he and Lewis have met with the Chief and others regarding JUSTIS. He said that the issue of vendor access to Room 125 has been discussed with Deputy Chief Heather Fong. As noted at the July JUSTIS meeting, backgrounded DTIS staff continue to accompany sub-contractors performing any work in Room 125, which is straining DTIS staff. Only backgrounded personnel may work in the vicinity where CLETS data is stored. Gregg said that Deputy Chief Fong has agreed to speed up the background process, and has agreed to the escort assignment of Q2 level police personnel on a limited basis. Tom said that he would inquire further regarding both issues and report back. He said that it was his understanding that most of the background checks have been completed and the results transmitted to Yolanda. Tom added that he has replaced Gary Manini in charge of Police Planning, and would be the Police liaison to the Committee in the future.

Gregg said that discussions have taken place regarding removing impediments to the speedy implementation and smooth operation of the JUSTIS Project. One idea presented was the possibility of convening small groups of Department Heads for informal discussions. Another was to recognize and propose a list of impediments as they occur, to bring them to the attention of the appropriate members who may be able to facilitate a solution. A third idea was to present a Strategic Plan. Walt has volunteered to update the existing Strategic Plan, and he said he would include the status of the Plan in his Report.

Members reviewed the Roster of Members for updates and corrections, and the Coordinator was asked to distribute the updated version.

## **Adjournment**

Randall reminded members that Council meetings are to be attended by Department Heads, and/or their designees, with full voting authority to represent their department. There are nine voting members. In addition, non-voting members are to be present. All documents presented for review are to be distributed by the Monday of the meeting week. The next meeting is scheduled for Thursday, September 19, 2002, at 10:00 a.m., in the Adult Probation Conference Room, Room 215.

Cynthia Caporizzo moved to adjourn the meeting; Pat seconded the motion. Members voted unanimously to adjourn the meeting at 11:24 a.m.

*City & County of San Francisco  
& Information Services*

*Department of Telecommunications*

### ***Project Progress Report***

<i>Client:</i>	Justis Operations Committee	<i>Project Code:</i>	125CMS
<i>Project Name:</i>	JUSTIS	<i>Reporting Period:</i>	July 3, 2002 to August 6, 2002
<i>Prepared by:</i>	M. Y. Scheihing		

<i>Summary</i>
Design of JUSTIS relational database continued; coding for first data load from staging tables started. Data exchange discussion initiated with Trial Courts. Move of JUSTIS lab 90% complete. Wiring of Hall of Justice completed. Cabinet labeling and documentation pending.



*Project Accomplishments for Reporting Period*

1. Infrastructure issues for DA and APD equipment closets:

§ Air Conditioning installation contract for APD awarded but contractor requires updates to mechanical drawings which were lacking building address and delayed the permit process;

§ Air Conditioning installation for DA: job to be posted on the Web; posting through contract award expected to take additional four months;

§ Additional electrical work needed in DA's closet to install locking socket for UPS unit, scheduled for week of 8/5;

§ No scheduled date for extension of wiring to APD's new server room;

§ Have requested written update from Bureau of Building Repair, Project Manager for all work to be done in both APD and DA server rooms; update to include current status, issues causing delays and expected completion date.

2. Departmental Case Management

§ APD - initial staff training completed; review of data model by Syscon with APD and DTIS staff scheduled for week of 8/5; wrap-up of data mapping and clarification of questions for test data extract for conversion scheduled for week of 8/12.

§ DA -initial staff training completed; initial test data extract for vendor estimated to be complete 8/9; held meeting between DA IT staff and LAN Support Services to plan installation of servers and routers.

§ Trial Courts - met with Ron Ho and Patricia Jeong to initiate discussion of data sharing between Trial Courts and Justis.

3. CMS data conversion/extraction

§ First draft of relational database design completed; coding for initial load of extracted CMS data from staging tables started.

4. Wiring

§ All wiring work completed by Mr. Wire on 7/9.

§ Labeling and documentation of cabinets pending.

5. Staffing

§ Orientation to Adult Probation started for John James

§ Requisitions submitted for posting of two positions - 1063 IS Programmer Analyst, Senior and 1053 IS Business Analyst, Senior

*Upcoming Activities*

1. Continue fine-tuning of relational database design. Continue with loading of extracted CMS data.
2. Continue working with District Attorney and Adult Probation as support for installation of their case management systems.
3. Provide test data to DA and APD vendors for mapping to vendor databases.
4. Begin working with Trial Courts in planning and designing data exchange. Michael Barnett will be Justis team liaison for Trial Courts.
5. Continue working with DPW to complete air conditioning and electrical work for APD and DA equipment closets.