

JUS.T.I.S. * Governance Council Meeting Minutes
*Justice Tracking Information System
Tuesday, December 17, 2002, 1:00 p.m.
Hall of Justice, 850 Bryant Street, Room 322
San Francisco, California 94103

Attendance

Public Defender ----- Randall Martin

Adult Probation ---- Lee Samson

Police -----Prentice E.
--- Sanders

Adult Probation ---- Jahangir Khan

Police -----Tom Bruton

Controller ----- Ann Foley

Police -----Kathryn Brown

MOCJ ----- Gregg Lowder

Police -----Lamont Suslow

MOCJ ----- Cynthia Caporizzo

Superior Court --Ron Ho
--

District Attorney --- Reg Smith

Treasurer----- Jay Banfield

District Attorney --- Anne Anderson

DTIS ----- Oli Sadler

District Attorney --- Jerry Coleman

DTIS ----- Yolanda Scheihing

District Attorney --- Paul Walker

DTIS ----- Walt Calcagno

Sheriff -----Phil Tutt

OIS ----- Bill Roth

Sheriff -----Eileen Hirst

Coordinator ----- Paula Itaya
--

Call to Order

Randall Martin, Co-Chair of the Governance Council, called the meeting to order at 1:15 p.m. Randall welcomed and thanked Police Chief Prentice Earl Sanders for attending the meeting.

Randall requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Randall noted that no members of the public were present today, although the meeting had been duly announced and posted. He 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

It was suggested that the Agenda be adjusted so that discussions of the Grant Funds and Departmental Subcommittee take place after the adoption of the Minutes. Phil Tutt moved to adopt the Agenda as adjusted. Reg Smith seconded the motion, which was approved unanimously by the members. The Agenda was adopted as amended.

Adoption of Meeting Minutes - December 5, 2002- Action Item

Walt Calcagno noted that on Page Two, first paragraph under the heading "Budget," a reference is made to "monthly" meetings, which they are not. He suggested that the word "monthly" be changed to "regular," as in "Members requested that detailed budget reports be made at each regular meeting." Phil moved to adopt as final the corrected Draft of Minutes of the meeting of December 5, 2002. Randall seconded the motion, which was carried by unanimous voice vote.

Status of Federal Grant Funds - Discussion Item

Walt announced that an extension has been granted through 2003, so that remaining federal grant funds of \$800,000, earmarked for the APD and DA case management systems: the purchase of the software packages, initial changes, some enhancements, and software licenses for the servers, are **not** in danger of being lost, since the funds were not spent during the grant year of 2002. Walt said that the extension was granted due to the

productive efforts of Cynthia Caporizzo and the staff of the Mayor's Office of Criminal Justice, and their efforts are greatly appreciated.

Formation of Department "Reports" Subcommittee - Action Item

Yolanda Scheihing said that she had requested names of departmental representatives who would be available to work with JUSTIS staff to help implement the system. Yolanda said that Oli Sadler had distributed a Memorandum outlining the specific type of participation expected to be performed by the departmental "Subject Matter Experts." Yolanda said that the tasks would not be limited to feedback on reports and queries, but would include user acceptance testing, verification and signoff, setting up security rules, and any other work necessary to insure that departmental business procedures and relationships are represented completely and accurately in the new system.

Yolanda said that the names she has received to date are Pat Jeong, Superior Court; Anne Anderson, District Attorney; Tom Felody, Police Department. Phil Tutt, Sheriff Department, and Randall Martin, Public Defender submitted their names today, pending future review. The Adult Probation Department will respond in the next few days. Yolanda said that the first meeting will take place in January, at a date, time and place to be announced.

Project Strategic Plan and Departmental Responses - Discussion Item

Walt said that he has made no changes to his document after the "second" version of twenty-four pages was distributed in early December. Walt said that there has been a written response from the Police Department by Tom Bruton, circulated to members, and he has received no other responses from members. Walt said that he tried to capture what he, on behalf of DTIS, has assumed the strategy to be. He added that the reason for reviewing the Plan at this time is that the Council wanted to decide whether to keep the present approach or make adjustments, based on the current financial climate and other changes that have occurred, such as in department personnel. Gregg Lowder said that Tom raised a series of questions which should be discussed. Walt agreed and said that they were not necessarily technical questions, and should be discussed by the members. He said that he understood that the DTIS role is to implement the technical decisions directed by the Council, not to formulate policy.

Discussion took place regarding the direction and purpose of the Project. Tom raised the question of whether it was possible to plan to integrate systems that do not yet exist. In addition, he said that one of the stated goals is to replace the CABLE system; however, much of what is being done seems to depend on CABLE. Phil suggested synthesizing Walt's stated three-pronged approach of implementing the mini-mart, the case management packages, and the comprehensive data warehouse with the management structure, including the creation of a Project Charter, outlined in Tom's response. Walt said that while it appears that CABLE is not "going away," some of the CABLE functions will be replaced in JUSTIS. It will be necessary to have the same data appearing in both systems until all departments have access to the new system. However, eventually it will not be necessary to maintain CMS data and functions in CABLE because they will reside in JUSTIS. Walt said that there are no plans at present to replace all CABLE applications. The Project was to replace the CMS portion, and one or two Police applications, of CABLE. In addition, Walt said that with the increased functionality provided by the case management systems, JUSTIS will be doing more than merely replacing CMS in CABLE. Walt added that the problem with CABLE, being at least thirty years old is that it is no longer supported and has limitations, which have been overcome in newer technologies.

Discussion ensued regarding "simply" replacing the CABLE database with a newer database technology such as DB2. It was noted that the problem is not mainframe architecture, but modernizing the operating system. There are no plans to eliminate the mainframe. Members discussed the projected outcome of the present strategy: icons to queries of the shared JUSTIS data, CABLE data, case management system data of one's own department. It was noted that the working subcommittee would create appropriate firewalls and design comprehensive queries which may span systems.

It was noted that a Plan should include specific deliverables, and a detailed budget describing what is needed to arrive at the stated goal. At this point, Randall said that the end date is nebulous because some of the systems originally projected are not coming on-line. Walt said that much depends on individual department plans for their own new systems, which could eliminate their dependence on CABLE. Walt said that JUSTIS is addressing only CMS functions; however, there are non-CMS CABLE functions which are not being addressed. Additionally, the importance to the shared system of the "front-end" Police and Sheriff data was emphasized; however, that data will remain available only in CABLE for the foreseeable future.

Discussion took place regarding the management structure of the Project. Gregg suggested that perhaps what is needed is an independent project manager. Oli said that there is a precedent for hiring an outside management firm, but funding is an issue. She added that lately there has been a depletion of DTIS funds available for the Project, and it would be helpful for departments to contribute ideas for additional funding sources, if not the funds themselves.

Randall said that, given the present funding realities, it is even more important to determine if we are moving fast enough toward the goal of replacing all CABLE applications within the next three to four years, if indeed that remains the goal. Walt said that additional capabilities and additional data not available in CABLE will be available in JUSTIS. Yolanda said that it is easier to build a new system than to change the legacy system. All CABLE 3 fields have been mapped. Yolanda said that even if the legacy data were converted, a modern database would be needed to access it.

Ron Ho said that with each new system coming up, the old system data is being converted or mapped to the new system in, for example, an Oracle database. Interfaces to JUSTIS and the legacy system from the departmental systems must be created to receive or remit newly created data. Ron said that the Court's system is approximately seventy-five per cent completed. He said that they have some outstanding issues regarding booking and rebooking data. He said that the Court needs pre-filing case information because they take bail twenty-four hours. They will be relying on CABLE for a while, but then will need to build an interface to the data warehouse. They will maintain an upload capability such as ACES. Ron added that the State is creating its own system, but this Court has been allowed to move forward with its independent present plans. Ron said that because a replacement integrated system was not found, the data warehouse conceptually seemed the next best idea. Departments could choose independent systems, with the understanding that they would receive and transmit shareable data through the data warehouse.

Members discussed ways in which the Project could move forward. Oli said that the department meetings would help the Project to focus on individual department needs, and the Plan will become more specific. She added that a consultant could be brought in and DTIS could provide a vendor list. Jay Banfield said that the Project needs a business project manager. He said that DTIS provides services, not decisions; however, the Council has been looking to DTIS for decisions. He noted that the Project did not have a Project owner. It was agreed that the Project needs a responsible person acting on behalf of the City, an Executive Sponsor. It was agreed that a new

management structure is needed. Randall said that the Ordinance listed the functions of the Council to include setting priorities and approving direction for project development and enhancements, and approving appropriations and vendor contracts. Members expressed the view that in order to execute those functions, choices should be presented to the Council, and this has not been done.

Further discussion ensued regarding the structure of the Project. Gregg suggested a possible hierarchy: owner - steering committee - project/business manager. Chief Sanders said that he is attending the meeting today to show his support for the efforts being made by the Council to move to new technology. He said that it was imperative that the Project have structure and direction with a strong leader as Project Manager, under the direction of the steering committee. The members proposed that the "Owner" or Executive Sponsor of the Project would be the Mayor's Office. It was noted that the Manager would be selected by the Sponsor, and would not have a financial or business relationship with any participating department. It was agreed that the creation of a charter, executive sponsorship, and an organizational chart would be discussion/action items on the Agenda of the next meeting. Gregg said that he would try to distribute an organizational chart to members through the Coordinator, before the next meeting.

Reg said that he wanted to respond to some specific statements in Walt's document regarding the District Attorney's case management system. He distributed documents entitled, "1998 - 2003 DA JUSTIS Timeline" and "Memorandum," dated September 21, 2001. Reg said funds are needed for data conversion and forms. Reg introduced Assistant District Attorney Jerry Coleman who reviewed some of the problems they have been having with the vendor Constellation Justice Systems. It was noted that the request for funds for data conversion and the disposition form is on the Agenda of the next JUSTIS meeting.

Reg distributed a page from the Department on the Status of Women (DOSW) report, highlighting their "Review of Data Collection and Data Management," which had been previously distributed to members by BelleTaylor-McGhee at the last meeting. Reg said that he thought that the specific issues mentioned would be very helpful to the JUSTIS Council.

Selection of 2003 Rotating Department Co-Chair - Action Item

Randall said that according to the Ordinance creating the Council, the "Mayor's Criminal Justice Council," now the "Mayor's Office of Criminal Justice," is the permanent Chair, and a Co-Chair "shall be selected from among voting departments and shall serve on an annual rotating basis." Discussion took place regarding the necessity and method of rotation, and members decided not to consider the matter of rotation at this time. Reg nominated the Sheriff's Department. Gregg seconded the nomination. Randall noted that although the Emergency Communications Department and Juvenile Probation are not present, the remaining seven voting departments who are present constitute a quorum. The voting members unanimously elected the Sheriff's Department to be the Co-Chair for 2003. Eileen Hirst accepted the position on behalf of the Sheriff.

Members expressed their appreciation to Randall for his diligent and thoughtful service to the Council. Randall thanked members for their cooperation and support during his tenure, and expressed satisfaction with the state of the Project even though it is not farther along. He said that he is encouraged by a revitalized spirit of participation, which he sees to be now permeating the Project.

Adjournment

The next regular meeting is scheduled for Thursday, January 16, 2003, at 10:00 a.m. in the Adult Probation Conference Room.

Members voted unanimously to adjourn the meeting at 2:51 p.m.