

JUS.T.I.S.* Governance Council Meeting Minutes
*Justice Tracking Information System
Thursday, December 5, 2002, 10:00 a.m.
Hall of Justice, 850 Bryant Street, Room 215
San Francisco, California 94103

Attendance

Public Defender --- Randall Martin -----	DOSW -----Belle Taylor- --- McGhee
Adult Probation ---- Lee Samson -----	MOCJ ----- Cynthia Caporizzo ---
Adult Probation ---- Jahangir Khan -----	Police -----Tom Bruton ---
City Attorney ----- Kelly Hayden -----	Police -----Kathryn Brown ---
Controller ----- Ann Foley -----	Police -----Lamont Suslow ---
District Attorney ---Linda Klee -----	Superior Court --Pat Jeong --
District Attorney ---Reg Smith -----	Treasurer----- Jay Banfield ---
District Attorney ---Anne Anderson -----	DTIS ----- Oli Sadler -----
District Attorney ---Sharon Woo -----	DTIS ----- Yolanda Scheihing -----
District Attorney ---Teresa Serata -----	DTIS ----- Michael Levy -----
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 10:13 a.m. At Randall's request attendees introduced themselves. Randall said that Cynthia Caporizzo is attending for Gregg Lowder as Co-Chair, who was not able to be present today.

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

Lee Samson requested that the APD Software Funding Request (Agenda item # 10) be tabled to a future date uncertain. She said that the total of forecasted APD expenditures (\$184,800), including enhancements as of November 6th (\$57,600), cost to convert CMS data (\$88,800), and cost to convert Seemore data (\$38,400), would leave a balance of \$31,600, from the amount approved at the JUSTIS meeting of July 9, 2002 (\$216,400). Lee said that she would like an opportunity to review the calculations before proceeding with the request.

Randall reminded members that all requests to the Council should be preceded, well in advance of the meeting, by distribution to the members of all relevant supporting documentation.

Reg Smith asked that Agenda item # 9, DA Funding Request, be taken out of order due to a scheduling conflict which requires that he leave the meeting early.

There being no opposition to the above requests, Phil Tutt moved to adopt the Agenda as adjusted. Lee seconded the motion, which was approved unanimously by the members. The Agenda was adopted as amended.

Adoption of Meeting Minutes - October 24, 2002- Action Item

Phil moved to adopt as final the Draft of Minutes of the meeting of October 24, 2002. Tom Bruton seconded the motion. The Minutes were approved as read, and adopted as final by unanimous voice vote.

Adoption of Meeting Minutes - November 4, 2002- Action Item

Phil moved to adopt as final the Draft of Minutes of the meeting of November 4, 2002. Lee seconded the motion. The Minutes were approved as read and adopted as final by unanimous voice vote.

Adoption of 2003 Meeting Schedule - Action Item

A proposed schedule of meetings had been distributed by the Coordinator for member review. Randall moved to adopt the schedule as distributed. Phil seconded the motion. The schedule was adopted as distributed by unanimous voice vote. Thanks to Armando Cervantes, Chief Adult Probation Officer, the location of the meetings will remain the APD Conference Room, unless otherwise noted.

Project Strategic Plan and Budget Status Report - Discussion Item

Walt Calcagno, being ill, could not attend. He had requested that Oli Sadler present his report.

Staffing - Oli said that DTIS has selected candidates to be interviewed for two positions, and they would begin the interview process very shortly.

Budget - Oli said that the latest available expenditure report had been presented at the previous meeting. Members requested that detailed budget reports be made at each regular meeting.

Oli said that the federal grant funds of \$800,000, earmarked for the APD and DA case management systems, covering the purchase of the initial software packages, initial changes, some enhancements, customized changes, and Oracle and other software licenses for the servers, are in danger of being lost if not spent this year. Members had requested a detailed report of grant expenditures which had been made to date.

Oli said that contractual agreements proscribed that payments to vendors be tied to deliverables. Discussion ensued regarding the problem of paying

vendors before deliverables have been met. City Attorney Kelly Hayden suggested that a joint escrow account be established to hold the funds until payment is to be made. Another suggestion was made for a retention account to be created, not unusual in the administration of City finances. Oli said that Walt and Kathryn Hile are in discussions with appropriate persons, and it was agreed that this matter would be resolved outside this meeting.

Strategic Plan - Randall said that a page has been added to the previous version of the Plan distributed by Walt, and the new version, containing some changes, has been distributed.

Randall said that discussion of the Plan, and departmental responses to it, would be lengthy and should be reserved for a special meeting. Members agreed and scheduled a meeting for Tuesday, December 17th at 1:00 p.m., in the District Attorney Conference Room.

Randall noted that there has been a written response by Tom Bruton, circulated to members, and he hoped that other members would provide additional dialogue and input as well. Walt had said that he would like members to review the Plan, and comment by email. The Plan will be on the Agenda as a discussion item. It was suggested that an update on the status of the federal grant be added to that Agenda.

District Attorney Damian Enhancement Funding Request - Action Item

Reg Smith distributed a document entitled, "CMS REPLACEMENT INTERVIEW GUIDE, District Attorney, 06/11/98." Reg said that this document details the needs of his department, which are still true today. He added that they have made more progress in the last six months than in any previous years, and he thanked the Council for that. In addition, he thanked Kelly for her help in negotiating with the vendor Constellation, which has been constant in its difficulty.

Reg said that the request consists of four items: data conversion, and three data entry forms, described at a previous meeting, and is on the Agenda today as an action item. Reg said that the use of the three requested forms (Pleading Instruction, Subpoena, and Disposition), electronically, would provide greater accuracy and efficiency, and would also enable them to be more responsive to victims of crime and the public at large.

Linda Klee, Chief of Administration in the District Attorney's Office, reviewed the issues and details and answered questions about the present request. Linda said that data conversion was essential in sharing data and interfacing to the warehouse. She said that the standard forms that are included in the vendor's system were inadequate. In addition, the data entry required by the standard package would result in delays and inaccuracies. Linda said that the customized pleading (\$3000) and subpoena (\$15,000) forms were essential now, while the disposition form, which would be instrumental in producing accurate statistics quickly, could follow at a later date.

Linda said that use of the subpoena form would be especially useful in sharing data with member agencies, notably the Police and Courts. She said that their form includes data regarding interpreters, handicaps, and other issues that those departments would want to have. Linda said that the vendor would include in the package price only a standard document providing minimal information, and would not include their customized version which contains additional essential information, albeit requiring additional fields. Linda added that the vendor seems to have changed some of their statements, from what was originally agreed upon, about what would be entered into the system, and the resultant available end product. Kelly said that the scope of work should be re-examined and made clear, which it does not seem to be, at this point.

Members voiced concerns about the specific additional fields, and the cost of these, as opposed to those agreed upon in the contract. Members said that a specific proposal, written response, and change order should be obtained, with exact details about what a specific dollar amount would produce. Randall said that it was essential to have a lawyer and a technical database person present in all discussions/negotiations with the vendor.

Discussion took place regarding the old and new systems and subpoena procedures. It was admitted that benefits to the District Attorney's Office would accrue now, while the envisioned data sharing would not take place until other systems were in place. Data could be extracted in the form of queries and reports.

Reg said that they had thought that the Microsoft Office software (which includes ACCESS) would produce some of the necessary documents. However, DTIS has since advised against this. Yolanda Scheihing explained that the use of an outside application, such as EXCEL or ACCESS for input of data, for which the triggers and edits are unknown, might affect the database adversely.

Randall asked about the forms included in the original package and the cost of future changes. Yolanda said that the vendor would charge \$750 per hour. She added that "open architecture" did not mean that fields could be added or changed. Linda said that the vendor had used the word "forms" for standard "reports" created by the vendor, without local input.

Funds are needed for data conversion, in the amount of \$43,750. The amount included in the contract was for only ten days work, which seems inadequate at the outset. The vendor claims that seven of those days have been expended, and three days wasted, because wrong information was conveyed to them. Yolanda added that there is a difference of opinion between her and the vendor in the number of fields to be converted. Linda suggested that this amount, and the amount for the disposition form, be investigated more fully before bringing the request back to the Council for approval. Kelly said that they would meet with the vendor, agree on the number of fields, define the scope of work, and agree on a fixed price. She said that they would review the RFP and the vendor's response, and then make a judgment about what is included in the original price and what are enhancements. Linda said that the vendor would not be paid until the deliverable is met.

Linda moved, and Randall seconded, that the DA request not to exceed \$18,000 for the pleading and subpoena forms be approved. The motion passed by unanimous voice vote. The request for funds for data conversion and the disposition form is tabled to the next regular meeting.

Justice and Courage Oversight Committee - Discussion Item

Belle Taylor-McGhee distributed a document entitled, "Review of Data Collection and Data Management within San Francisco's Criminal Justice System, November 2002." Belle presented highlights of the report, which she said is a result of Department on the Status of Women (DOSW) interviews with member agencies: ECD, DA, APD, Superior Court, Police, Sheriff and DTIS. Belle thanked the departments for their cooperation and participation. She said that everyone is interested in the sharing of information, and she hopes that the integrated JUSTIS system will provide the means for automating the present heavy reliance on paper. Belle emphasized the need for identifying and tracking domestic violence offenders, in order to reduce homicides, and she expects that a domestic violence module within the JUSTIS system would accomplish that.

Belle said that two meetings of the Justice and Courage Oversight Panel have taken place, and four working committees have been formed:

Protocols, Interdepartmental Communication, Data Collection and Management, and Resources (including Staffing and Training). She praised the composition and dedication of the Panel and Committee members.

Belle said that the Oversight Panel, members of the criminal justice community, and the public at large would be making recommendations for the specific requirements of the domestic violence module in JUSTIS, and she hopes to see a budget for the module. No funds have been identified as yet. Belle said that the committees are probably about ninety days away from making preliminary recommendations and determining the cost. Belle said that she would have the preliminary recommendations and cost estimate by the JUSTIS meeting of April 3rd.

Randall suggested that in the existing system it is possible to identify cases by case category, a field which exists. Specific forms for domestic violence cases are used in the District Attorney's office, and it is possible to enter "DV" on the form, and subsequently, in the system. Sharon Woo noted that the notation would be used for charged cases only. Members suggested that there may be other fairly simple adjustments that might be introduced which would provide temporary fixes, and members are encouraged to rethink their present business practices. For example, members have said that not all information is entered consistently into the present system. Belle added that the Police have implemented two or three new procedures, and the committees would make recommendations about those sorts of procedures which are not costly.

Infrastructure Update - Discussion Item

Michael Levy presented the infrastructure update. He said that wiring has been completed for Adult Probation. Air conditioning units have been installed for Adult Probation and the District Attorney. Testing for the electrical systems of the air conditioning has been scheduled, and will take place today or tomorrow. On December 9th, a full test on the air conditioning for both departments will be performed by San Francisco Mechanical.

Next to be accomplished will be mounting the server racks, followed by the installation of the servers. Michael said that the only remaining item will be wiring for the District Attorney's office. They are expecting an asbestos report shortly on a wiring access hole. He does not expect a problem. There will be some discovery as to any other wiring needs, which may or may not raise costs. He said that at present it seems that extra funds would not be needed.

Michael noted that there are some access issues remaining for personnel working in Room 125. Background approvals are still pending.

Project Progress Report and Project Plan - Discussion Item

Through electronic mail in advance of the meeting, Yolanda had distributed a document entitled, "JUSTIS Project Task List."

Network and Servers - Yolanda said that design of the JUSTIS LAN has been completed, and is included in the Strategic Plan. WAN staff is ready to work in Room 125 to begin installation of routers and switches. Yolanda reported that backgrounding of WAN staff is still in progress, and so staff would have to be accompanied. Four switches have been installed for APD. Switches for the District Attorney are pending completion of wiring. Switches for the Public Defender are to be installed. WAN staff is ready to begin server installation for APD, DA and PD. APD will be first. The Court, Sheriff and Police connections are scheduled for the week of December 16th, subject to completion of work in Room 125. Request for approval was submitted to the Police on December 2nd for WAN Support Services to begin hardware installation and configuration of server in Room 125.

Databases - Yolanda said that the database design is 98% completed. Some fine-tuning will take place. Scripts are being tested at present, and about fifty out of seventy tables have been loaded. Testing of the FTP, for incremental updates of CMS data, is in progress. They will soon be completing the final installment of the twenty-five year history. Most recently, they have been working with active cases. They are working on conversion packages for Adult Probation. (See discussion above regarding data conversion for the District Attorney.) They are meeting with Ron Ho to identify data that would go to and from the Court's database.

Reports - Yolanda said that departments were to submit names of representatives who could be contacted for input regarding the format of queries and reports; none have. She said that she needs names of people by December 17th of those who know the present system and their departmental business. Andrei Pinaev will be working with them.

Project Plan - Yolanda distributed a document entitled, "JUSTIS Project Project Plan." The completion date remains October 24, 2003, and the Project is 50% completed at this point.

Adjournment

Randall said that the selection of a Co-Chair for 2003 should be made at the next meeting.

A special meeting has been called for Tuesday, December 17, 2002, at 1:00 p.m., in the District Attorney Conference Room, Room 322, for discussion of the Strategic Plan and Departmental Responses. An update on the status of the federal grant, and the selection of the annual rotating departmental Co-Chair, will also be on the Agenda.

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 12:26 p.m.