

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

\*Justice Tracking Information System

Thursday, July 31, 2003, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

**Attendance**

Sheriff -----	Eileen Hirst	Police -----	Tom Bruton
Adult Probation -----	Jahangir Khan	Public Defender-----	Teresa Caffese
DOSW -----	Belle Taylor-McGhee	Public Defender-----	Thomas Brown
DOSW -----	Justine McGonagle	DTIS -----	Walt Calcagno
MOCJ -----	Gregg Lowder	DTIS -----	Yolanda Scheihing
MOCJ -----	Cynthia Caporizzo	IT PM -----	Al Corker
District Attorney -----	Linda Klee	IT PM -----	Richard Peck
District Attorney -----	Reg Smith	IT PM -----	Rob Castiglia
District Attorney -----	Paul Walker	OIS -----	Bill Roth
District Attorney -----	Anne Anderson	Coordinator -----	Paula Itaya

**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 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.

Eileen introduced and welcomed Rob Castiglia of IT PM to the meeting. Eileen noted that Rob had worked on the assessment of the Sheriff's Defendant Tracking System.

**Adoption of Agenda - Action Item**

The Coordinator proposed, and discussion took place regarding, changes in the meeting schedule for the remainder of 2003. Reg Smith moved to schedule the next meeting for September 18<sup>th</sup> instead of September 11<sup>th</sup> as previously announced. Thomas Brown seconded the motion, which was carried unanimously by the members. Future meetings would be scheduled at the next meeting.

Reg moved to adopt the Agenda. Thomas seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

**Adoption of Meeting Minutes - June 19, 2003 - Action Item**

Gregg Lowder moved to adopt as final the draft of Minutes of the meeting of June 19, 2003. Thomas seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

**Executive Sponsor Update - Discussion/Action Item**

Budget Report - Gregg said that the budget situation has changed slightly. It had been presented to and approved by COIT at \$1.5 million. Gregg said that it is still hoped that \$250,000, which had been removed from the General Fund portion of the funding, would be recouped by that amount from a Homeland Security grant, for which they are in the process of applying. Gregg added that he expects the carry-forward amount to be greater than originally thought: \$750,000 instead of \$560,000. However, last month's billing has not been included yet, so the actual amount is still unknown.

District Attorney Case Management System - Gregg said that among the many aspects of the Project being worked on by the Technical Steering Committee, with IT PM, has been an extensive design review of the District Attorney system. Gregg complimented the District Attorney's Office on their commitment and the amount of work performed by the Office on the project. A report is being drafted, which should be ready in the next few days, outlining what needs to be done in the next few months to completely implement the project by December 31, 2003, by which time the federal grant funds need to be expended. Gregg noted that the funds were due to expire last year, but an extension had been granted until the end of this calendar year. Gregg said that in order to accomplish the completion of the system by the end of the year, the District Attorney would need additional resources, which Gregg is recommending be forthcoming from JUSTIS. Gregg said that Linda Klee has represented to him that the amount of \$67,500 would be sufficient to cover the cost of data migration, necessary for their system. Linda, present today, said that she has based her assertion on discussions with her office, the vendor and IT PM. Linda added that the amount did not include migration to and from additional systems as yet unknown.

Gregg moved, and Reg seconded, to expend \$67,500 for the cost of data migration for the District Attorney's case management system. Six voting departments present (Adult Probation, District Attorney, Police, Public Defender, Sheriff, and MOCJ) unanimously passed the motion by roll call vote. Superior Court, ECD, and Juvenile Court were not represented at the meeting.

JUSTIS Architecture and Integration - Gregg said that a major part of the project as a whole is the architectural design of the system, which is its foundation. Discussions have been taking place regarding the best approach to take. DTIS has done some research and has indicated it would need assistance on this aspect of the Project. In consultation with DTIS, the TSC has requested and received a Statement of Work from IT PM to design the integration portion of the Project. Gregg said that this would be funded as a personnel line item in the budget. Walt Calcagno said that DTIS has reviewed and approved the Statement of Work, and DTIS is currently in the process of getting approval to proceed. Walt said that he did not know how long the process would take.

#### **Technical Steering Committee (TSC) Update - Discussion/Action Item**

Cynthia Caporizzo presented a status report on the many sub-projects and "global" issues currently being worked on by the Technical Steering Committee (TSC).

Public Defender - The Public Defender's Office has selected a case management system. Progress is being made toward final negotiations with the vendor, and contract approval. It is hoped this phase will be completed by the end of August. The TSC is providing support in those efforts. In addition, the TSC is helping to develop project documents, such as a Validation and Verification Plan, and other key components required for success.

Police Department - The Police Department is currently completing a feasibility analysis for the STAR project. DTIS is working with the Police to develop infrastructure models to deploy the new RMS system, which is a component of STAR, to insure that connectivity issues are addressed. An assessment of CLETS requirements is included in the analysis. They are currently on schedule to release an RFP for the RMS at the end of August.

Sheriff Department - A vision document is currently being prepared for this project. No timetable has been set by the Department as yet.

Master Project Plan - IT PM has presented an important document that examines the sub-projects as to issues of quality, method, and content, to insure consistency of the Project as a whole. The document will show the prioritization and goals set by the Council, and will require each sub-project to

meet System Development Lifecycle (SDLC) requirements. Cynthia said that after she and Gregg review the document, it would be presented to the Council. In answer to a question as to timeline, Cynthia said that she hoped to present the document to the Council by the next meeting.

Cynthia said that the projects, as prioritized by the Council, have been divided into two groups: works in progress and longer-range projects. DTIS and IT PM are currently developing a cost, scope and schedule scenario for the budget of each project, based on its stage and position in the group. She said that she hopes to present this analysis to the Council at the next meeting.

Inventory Assessment – Cynthia said that DTIS is still working on the requested inventory of all equipment, hardware, software and any other items purchased for the JUSTIS domain (with or without JUSTIS funds). The information is to include price, date of acquisition, operational status, location, warranty status and maintenance status.

Peg asked if a decision had been reached regarding the District Attorney's request for funding of three forms. Cynthia said that no decision has been made as yet.

Al Corker added that the Project Plan document basically contains two components. The first consists of a methodology for planning the sub-projects. Quality standards and requirements are defined. The cost, scope and schedule of each project is recognized, evaluated and approved in advance. A budgeting estimate is developed for each project, and thereby the total financial picture is known. The second component of the Plan is for implementing the projects. A Work Breakdown Structure (WBS) would be provided.

Belle Taylor-McGhee asked what additional data was needed to include the domestic violence modules in the cost, scope and schedule of the sub-projects. Al said that the requirements need to be defined and inserted as placeholders. Cynthia said that the TSC is waiting for the requirement documentation that the working group of the Department on the Status of Women was to produce.

#### **New Business**

No new business was presented to the Council.

#### **Adjournment**

The next Council meeting is scheduled for Thursday, September 18, 2003, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Reg moved to adjourn the meeting. Thomas seconded the motion, which was approved unanimously by the members. The meeting was adjourned at 10:34 a.m.