

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

*Justice Tracking Information System

Thursday, June 19, 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	Police -----	Tom Bruton
Adult Probation -----	Jahangir Khan	Police -----	Kathryn Brown
DOSW -----	Belle Taylor-McGhee	ECD -----	Glenn Ortiz-Schuldt
DOSW -----	Justine McGonagle	Public Defender-----	Thomas Brown
MOCJ -----	Gregg Lowder	DTIS -----	Oli Sadler
MOCJ -----	Cynthia Caporizzo	DTIS -----	Walt Calcagno
District Attorney -----	Paul Walker	DTIS -----	Yolanda Scheihing
Superior Court -----	Pat Jeong	IT PM -----	Al Corker
OIS -----	Bill Roth	IT PM -----	Richard Peck
Coordinator -----	Paula Itaya		

Call to Order

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Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:09 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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Jahangir Khan moved to adopt the Agenda as presented. Kathryn Brown seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - May 15, 2003 - Action Item

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Thomas Brown moved to adopt as final the draft of Minutes of the meeting of May 15, 2003. Kathryn 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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Budget Report - Gregg Lowder said that the budget had been set at \$1.5 million from the General Fund by the Mayor's Budget Office. Gregg said that it is hoped that \$250,000, which had been removed to help close the City budget deficit, will be "replaced" by that amount from an Urban Area Homeland Security grant. It is also possible that additional funds will be forthcoming from the "interoperability" portion of the available Homeland Security grants. Gregg added that he expects that unspent funds will be carried over from this year's budget. Walt Calcagno noted that the carryover funds have been included in the requested budget. Gregg said that resolution of the budget amounts would take a few months into the next fiscal year.

Gregg said that COIT has requested that a presentation be made at a meeting next week of an update on the status of the JUSTIS Project and budget since the last presentation, made a few months ago. Gregg said that Eileen, Walt and he would attend.

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

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APD Request - Cynthia Caporizzo said that the Adult Probation Department had made a request to the TSC for \$5378.63, for the software required to implement a backup/disaster recovery process for their case management system. She said that disaster recovery is an essential element of all systems and should be considered early in system implementation. Cynthia said that the TSC recommends approving this request. Jahangir moved to approve the funds. Thomas seconded the motion, which was passed unanimously.

Architecture Update - Cynthia said that the Committee has been in the process of reviewing the Project historically, relative to determining how best to proceed. She said that they have focused on three key elements for consideration: the purchase and installation of a selected vendor product, the migration of data from CABLE/CMS, and the integration of data between the data warehouse and the case management systems and other external systems. Cynthia said that JUSTIS might be defined by that last element, and its achievement would form the basis of accomplishing the JUSTIS goals.

Inventory Update - Cynthia said that TSC had asked DTIS to provide an inventory of JUSTIS hardware and software and licenses: assets of the JUSTIS domain. She reported that according to the initial document, \$522,000 has been spent on hardware and development at HOJ and 875 Stevenson Street for the DA, PD and APD systems. In addition, \$1.7 M is the amount of funding currently set aside for the Adult Probation and the District Attorney case management systems, and \$150,000 has been set aside in FY 2004 for the Public Defender system. Cynthia said that DTIS is working on and will be submitting a final document outlining the JUSTIS domain inventory.

Cynthia reported that the DTIS has been making an assessment of system architecture and working on completing the case management systems. She said that the current methodology is data replication and migration. She said that a flat file of CMS data would be placed into a relational database, constituting a one-way data migration. A CMS data dump has been received into the APD live system. The District Attorney has a working system and no data migration has taken place to date. Cynthia said that their assessment has shown that additional methodologies should be devised.

For example, they would be working on a methodology for on-line transactions between systems and a run-time repository.

Cynthia said that future work is divided into two categories: work in progress, such as the case management systems, and those projects, which have been deemed to be included, but have not yet been started. Work in progress would remain within the oversight purview of the TSC, which would make recommendations to the Council. In the light of reduced budgets, prioritization by the Council would be required of all future undertakings. Cynthia said that the assessment process for the TSC involved the review, ranking and weighting of the JUSTIS goals and projects. The IT PM presentation to follow would instruct the members on these processes.

Eileen said that anyone might participate in discussions preceding voting; however, voting is limited to the designated voting member. She requested that voting department members identify themselves: APD - Jahangir Khan, ECD - Glen Ortiz-Schuldt, MOCJ - Gregg Lowder, Police - Kathryn Brown, Public Defender - Thomas Brown, Sheriff - Eileen Hirst, Superior Court - Pat Jeong. (DA - Paul Walker attended later in the meeting.) It was agreed that the presence of five voting departments at a Council meeting would constitute a quorum.

JUSTIS Project Selection and Prioritization - Discussion/Action Item

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Al Corker began the presentation by describing the recognized need for a process that would enable the Governance Council to make decisions and to function more efficiently. Al said that the presentation he will make would guide members in the tasks to be performed today: affirming JUSTIS goals, selecting and prioritizing the projects, and deciding to adopt the two-step process for project commitment. These activities would support the domain in the conduct of its business. Documents outlining today's activities are attached to these Minutes.

Al said that the basic strategy is to identify all the stakeholders, outline the goals of the system, rank the goals, and prioritize those projects that accomplish the goals. Al reviewed the tasks for the Governance Council, which he said is comprised of a group with various private needs, evidenced by the case management systems, which must be balanced against the desire to satisfy the public good. Al said that the selection of good information technology investments (projects) is not intuitive and requires maturity to see the proposals with clarity, their relationship to each other, and what their total cost would be. Richard Peck said that the documentation they have provided has been clarified and changed slightly, and is more specific to the Project. Some changes have been made to the Vision document, which will be distributed to the Council through email by the TSC via the Mayor's Office.

Al said that the IT PM approach intends to end the ad-hoc project selection, which the Council had experienced in the past. He said that they would begin with a series of votes to achieve consensus: *consensus* meaning a preponderance of agreement, not unanimous agreement. They would move toward a two-step project commitment process, involving funding a study, and if merited, funding project completion.

Al said that the TSC has been reviewing the Project goals, benefits, and priorities, and has tested the process by using it. They have participated in the ranking, weighting, and scoring process. Council members are invited and encouraged to agree or disagree with the results of the TSC consensus.

The JUSTIS Project goals, listed in the order in which they appear in the Vision document, have been expressed and ratified by the Council in the past to be:

<u>Goal</u>	<u>Technical Steering Committee</u>
<u>Ranking</u>	
Replace and retire CABLE/CMS	6
Integrate case management information	2
Improve workflow and communication across domain	5
Enter data once and reuse across domain	4
Improve access and information quality	3
Improve reporting and analysis capabilities	1

Al listed the benefits of the goals to better define and clarify them. The rankings given to the goals by the TSC are noted above. A question was asked regarding the goals relative to access to the system and whether or not access would be enabled through a single application. Al said that the goals allow access through either single or multiple applications, depending upon the architectural design and system selection. In addition, it was noted that CMS is an application on CABLE3, and there are many Police applications on CABLE4. Al said that the "original" wording of that goal has been retained. In addition, Al noted that members were advised to be looking through their JUSTIS lens, rather than that of their department, in performing the following activities.

APD, ECD, MOCJ, Police, PD, Sheriff and SC, by voiced roll call, unanimously voted to approve the JUSTIS Project goals as listed above. Al explained that in the TSC the goals were scored by four people on a scale from zero to four, using increments of one half point. Kathryn moved to adopt the weights given to the goals by the TSC. Jahangir seconded the motion. The motion carried unanimously by the seven department members as above.

Al next presented a chart which describes the projects or activities which comprise JUSTIS, followed by another chart showing the status of each: not started, in planning, in construction, migration done, integration done. This chart includes projects that would be part of the JUSTIS domain, but are not funded by JUSTIS.

Al said that the next step for the Council is to prioritize those projects that have not been started. A question was asked about the number of projects "not started." Al explained that in five years the Project has changed from its early conception. It was originally thought that an integrated system could be achieved by simply replicating data to a central warehouse. However, since the departments have increasingly moved in the direction of case management systems, the concept has changed and infrastructure requirements have changed. The Project has "fragmented" into many applications, which requires re-thinking the original architecture and system design.

Al said that another task for the TSC was to rank the sub-projects to be worked on out of the funds remaining in parallel with or after completion of works in progress. Al said that a matrix was created for each project. The problem was stated, followed by the proposed solution. The projects were assigned points relative to the JUSTIS goals. Projects outside the funding structure are being dealt with by liaison teams with the TSC; as was stated, works in progress, by the TSC. (Please see attachment for projects rankings by the TSC.) A clarification was made in that outside projects do not need approval from the TSC. Discussions regarding elements of communication and data exchange

would take place and written agreements would result. Another point was made to clarify the function of the data warehouse, which is the end product of accumulated data from the run-time repository of the various systems that are integrated with it. The reporting function is accomplished in the data warehouse, fed from the run-time repository. Al added that that some elements of infrastructure are in place, but a significant portion is not.

Kathryn moved to adopt the project rankings of the TSC. Thomas seconded the motion. The seven voting departments carried the motion unanimously.

Al said that now that the projects have been ranked in the order that they support JUSTIS goals and objectives, he recommends that a two-step process be followed in evaluating, adopting and funding additional projects. Al said that in the future more emphasis would be placed on the planning and feasibility analysis of a project than has occurred. In the past, funding took place, or not, based upon incremental discovery. Planning may take more time and money at the front end, but reduces the risk of failure in the end. The feasibility analysis is part of the System Development Lifecycle and provides a measure and methodology by which goals are better defined and met. Al added that the Public Defender case management system is being subjected to a feasibility analysis and long planning process, during which he was sure that nothing significant would be omitted.

Thomas moved to adopt the two-step project commitment process. Kathryn seconded the motion. The motion passed by seven voting departments. An eighth department, the District Attorney, abstained.

New Business

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No new business was presented to the Council.

Adjournment

The next Council meeting is scheduled for Thursday, July 31, 2003, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Kathryn moved to adjourn the meeting. Jahangir seconded the motion, which was approved unanimously by the members. The meeting was adjourned at 11:40 a.m.