

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

*Justice Tracking Information System

Thursday, May 15, 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 -----	Lee Samson	Police -----	Kathryn Brown
Controller -----	Ann Foley	Public Defender-----	Teresa Caffese
DOSW -----	Justine McGonagle	Public Defender-----	Thomas Brown
MOCJ -----	Gregg Lowder	DTIS -----	Oli Sadler
MOCJ -----	Cynthia Caporizzo	DTIS -----	Walt Calcagno
District Attorney -----	Reg Smith	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 10:07 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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Pat Jeong moved to adopt the Agenda. Teresa Caffese seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - April 3, 2003 - Action Item

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Lee Samson moved to adopt as final Draft 2 of the Minutes of the meeting of April 3, 2003. Teresa 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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Gregg Lowder said that today's meeting would be devoted to a presentation by Al Corker of the proposed JUSTIS Vision/Charter Document, which is the first step in the Project Lifecycle. The Prioritization document previously circulated to members by email is proposed to follow the Vision Document, and will be on the Agenda for discussion at the next meeting.

Gregg said that the domestic violence Justice and Courage Oversight Panel (JCOP) had requested that a brief presentation be made to them regarding details of the JUSTIS Project. Gregg said that the presentation became quite thorough, since the Panel had many questions. Justine McGonagle agreed with Gregg that the Panel is now better informed on the Project, and has more confidence in it.

Budget Report - Gregg reported that the budget at \$1.5 million has not been changed and will be submitted by June 1st. Gregg added that a small possibility exists for receiving a Homeland Security grant; however, if there were to be any funds available for technical projects, the amounts would be very small.

Gregg said that ITPM is not in contract with COBRA, which is being investigated by the City Attorney. ITPM will contract with another computer store.

Technical Steering Committee Update - Discussion/Action Item

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Cynthia Caporizzo said that the Technical Steering Committee has been meeting Thursdays at 1:30 in Room 5019 at Stevenson Street. A form for requesting review before the TSC was distributed by email after the last meeting.

Cynthia said that the Committee has met with departmental representatives to discuss work on technical projects which relate to JUSTIS. She said that data integration talks have started with Superior Court regarding the Court's new application, which is under development, and is scheduled for completion by the end of this calendar year.

Cynthia said that the Police Department is working on a Records Management System and has formed a technical advisory committee. They are working on a vision document and on an architectural review. They will be announcing their JUSTIS-relevant plans to the TSC in about four weeks. They have made a presentation to the TSC regarding a crime-mapping system (GIS). They are working with DTIS and MOCJ on the Geographical Information System, which will have a small component in JUSTIS.

Cynthia said that the Adult Probation Department is in the last stages of data conversion for their case management system, which is scheduled to go live on May 19th. Some data exchange issues are still to be resolved.

The District Attorney has made a presentation to the TSC. This week, the TSC will meet with the vendor, Constellation, to see a demonstration of the system.

The Public Defender has selected a system to purchase. A data wiring upgrade will be performed before negotiations begin. Another assessment meeting will take place with TSC next week.

Meetings are being held to define user requirements relating to the domestic violence module: reporting and management system, which is one of the sub-projects within JUSTIS.

JUSTIS Domain Vision Document - Discussion/Action Item

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Eileen said that during the past several months, a structure has been created within which the JUSTIS Project would move forward. Eileen said that the decision to hire ITPM has strengthened the Project to a visible extent, especially by providing solution architecture. Eileen added that the essential element in focusing the Project is the Vision Document, which will inform and direct all succeeding activity. It is the first block in the Project Lifecycle. She said that Al Corker will present an overview of the document, which remains in draft until adopted by the Council. A document outlining today's presentation is attached to these Minutes.

Al emphasized that the presentation being made today is not the complete Vision/Charter document, which consists of four sections of approximately twenty pages, and also contains nine appendices. He said that his deliverable is to the Executive Sponsor and to the TSC, to whom he will present the document. Gregg and Cynthia will distribute the document and gather input. The draft document will be distributed to members by email, is open to member question and comment, and will be voted upon at the next meeting.

Al said that the Project is a work in progress. He said that the document defines "JUSTIS," which has had some confusion attached to it in the past. Al said that the original goals are still in place: to replace the technical aspects of CABLE/CMS, while maintaining, improving and expanding its capabilities, and those of the participating agencies. The document incorporates what has been done on the Project to date, describes what is being done presently, and suggests a path for future additions. Al said that there will be a substantial demand for services in excess of resources. It will be important to adhere to a structured format for the evaluation of various demands as they materialize. The methodology for prioritization of projects will be helpful for the governing body in its decision-making capacity, as the sub-projects expand. The "Charter" portion defines the reason for the Project, while the "Vision" portion outlines what the Project will accomplish.

Al said that one of the appendices is devoted to system architecture, which is increasingly a focal point. DTIS is currently performing gap analysis on the architecture to determine that there are no important omissions. The document contains a glossary to help the reader with technical terms that are used. The document outlines the various sub-projects (specific agency systems), describes the way they will work together, or not, and suggests a case model of arrest and/or booking through disposition and/or supervision.

Al said that large investments have been made in some areas: the data warehouse, infrastructure and assets, case management systems, etc. Member concerns centered in data sharing and data collection and reporting. Al said that these mission objectives have not changed, and the Vision document demonstrates architecture and methodology for achievement of those original goals.

Al said that dividing responsibilities into two groups, the governing and the technical, has reduced the challenges for the voting members. He said that the document is not technical, and he thinks it will make the task of governance easier for the members. Explanations will be included as to how the various elements will be achieved. There will be a statement of the problem to be solved, a description of the solution, and a management view of how the solution will be achieved. Al said that the document will better prepare the Council to make the decisions shortly coming its way.

Al briefly described the difference between "replacing" the legacy system and "decommissioning" it. The former term may not mean diminishing dependence upon parts of the old system; while the latter, in a meaningful way, retires the system finally. Al said that he did not have a timeline for that part of the Project.

Al said that the document presents data interfaces as "seams" and the extent of each seam will be appropriately negotiated by agencies, who would execute a Service Level Agreement, a sample of which is provided. Agreements of this sort, highly technical and detailed, will insure that the domain is nourished to its full potential.

Al reviewed the tasks for voting members: they will need the ability to understand and agree upon a method that reaches consensus as to how projects are to be prioritized. This is a two-step process. Projects will take input from the TSC, input from departmental groups, and arrive at a prioritization from among the projects that are selected for implementation, in the order that they need to be completed. They will authorize work to be done to assess what the total scope of the project consists of regarding costs and key milestones. Once those steps are completed, funding can be sought for the entire project or sub-project. Management direction and goals and engineering requirements are synchronized so that expectations are fulfilled as to schedules, costs, scope, priorities and deliverables. Once that is accomplished, the Lifecycle process can evaluate the quality of the completed project. Al said that projects should be viewed as investments in the public good, and not as subjective goals, with their own reason for being.

Richard Peck described some of the elements in the ITPM RFP process. In addition, he said that they would overlay details of all of the present projects, in various stages of implementation, into the System Development Lifecycle to ascertain how each piece will contribute to the overall system.

Al noted that there are two groups of system "members:" those who vote, but who do not necessarily use the system, and those who use the system, but may not be voting members. All are stakeholders. Al said that it was important for both groups to be informed about and understand what was being presented, and to achieve a high level of satisfaction about it.

After the presentation, a question was asked about the source of funds for training. It has not been determined whether training costs would be borne by JUSTIS or by department allocation. It was noted that costs of training are usually provided within the specific application contract. Al said that if JUSTIS were viewed as a federation of fifteen sub-projects, which were going to be implemented in a relatively uniform manner, a somewhat standard solution would emerge for handling the same types of processes across the entire project.

A question was asked about reporting. It was noted that all of the sub-systems have reporting capabilities, which would present a particular view. The data repository would contain aggregate data, which could be accessed over periods of time.

A question was asked about Memoranda of Understanding. Al said that the document contains a sample form that could be used. It is based on the Service Level Agreement used by DTIS. One of the purposes of the SLA is to insure that decisions affecting the domain are not made without publicity, made arbitrarily and suddenly, to the detriment of the domain. Al said that the concept of integration is at the core of the domain, and as such, must be protected and fostered.

New Business

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No new business was presented to the Council.

Adjournment

The next Council meeting is scheduled for Thursday, June 19, 2003, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Lee moved to adjourn the meeting. Pat seconded the motion, which was approved unanimously by the members. The meeting was adjourned at 11:30 a.m.