

JUS.T.I.S. * Governance Council Meeting Minutes
*Justice Tracking Information System
Monday, November 4, 2002, 10:00 a.m.
Hall of Justice, 850 Bryant Street, Room 215
San Francisco, California 94103

Attendance

Public Defender --- Randall Martin -----	MOCJ ----- Gregg Lowder ----
Adult Probation ----Armando Cervantes -----	Police ----- Tom Bruton ----
Adult Probation ----Lee Samson -----	Police ----- Lamont Suslow ----
Adult Probation ----Jahangir Khan -----	Sheriff ----- Phil Tutt ----
Adult Probation ----Daniel Lee -----	Sheriff ----- Eileen Hirst ----
District Attorney -- Terence Hallinan -----	Superior Court - Helen Hamilton ---
District Attorney -- Reg Smith -----	Treasurer-----Jay Banfield ---
District Attorney -- Linda Klee -----	DTIS ----- Walt Calcagno ----
District Attorney -- Paul Walker -----	DTIS ----- Yolanda Scheihing ----
District Attorney -- Teresa Serata -----	DTIS ----- Chris Krehmeyer ----
MOCJ -----Cynthia Caporizzo -----	DTIS ----- Oli Sadler ----

Call to Order

Randall Martin, Co-Chair of the Governance Council, called the meeting to order at 10:15 a.m.

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

The Agenda was unanimously adopted.

Project Expenditures and Budget Report - Discussion Item

Walt Calcagno gave a PowerPoint presentation regarding the JUSTIS budget, text copy attached. He indicated that approximately \$273,000 had been identified as available for additional expenditures not specifically included in the 2002-2003 JUSTIS budget. Those funds consist of: \$37,000 from LLEBG funds which must be spent by January 31, 2003, nearly \$61,000 unexpended federal grant money, more than \$39,000 salary savings, and more than \$148,000 in case management system maintenance fees. It is still unknown whether JUSTIS funds will be tapped to cover the CMS budget shortfalls for 2001-2002 and 2002-2003, which total approximately \$500,000. Walt stated that, excluding CMS, there is a total of \$205,000 in additional expenditures sought this fiscal year, including: \$10,000 for wiring at the DA's office, \$158,000 in hardware, software and program enhancements for the DA's case management system, \$34,000 for APD software, and an undetermined amount for network maintenance.

Chris Krehmeyer noted that the issue before the Council is not whether there is enough money to fund the requests, but whether the present requests are the best use of the surplus funds.

Preliminary Discussion of Project Scope Relative to Expenditures - Discussion Item

Walt had distributed a document by email entitled, "JUSTIS Strategy Update." Discussion ensued regarding the scope of the project and the "necessity" of the requested expenditures.

Gregg Lowder said that the scope presented by Dwight Hunter was too large and too expensive to be realistic in today's financial environment. He said that a long, middle, and short-range strategic plan had been drafted, yet after expenditures of approximately six million dollars, even the short-range plan has not materialized. Gregg added that Dwight made promises which he did not have the ability to fulfill, and he is no longer with the Project. Gregg suggested that the original scope of the Project could be a benchmark to be used in creating a new scope, which would be based on today's realities of funding and what has been accomplished to date.

Gregg said that the number of computers listed in a table in the 1999 Strategic Plan should be the touchstone, and should be used to judge the validity of incoming present and future requests. He said that, based on the original Strategic Plan, the requests being made are reasonable and fit into that Plan. Gregg said that the list called for fifty workstations for the District Attorney. The software request for fifty licenses, etc. matches the original hardware allotment, and therefore should be charged to JUSTIS. Looking at the APD request, he said that there are more workstations than was originally contemplated; however, the financial amount of the request is less than what was originally planned, and does fit into the JUSTIS allotment.

Randall noted that it had been represented that the case management systems would be fully implemented by JUSTIS, and that the table from the original Strategic Plan referred to by Gregg refers to "additional" hardware needed, not the total installed base. Members referred to various documents from 1998 and 1999, and disagreed about the number of computers to be considered "benchmark." Some members agreed that what was listed would have been in addition to what the Department already had. It was noted that inventories were assessed, and assumptions made, about the number of workstations needed to bring each department to full participation in JUSTIS, and to bring departments from manual to automated systems. Members said that JUSTIS was to be installed department-wide in all participating departments. In addition, it was noted that due to Project delays, those inventories would be years out of date at this time.

Gregg said that it is necessary to set spending priorities. He said that funds designated for personnel should not be used for hardware and software purchases. He added that funds may be reserved for an anticipated change

of direction, such as adding a domestic violence module, or other emerging demands.

Jahangir Khan noted that the number of computers listed does not reflect software requirements for those computers. Members agreed that the numbers are old and departments have grown. The spectre was raised that there may be even less money available in the future, and the present attempts to start the Project may be in vain.

Reg Smith referred to the document he had provided at the last JUSTIS meeting which listed the functions and numbers of 270 staff members to be included in each of four phases of system implementation, and timelines for each phase, noting in which phase each person would be included. Their assumption was that every attorney in the Office would have access to the case management system. Reg said that the RFP shows the intent to interface their system to the data warehouse. He said that they purchased 250 licenses to effectively communicate within the department and with others. The attorneys, not clerical staff, would enter information, which would provide more accurate data to the system.

Gregg said that he did not disagree with that, but the question is what JUSTIS should become at this point. Chris Krehmeyer said that upgrades were not funded in the original documentation. Reg said that references to upgrades and RAM requirements do appear in the RFP for the District Attorney case management system. No one denies that upgrades and various enhancements may be needed; however, software/hardware requirements and suggested enhancements never got into any budgetary formula and present funding sources have not been determined.

Tom Bruton said that he has concerns about the Project not working at all. He is confused about what it will look like when "finished," and how information will flow through the system. He said that the Police Department is a large contributor to CMS, but they do not appear in any plans he has seen. Tom added that projects should not be funded that do not directly benefit JUSTIS, which, in his view, is distinct from individual departmental systems.

Gregg said that the data warehouse was to be the first part of the Project, concurrently developed with department case management systems. Since it was believed that some functions were going to be lost, the Project was redirected. Linda Klee said that the scope of the Project must involve sharing

information and getting access to information so that departments can perform their duties appropriately, efficiently and completely.

Helen Hamilton said that the big issue must be the data warehouse, which is to replace CMS and CABLE. She said that if individual systems are developed, at the expense of a data warehouse, they would still have to be interfaced to the existing CABLE.

At this point the discussion centered on the amount of funds available, according to Walt's presentation. Randall said that, excluding \$500,000 for CMS deficits, the total of potential expenditures is \$205,600. Approximately \$284,600 is "available." Randall said that it appears that there are adequate available funds.

Gregg said that criteria should be developed as to how available funds should be spent. He advised that spending should not take place merely because the funds are available. Funds spent should follow the agreed upon predetermined direction of the Project, before various needs arise. Each potential expenditure should be measured against those criteria. He said that there may be additional discussion about the scope, but based on what he has seen, the DA request largely meets the criteria. He said that he does have a concern regarding the request for fifteen printers.

A question was raised as to the original plans for the surplus funds. Walt said that staffing is in place for data warehouse design. Walt said that the funds could be spent to hire an additional staff member who would work on getting the data out - a reports and queries specialist. Walt said that it was essential to design data extraction at the point of creation of the data warehouse. Yolanda Scheihing said that the reports would replace the existing CMS reports. Yolanda said that data is being extracted from CMS to populate the data warehouse at present. Phil Tutt said that CABLE would not be "replaced" until the last user is off and for that reason, the input and output of data, as determined by present department usage, were equally important.

Armando Cervantes said that the question is whether these departments would or would not be supported in their case management systems. Chris said that the funding was found, but he does not see that the particular expenditures are specifically described in the scope. Armando said that he is very clear about the path the Project should take, and his department's role in the Project.

Randall said that a DTIS assessment was made of the technical issues regarding the two requests. Jay Banfield said that precedents are being set for startup and it would be helpful to know what the assessment revealed as to the minimum needs of the departments for the start of their systems. Yolanda summarized the requests and presented an evaluation. She said that the anti-virus software is not required for the case management system to be operational. She said that, technically, Microsoft Word is not required for everyone. Jahangir said that it would greatly slow their business to have five individuals typing reports for everyone, and this would not represent an improvement in the efficiency of their business practices. Walt said that the dilemma is always going to be between the minimum that could be feasible, and the expansion that would really improve the environment. He said that he sees nothing in the requests that is unreasonable technically.

A question was asked whether partial or staged implementations were considered in making the technical assessment. It was noted that the District Attorney was phasing their system, whereas the Adult Probation Department was proceeding with full department implementation. Randall said that although he understood the particular circumstances prompting the APD decision to proceed as they did, he recommended that the District Attorney model be used by other departments in the future.

Adult Probation Department Software Request - Action Item

Linda Klee moved to grant the APD request for \$34,353.20. Lee Samson seconded the motion. A roll call vote was taken. The request was approved by a 6 to 1 vote. Randall noted that there were no representatives present from two voting departments: Emergency Communications Department and Juvenile Probation; however, he noted that a quorum was present for voting on the action items.

District Attorney Software/Hardware Request - Action Item

Further discussion ensued regarding the District Attorney's request for \$61,861. Linda reviewed the necessity for each of the requested items.

Yolanda said that a technical assessment was made and RAM upgrades are needed to support the case management system. Linda said that both attorneys and clerical staff would participate in the customization of complaints to be filed. Linda described the deployment of the requested

printers. Paul Walker reviewed the security concerns contributing to the placement of the printers.

Members questioned whether JUSTIS should fund email and two word processing software packages for the District Attorney's Office. Dual word processors were being requested to avoid additional training costs within the department. Lee said that training costs, including DTIS staff, had been outlined in the original plans, and yet now these are not forthcoming. She added that she could understand the department's inability to retrain at this point. She said that training was more expensive than the amount requested for additional software.

After hearing numerous objections, Linda withdrew her request for \$4,950 for WordPerfect software, and amended the request to \$56,911. Gregg moved to grant the amended DA request. Randall seconded the motion. A roll call vote was taken. The request was approved by a 6 to 1 vote of members.

Adjournment

The next meeting is scheduled for Thursday, December 5, 2002, at 10:00 a.m., in the Adult Probation Conference Room, Room 215. The District Attorney's updated request for \$94,000 in program modifications will be on the Agenda. Randall said that documentation should be submitted at least a week before the meeting.

Gregg said that Belle Taylor-McGhee would be making a presentation as to the findings of the Department on the Status of Women regarding the domestic violence components of JUSTIS.

Daniel Lee said that his department would be making a request for the renewal of annual licenses for the following fiscal year, about \$43,000. Phil added that this may be an on-going problem for other departments. Jay added that these on-going expenses are not defined in the Plan, which does not provide detail about what is and is not supported by JUSTIS. In addition, the Plan should note the business practices supported by JUSTIS, as opposed to those which the departments would support. Randall said that this should be part of the discussion on the Strategic Plan presented by Walt, and still in draft form. The document is awaiting member comment.

It was noted that the security plan has not been finalized. Walt said that a subcommittee is needed to work on the security document. Yolanda added that she needs departmental representation on the web design of the reports and queries wanted by departments. Members are requested to submit participant names, which she would include in her progress report.

Members voted unanimously to adjourn the meeting at 12:25 p.m.

(Walt Calcagno's PowerPoint attachment follows.)

(1) JUSTIS: By the numbers

CMS Replacement Project

Fiscal Year 2002/03 Budget Status

(Note: *red/bold italics* indicates fund surplus)

(2) Funding Sources

Federal Grant	(\$1.5 million)
Block Grant	(\$37k)
General Fund	(\$1.6 million)
Carried Forward Funds	(\$969k)

(3) Expenditure Plan: Federal Grant Funds (Total: \$1,500,000)

Equipment:

Proliant ML370 rack mount server - AP	\$15,400
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Other Costs

Case Management System - Adult Probation	\$532,875
Case Management System - District Attorney	\$637,500
Case Management System Customization - AP/DA	\$60,725
ORACLE Licenses (10 processors)	\$253,500

(4) Expenditure Plan: General Funds + Carried Forward Funds (Total: \$2,569,831)

Project Staff	\$1,347,342
Other DTIS Service Support	\$220,091
Contractor Services (OIS)	\$49,500
Other City Department Assistance	\$70,000
Mainframe/Telecom Costs	\$80,638
Case Management Software	\$295,000
Annual Licenses/Warranties	\$367,620
Software/Hardware	\$119,640

Training/Education \$20,000

(5) Project Staffing (Total: \$1,347,342)	(hours)	(rate)	(amount)
Project Manager	1300	104.65	\$136,045
Business Analyst (Dept Liaison) x 3	1600	104.65	\$502,320
Programmer (Data Conversion)	1600	104.65	\$167,440
Programmer (Data Base Design)	1600	104.65	\$167,440
Programmer (Report Writing)	800	104.65	\$83,720
Business Analyst	800	104.65	\$83,720
Programmer (Data Warehouse Designer)	800	104.65	\$83,720
Programmer (Web Engineer)	800	104.65	\$83,720
Network/LAN	000	123.34	\$0
Oracle Database Designer	000	109.59	\$0
Salary Savings (Not redirected)			\$39,217

(6) Other Support Areas (Total:\$339,591)

Other DTIS Support Services	(hours)	(rate)	(amount)
DBA Services	900	109.59	\$98,631
Voice/Data Network Wiring	100	90.29	\$9,029
O&I Consulting	30	107.53	\$3,226
LAN Services	850	123.34	\$104,839
WAN Services	40	109.14	\$4,366
Contractor Services (OIS)			\$49,500
Other City Department Assistance			\$70,000

(7) Mainframe Costs (Total: \$80,638)

Telecomm/T-1 Line Lease	\$14,400
Batch/TSO CPU Usage	\$50,188
CABLE Transactions	\$300
Disk Storage	\$10,000
Printing Services	\$4,200
Tape Storage	\$1,550

(8) Case Management Software (Total: \$295,000)

Public Defender – New System	\$75,000
Adult Probation - Data Conversion/Customization	\$220,000

(9) Licenses/Maintenance (Total: \$367,620)

ORACLE	\$86,000
DA Case Management	\$95,000
PDEF Case Management	\$10,000
AP Case Management	\$42,700
Server Enterprise Licenses	\$120,000
Client Access Licenses	\$13,920

(10) Software/Hardware (Total: \$119,640)

3270 Emulation hardware/clients	\$77,640
JUSTIS LAN - Oracle Application Server	\$34,000
SQL Navigation Professional 4.1 (6 copies)	\$3,000
ORACLE Development Suite (1 copy)	\$5,000

(11) Expenditure Plan – Unplanned Adjustments (amount) (impact)

“What we expected” versus “what we got”	(\$179k)	Delay hiring staff
AP data conversion/customization	(\$220k)	Delay hiring staff
Wiring for DA’s “subpoena” area	(\$8k)	Delay hiring staff
DPW -AP 2nd room	(\$20k)	Reduce training

(12) Potential Adjustments to Expenditure Plan

DA wiring	(\$10.3k)
CMS deficit	(\$500k)
DA customization	(\$99k)
DA software/hardware request	(\$61.8k)
AP software request	(\$34.5k)
Network equipment maintenance	(TBD)