

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

*Justice Tracking Information System

Thursday, October 24, 2002, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Public Defender ----Randall Martin ----	Police -----Tom Bruton ---
Adult Probation ---- Armando Cervantes ----	Police -----Kathryn Brown ---
Adult Probation ---- Lee Samson ----	Police -----Lamont Suslow ---
Adult Probation ---- Jahangir Khan ----	Superior Court --Sally Pina --
Adult Probation ---- Daniel Lee ----	Treasurer----- Jay Banfield ---
Controller ----- Ann Foley -----	DTIS ----- Walt Calcagno ----
District Attorney ---Reg Smith ----	DTIS ----- Yolanda Scheihing ----
District Attorney ---Linda Klee ----	DTIS ----- Joe DeRouen ----
District Attorney ---Paul Walker ----	DTIS ----- Chris Krehmeyer ----
District Attorney ---Teresa Serata ----	DTIS ----- Flash Gordon ----
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 10:09 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

Phil Tutt moved to adopt the Agenda as distributed and posted. Reg Smith seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - September 19, 2002- Action Item

Jahangir Khan requested that a change be made on Page Five: "He requests \$34,353.20 to pay for Microsoft Office and Word software, licenses, anti-virus, Windows CAL and Oracle Developer for three years" be changed to "...covering a period of three years." Phil moved to adopt as final the Draft of Minutes of the meeting of September 19, 2002, as corrected. Lee Samson seconded the motion. The Minutes were approved as corrected and adopted as final by unanimous voice vote.

Adoption of Meeting Minutes - October 8, 2002- Action Item

Jahangir Khan requested that a change be made on Page Three, as above: "He requests \$34,353.20 to pay for Microsoft Office and Word software, licenses, anti-virus, Windows CAL and Oracle Developer for three years" be changed to "...covering a period of three years." A change requested by Walt Calcagno, same page, regarding the cost of extending support for IDMS/Seemore is that "After March, the cost of an additional six-month extension would be an additional \$80,000." On the same page, an error identifying the Adult Probation Department's vendor as Constellation is

changed to Syscon. Reg requested a change on Page Five, in that "...critical mass for initial implementation would be 100 users."

Phil moved to adopt as final the Draft of Minutes of the meeting of October 8, 2002, as corrected. Lee seconded the motion. The Minutes were approved as corrected and adopted as final by unanimous voice vote.

Project Strategic Plan and Budget Status Report - Discussion Item

Staffing - Walt said that DTIS has received approximately 500 resumes for two staff positions. He said that they would review the resumes, extract several, and begin the interview process during the next week.

Project Strategic Plan - Walt said that the Plan has been written. Walt had said that he would distribute the Plan before the meeting, and apologized for not having done so. He said that a delay had been granted to him, and, rather than distribute it at the meeting, he would send it to members by email today. He said that he would like a subcommittee of members to review it, and suggest changes. Randall noted that the Plan needs full discussion and approval by the entire Committee. It was agreed that members would comment by email to the full membership. Following electronic input by the members, the Plan would be on the Agenda as an action item, for adoption at the next meeting.

Budget - Walt said that the Mayor's Budget Office has been asked to decide whether the JUSTIS budget would absorb the CMS budget deficit of \$500,000 (\$250,000 deficit of the last fiscal year, and the same amount projected for this year, as a result of DTIS rate changes). A decision has not been received as yet. Walt said that it remains to be seen what the impact on the JUSTIS budget would be, if \$500,000 were to be removed from it.

Walt added that figures have started to come in and he would begin to report current year expenditures at the next meeting.

Current Assessment - Walt said that DTIS had been asked to provide a current assessment on the difference between what each department initially needs to access JUSTIS, and implement case management systems, and what they presently have. He said that Yolanda Scheihing and her staff have begun meeting with department representatives. They would first meet with the two departments having purchased systems, APD and DA, and then with the Sheriff and Public Defender, which were originally to be purchasing

systems. It was noted that the Police Department and Superior Court would be accessing the data warehouse, and should be included in the assessment. Walt said that he would be meeting with them also.

A question was asked whether the assessment would impact decisions on the software requests on the Agenda today. Walt said that he thought he thought it would, and that members had requested the information for that purpose. Armando Cervantes said that the Committee had agreed to a decision today, and he needs that decision without further delay. He said that a critical point had been reached, delays are expensive of themselves, and his department could not carry the financial burden imposed by delays to the implementation of their case management system. Lee said that they have absorbed training costs. Daniel Lee added that additional delays would result in very high printing costs for invoices, which would have to be absorbed by the department as well.

A question was asked regarding the assessment of needs by APD and the DA, and the reasons for delay, once it could be seen that there were needs to be met. Yolanda said that her meetings took place with APD and DA staff, but not all of the information had been accumulated as yet, and no decisions have been made.

Walt said that it would not be necessary to meet with all departments, in order to assess the APD and DA needs, and he expects to have the assessment completed before the next meeting. Some members said that they would be unable to judge the impact, which approval of the requests would have on the Project, without a comprehensive assessment involving all departments and the warehouse.

As to the financial impact of the pending software requests, Walt said that the only area of the budget that could be reduced is staffing. He said that of the six vacancies, they intend to fill only two. The hiring of these two could be delayed, resulting in additional savings; however, the impact on the Project would be that work on the data warehouse would be delayed. The new hires were to be working on inquiries to and reports of the data in the warehouse.

Walt said that the grant funds covered the purchase of the initial software packages, initial changes, some enhancements, customized changes, and Oracle and other software licenses for the servers. Walt said that the grant funds had to be spent at that time or would be lost. Walt said that \$80,000 was saved by purchasing the licenses when they did, even though all of

them are not being used yet. Walt said that he would bring a detailed report of grant expenditures, which had been made, to the next meeting. Walt added that \$160,000 had been approved in the past to be spent for enhancements to the APD case management system.

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." Yolanda said that the version distributed today has been updated from the one mailed. Yolanda described changes that have occurred since September 19th.

Network Design - Yolanda said that in Room 125, Archie Lee and Herb Tong are reviewing design of the JUSTIS LAN and have made revisions. An updated physical and logical design has been completed. Inventory of equipment in Room 125 is in progress and they will soon begin installation of routers and switches. Lamont Suslow asked that notice to the Police Department be given before work is started in Room 125. Yolanda said that Archie would be contacting him. Yolanda reported that backgrounding of WAN staff is in progress. Completion of the JUSTIS LAN is on target for mid-November, when communication between JUSTIS and departmental servers will be possible. Four switches have been installed for APD. Server installation for the District Attorney is pending completion of air conditioning, which is pending contract and abatement processes.

Databases - Yolanda said that a plan has been set up with Bill Roth for an extract of twenty-five years of CMS data, which they will incorporate into the staging tables. She said that they will test for incremental updates as well. She said that the database design is 98% completed. Some adjustments will have to be made. Scripts for loading the converted data are approximately 95% completed. Oracle package creation is estimated to start on October 28th and should take one week to complete.

Adult Probation – Yolanda said that they are behind on the conversion of data. The creation of control files for CMS data is in progress.

District Attorney – Yolanda reported that a conference call is scheduled for October 29th to review vendor proposed mapping of CMS data.

Applications and 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. Andrei Pinaev will be contacting meeting representatives.

Project Plan - Yolanda distributed a document entitled, "JUSTIS Project Project Plan." She said that the completion date remains October 24, 2003, and the Project is 37% completed at this point. Yolanda said that upgrades of APD and DA premise wiring have been added.

Infrastructure Update re: Air Conditioning - Discussion Item

Michael Levy was not present. Flash Gordon presented the infrastructure update. She said that the electrical work has been completed in the APD server room. The APD air conditioning contract was awarded to San Francisco Mechanical. The asbestos abatement work has been scheduled for the weekend of November 2nd. That day, as soon as the abatement is completed, the air conditioning unit will be installed, and the flashing sealed around the unit. The ceiling cannot be left open and will be completely sealed before the staff returns to work on Monday. The abatement process will not impact staff at all. Carpeting will be removed and painting completed before the server racks are installed. Wiring to the racks can then take place. The entire process will be completed approximately one week after the abatement work is done, mid November.

Flash said that the contract for air conditioning for the District Attorney server closet had to be redone. Joe DeRouen is monitoring this process and ready to hand-carry the contract from point to point. The unit will be installed outside the ceiling. After the contract is awarded, the abatement work, on the ceiling drilling points, would be scheduled. Flash estimates about two weeks from abatement, for completion. She said that drilling in the floor probably does not present an abatement issue. The chief time variable is the contract award. Paul Walker said that the new servers are needed urgently. Flash said that Paul was presently working on an inventory floor plan, and it was apparent that additional wiring would be necessary for at least 52 new "drops." Flash said that this problem has surfaced since the last meeting and a cost assessment has not been done as yet. These costs for additional wiring were not budgeted. Furthermore, it was not known whether the existing wiring would be sufficient to enable connection for 100 users. Flash and Paul will meet regarding the new requirements.

Adult Probation Software Request - Action Item

Discussion ensued regarding funding for the software requests if approved. It was noted that salary savings for the new hires have been realized for three months to date. Walt said that salary savings have already been factored into the budget. A question was asked whether it was possible to make a special request to the Mayor and/or the Board of Supervisors. It was pointed out that the Mayor has frozen all equipment items in all budgets. Lee moved, and Reg seconded, that that the requests would not be tabled to future meetings, and action would be taken on the requests at this meeting. The motion passed unanimously.

Jahangir said that he does not have anything more to add, having presented his request twice before (see Minutes of September 19th and October 8th), for \$34,353.20 to pay for Microsoft Office and Word software, licenses, anti-virus, Windows CAL and Oracle Developer covering a period of three years. Jahangir said that all of the items requested are for one-time costs, except yearly anti-virus costs, which are minimal.

District Attorney Software Request - Action Item

Reg thanked the Committee for listening to this request of \$61,861, for software and hardware purchases needed for the initial implementation of the District Attorney case management system. (A document detailing this request had been distributed to members and is attached to the Minutes of October 8th. Footnotes A through F have now been added to the original document.) All requested funds are one-time costs only.

Reg introduced Linda Klee, Chief of Administration in the District Attorney's Office, who would present background information on their request. He said that he would be making a PowerPoint presentation, which would provide further detail. Reg distributed a document received from Constellation, outlining an additional request for \$99,000, for creation of three data entry forms and data conversion.

Linda distributed a packet of forms. She said that an important element of their case management system was the vendor's inclusion of three forms (Pleading Instruction, Subpoena, and Disposition) which could be filled out on the screen. She said that many staff hours have been spent devising these three forms, which contain enough information to replace the many documents, currently being used. Linda said that they had originally wanted ten to twelve forms, but reduced the number to three, to reduce the cost. She said that the use of these forms, electronically, would provide a new level of accuracy and efficiency, and would also enable statistical reports,

which they are presently unable to compile. She added that while a phased approach would be possible, these three forms represent approximately 50% of their daily work. If she were to prioritize them: the pleading and subpoena forms would be essential, with the disposition form to follow at a later date. Linda added, however, that the disposition form would be instrumental in producing accurate statistics quickly. Further, faster acceptance and widespread use of the new system would be assured, if these forms, used daily at present in hard copy, were to be made part of the new system. She said that training costs would be reduced also.

It was noted that the RFP had included pleading and subpoena documents. Linda said that they had made that assumption, but the vendor would include only standard documents already in the package, and would not include what was needed: to wit, customized versions created locally by the Office, to be completed on screen, requiring additional fields. Yolanda added that the vendor is charging for customization of forms and data conversion which the Office assumed had been included in the contract. Linda added that there are 270 people in the Office, most of who use computers to generate and augment most of the documentation required to initiate the criminal case in San Francisco. She said that the Office issues 100,000 subpoenas per year.

Randall noted that no action could be taken on the second DA request for \$99,000, which was introduced after the meeting of October 8th, without advance notice to the public. The additional request would be an action item at the next meeting. Reg said that in making the first request, an assumption was made that the Microsoft Office software (which includes ACCESS) would produce the necessary documents. However, he said, DTIS has since advised against this. Yolanda explained that the use of an outside application, such as EXCEL or ACCESS for input of data, for which the edits are unknown, may affect the database adversely. However, these applications could be used for output.

Reg said that they would still need funds for data conversion, which he would have had to request additionally. Reg noted that the amount of \$48,750 (based on the vendor's work with scrambled data) would be reduced by \$5000, because the CMS members voted to allow the use of unscrambled data (omitting identifying numbers: SF, CII and FBI) to be hand-carried to the vendor site in Buffalo, New York. Work with the data tape will be supervised and the tape hand-carried back to San Francisco.

Reg presented an unofficial organization chart of Office staff. He showed the functions and numbers of staff to be included in each of four phases of system implementation, and timelines for each phase. In addition, he distributed a list of personnel, noting in which phase each person would be included. Phase One, primarily narcotics and domestic violence units, would include 80% of the felony caseload, 87 staff, and would be completed by March 2003, if begun now. Various divisions of the Office are located throughout the City. The deadline for completion of Phase Four is October 23, 2003, to correspond with the target completion of JUSTIS of October 24th. Reg said that at completion, 274 users would be online. He said that 172 licenses are needed now. They have fifty and are asking for fifty for initial implementation. They hope to make up the difference through grants and other sources. Reg said that confidentiality factors enter into the number of printers required. The number of computers actually needed may be reduced, based on the welfare fraud unit soon to be receiving a new separate system.

A question was asked regarding wiring costs for each of the phases. It was noted that wiring costs have not been determined. Reg said that Windows XP was needed as the operating system. Reg explained the need for two word processing systems, WordPerfect and Word. Paul Walker said that they had decided on WordPerfect, version 9, which is compatible with Damian. Damian would accept either system, but not both. WordPerfect is entrenched, used by District Attorney clerical staff. Microsoft Word is widely used in the legal community. Email, a component of Microsoft Outlook, is not integrated into Damian, but is necessary for attorney use today. They have anticipated filing complaints electronically, if the Judges were to agree.

The amount being requested today is \$61,861. There is a potential request of an additional \$94,000, plus wiring. Teresa Serata said that with the pending 3% cut to be made, there are not funds for these expenses.

Kathryn Brown said that an important concern in the climate of tightened funding is where to spend the limited resources presently available. She said that, while she wants to see the case management systems succeed, it would be a mistake to use staffing funds for system expenses. She said that, in her opinion, the focus of JUSTIS is the warehouse, and if there is not enough staff to work on it, the Project as a whole is in jeopardy. It was noted that the staff would be working on making the CMS/JUSTIS data available to the justice community. Yolanda said that data would be available in the warehouse fairly soon.

Discussion ensued regarding the amount of money available from salary savings. Walt said he would have to check on the exact amount that would be available with each month of hiring delay for the six positions. He said that each full-time position cost approximately \$100,000 per year, but not all were budgeted for the full year. Walt said that some unanticipated costs have already resulted in cutbacks to staffing: \$160,000 was approved to be spent for APD enhancements, when \$30,000 had been budgeted. An additional unanticipated cost was \$20,000 for DPW. In addition, there is the possibility of a further \$500,000 cut to be factored in.

Jahangir said that the initial APD request for enhancements was for \$180,000, but they were able to reduce the amount to \$160,000, by agreeing to do certain reports themselves in-house. Daniel Lee noted that this would still cost the Department \$5000. Jahangir asked if that could be billed against the allocated amount. It is possible that not all of this money has been spent. Walt said that he would check into the status of the funds and report back to the members. Walt said that he monitors the Project expenses and provides the members with the available monthly record.

Linda moved, and Lee seconded, that the APD request for \$34,353.20 be approved conditionally. The condition is that the request is to be funded from any remaining monies not spent of the \$160,000 previously allocated for enhancements, and is not to exceed the amount previously allocated. The motion passed unanimously.

Linda moved, and Lee seconded, that the DA request for \$61,861 be approved conditionally. The condition is that the request is to be funded from any remaining monies not spent of the \$160,000 previously allocated for enhancements, after the APD request is accounted for, and is not to exceed the amount previously allocated. The motion passed unanimously.

Jay Banfield said that an accounting document be produced to determine the funds that have been budgeted and have been spent. It was suggested that it might be necessary to have a special meeting with the DTIS accountant and a representative from the Mayor's Budget Office present. Linda said that a meeting between DTIS, APD and the DA could clarify what funds are actually available to be spent, and should take place as soon as possible. Jahangir said that he would research his invoices and circulate the information within the next couple of days.

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 DA request for \$99,000 will be on the Agenda as an action item at the meeting. The proposed schedule of meetings for 2003, which has been distributed to members, will be on the Agenda for adoption as an action item. Members voted unanimously to adjourn the meeting at 12:50 p.m.