

**JUS.T.I.S.\*** Governance Council Meeting Minutes  
\*Justice Tracking Information System  
Tuesday, October 8, 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 -----Jahangir Khan -----	Police ----- Lamont Suslow ---
Adult Probation -----Daniel Lee -----	Treasurer ----- Jay Banfield --
District Attorney -----Teresa Serata -----	DTIS ----- Walt Calcagno ---
District Attorney -----Reg Smith -----	DTIS ----- Yolanda Scheihing ---
District Attorney -----Paul Walker -----	DTIS ----- Brigid O' Dowd ---
MOCJ -----Gregg Lowder -----	DTIS ----- Michael Levy ---
MOCJ -----Cynthia Caporizzo -----	DTIS ----- Joe DeRouen ---
Sheriff ----- Phil Tutt -----	DTIS ----- Flash Gordon ---
Sheriff ----- Eileen Hirst -----	Coordinator -----Paula Itaya --
OIS -----Bill Roth -----	

## **Call to Order**

Randall Martin, Co-Chair of the Governance Council, called the meeting to order at 10:10 a.m. At Randall's request, attendees introduced themselves.

Randall requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Randall said that the door would remain ajar during the meeting for the public to enter. 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, he would not call for public comment after each agenda item.

## **Adoption of Agenda - Action Item**

Randall suggested that the Infrastructure Update be placed first on the Agenda. The suggestion was approved unanimously by the members. The Agenda was adopted as adjusted.

## **Infrastructure Update re: Air Conditioning - Discussion Item**

Michael Levy introduced the DTIS team who are working to resolve the air conditioning issues in the Adult Probation Department server closet: Flash Gordon, Brigid O'Dowd (electrical shop foreperson), Joe DeRouen, and Rich Cunningham (not present). Flash said that Rich had received the extra funding from Yolanda Scheihing, supplementing the work order, for the work to be done.

Flash said that asbestos had been found in both the Adult Probation and District Attorney server closets, and no work could be done until the abatement process was completed, which involves sealing the ceilings in both rooms. There is no schedule for the asbestos abatement at this time.

Flash said that the air conditioner for the District Attorney closet does not fit in the space allotted. She said that San Francisco Mechanical will be getting a replacement unit fairly quickly, and that should not cause any additional delay.

Work has begun on the fiber connection for the District Attorney server closet, and should be completed within two to three weeks. Wiring for the Adult Probation Department will take three weeks also. In both departments splitters and mini-hubs will be removed and replaced with appropriate wiring. Teresa Serata said that funding for

all of the departmental wiring has not been requested since an assessment of work has not been completed. Flash said that the reception area had been included in the scope (for the server closet, Room 134); however, anything else would have to be added.

Michael said that he would keep the members informed as to any updates in the work schedules. He will report at the meeting of October 24<sup>th</sup> on the progress of these issues.

Randall asked about the infrastructure inventory performed by Dwight Hunter, and subsequently by DTIS, which would have included various wiring needs for all of the departments. Walt Calcagno said that an infrastructure assessment had been done, but in the two or three years since then, personnel and devices have been added. Walt noted that the members had approved the wiring for the server closet. Flash noted that there have been changes in department IT personnel, which have produced changes in assessments. Paul Walker said that he has found upgrades that need to be made because of JUSTIS/case management requirements, which were not noted by his predecessor. Paul said that a reevaluation should be made, especially in the light of new code requirements. Paul said that he would submit a floor plan to Flash which contained placement information for wiring in the District Attorney's office.

### **Introductory Remarks Re: Software Requests**

Randall said that in discussing the APD and DA software requests, members should note the competing interests and expectations involved, and which have evolved over the course of the life of the Project. Some of the present members said that they are new to the Project, and are not aware of its history, begun in 1998. In addition, when DTIS replaced TechProse, managerial and working staff changed. DTIS, being a City department is bound by certain regulations, which are different for an outside contractor. Randall said that he recalled that the original plan, formally or informally, called for desktops, software, and the concomitant infrastructure, to be provided by the JUSTIS Project.

The financial picture for the City and for departments has changed over time. Present budget shortfalls mean that proposed expenditures may not be approved unless commensurate cuts are made elsewhere. For example, if personnel are reduced, scheduled work may not be accomplished within the next fiscal year, or at all. Randall said that today's discussion should consider the scope of the Project in relation to the end user, in the current environment. Would the Project provide a desktop (which implies the appropriate software and wiring, etc.) to every user in the JUSTIS community, so that everyone would have access to the data warehouse? Does "everyone" now have access to CMS, which JUSTIS was supposed to

replace and enhance? He said that the search for answers to these questions might help to focus the discussion.

Phil Tutt said that the Project had a dual nature: an "integrated" data warehouse, (a live repository of data to be accessed by "everyone"), and the case management systems, (developed within departments, and including some shareable data). Departments contributed much time and effort to the process of selecting case management systems. Only two departments found systems. He said that the Project has been assumed to cover the startup process, not on-going support or enhancements, for those case management systems, and the startup costs requested here are properly borne by JUSTIS, in his opinion.

Walt Calcagno said that there are no line items in the budget to address the types of requests being made here. There are no funds at present that have not been allocated. Consequently, if the present requests were approved, members would have to designate where cuts would be made, or suggest new sources of funds. He said that there are funds designated for staffing, which could be used. Members would have to decide that hiring of new personnel would be delayed. Generally, DTIS has maintained that hardware and software costs have been the responsibility of the departments. It was noted that the line between startup and adding new employees is becoming vague. In addition, a question was raised regarding future funding for those departments which have not yet chosen case management systems.

### **Adult Probation Department Software Request - Action Item**

Jahangir Khan had distributed a document, attached hereto, detailing the request 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 the introduction of the case management system to the Adult Probation Department, and their immediate need to replace the Seemore system (financial component of their system), has resulted in the present necessity to upgrade software in their department. Support for IDMS/ Seemore has been extended until March 2003, at a cost of \$80,000 to the City. After March, the cost of an additional six-month extension would be an additional \$80,000. In the Syscon package, the financial data cannot be separated from the whole system. Client records cannot be created by the intake unit alone; all of the probation officers (115 to 120) need to enter data, which ultimately produces the financial records of their clients. The Probation Department is a revenue-producing agency for the City and State.

Jahangir said that the JUSTIS acquired Syscon case management system automates almost every aspect of their business. Daniel Lee added that equipment was requested this year from the Mayor's Budget Office, and he said that forty new computers were funded, but software for sixty computers was not. They had received donated, used computers from the Department of Public Health, for which they do not have software. Daniel said that they would like to bring the system up with one hundred users. Jahangir said that he is ready to distribute the computers, but they could not be distributed without the requested software. Distribution would take approximately forty-five days, since he is the only one to do it. In addition, there is a training timetable to be met with the vendor.

Armando Cervantes thanked the members for their consideration of the APD request. He said that his department could not experience department-wide implementation without necessary software for computers for all staff, and without full implementation, the use of the package would be very limited. He said that he agreed with the need for a current assessment of the Project; however, he thought it would unduly delay the process of starting work on their case management system, at this time. He expressed concern regarding the length of time being taken to decide on their request, in light of the fact that after March, 2003, it would cost \$100,000 more than what is being requested now; however, he said he would abide by the decision of the Committee, and thanked members again for their time.

### **District Attorney Software Request - Action Item**

Through electronic mail in advance of the meeting, a document entitled, "District Attorney JUSTIS Integration Needs" was distributed to members, and is attached hereto. The District Attorney is requesting upgrades in hardware and software, needed to begin implementation of their case management system, for a total of \$61,861.

Reg said that the scope of the Project could be determined by looking at the Request for Proposals (RFP), that was devised and approved by members and was distributed to prospective vendors. He said that they presently have seven terminals accessing CMS, clearly inadequate for the business demands of their department. JUSTIS was to enhance their business environment, as it would do for other departments. Reg said that the Project called for the District Attorney to get twenty computers and they received fifteen. Reg said that they envisioned attorneys performing data entry, at the source of

information, which would be more accurate than the present system using clerical staff.

The question was asked regarding the plan of JUSTIS to fund additional computers in the future for the District Attorney, as well as other departments. Reg said that they had planned to start with the narcotics unit, the largest unit casewise. He said that he was not asking for a computer for every attorney in the office and this was not to be the first in a series of requests. He said that they, too, had received used computers from DPH, and from forfeitures, and have made every effort to save money wherever possible, such as reducing the travel allowance of the vendor.

Reg explained that the software currently installed on the computers was inadequate for the case management system, and for generating the complaint, one of the chief benefits to and of the JUSTIS Project. Paul added that the Project has endured so long that the case management system could not function on the original computers without upgrades in memory and software. Even the initial training, scheduled for next week, could not take place, and delays will be costly.

The question was raised whether or not enough of the JUSTIS system has been completed to make departmental connections to it, and whether purchases should be made now based on future needs. Paul explained that this was not a matter of the department developing its own system and seeking connection to JUSTIS. He said that the case management system they acquired was part of the JUSTIS plan, and does exist presently, and is not functional without the hardware and software outlined in their request.

Yolanda Scheihing said that the JUSTIS data warehouse would be available for access by June 30, 2003. She said that the data warehouse does not have to be operational for the case management systems to function. Case management systems could be populated with data from CMS. Yolanda said that the development of the data warehouse and the case management systems are independent. She said that they have not mapped the data yet with the District Attorney's vendor. Bill Roth said that they were working on sending a daily file from CMS to JUSTIS. Yolanda said that a case query to the warehouse, through a browser application, would be possible by June 30<sup>th</sup>. Her staff is developing queries to the warehouse that the community currently utilizes with CMS.

Members discussed the possibility of a limited, phased implementation. Reg said that critical mass for initial implementation would be 100 users. Reg

said that the contract presupposed two hundred licenses, which he was not asking JUSTIS to support. Paul added that user acceptance depends upon a wide-enough implementation to avoid standing in line to use a computer. He said that there was no alternative to using both Word Perfect and Microsoft Word, due to the varying needs of the user pool in their office. There was discussion from the members about whether or not Microsoft Office was essential to the needs of the vendor's package.

Phil Tutt said that what he at first thought were enhancements, he now sees as the expenses of acquiring changed versions of software. He said that the problem lies in differentiating the nature of startup costs from expansion or enhancement costs. He said that he thought on-going costs, after startup, would be borne by individual departments.

Teresa Serata, Financial Officer for the District Attorney's Office, said that they do not have the funds to implement their system. She said that they have made cuts in their budget according to the Mayor's requirements, and are awaiting further instructions regarding additional cuts to be made. Reg thanked the members for their attention to the District Attorney's request.

### **Action Taken**

Some members expressed the concern that a precedent would be set for others to seek funding through JUSTIS, for expenditures, which should more properly be borne by individual departments. Others thought the request to be the exercise of an established rule: that all connections to JUSTIS would be funded by JUSTIS. Jahangir outlined three phases of the JUSTIS project as he saw it: 1) connecting to CMS and creating a database within an individual department, some aspects of which can be shared with others, 2) creating the data warehouse, populated initially with data from CMS, and 3) forming the necessary connections between departments and JUSTIS. He said that if funds are not provided to departments, their ability to connect will be impeded to the extent that the data warehouse would stand alone. The warehouse and individual systems are not mutually dependent to start; however, case management systems need to be developed in parallel and separately from the development of the data warehouse, to be ready for interfacing at the appropriate time. He said that the success of the JUSTIS Project as a whole ultimately rests in the sharing of data. The success or failure of departmental systems will affect the success of the JUSTIS data warehouse to a great extent.

A discussion took place regarding the future network, and the effect of funding on what is envisioned. Some members said that they were not sure how the various present and future systems would interface, if they would. Some members said that data would be more difficult to access than it is with the present system. Some said that until the specific details of the plan are known, costs cannot be determined and will remain open-ended as they are today. Yolanda said that the RFP asked for an integrated system or individual systems. No integrated system was found. Each department is to control and manage its own system, and there would be a separate interface to JUSTIS for other departments accessing the data.

Jay Banfield said that an analysis is needed to determine the end line for departments and JUSTIS. He said that there is a line for the scope of the Project, and a line for individual departments, and until the delta is determined, tradeoffs would be made, without an awareness of what the total desired end would be. If a thorough analysis is made, based on current numbers, and a clear picture is presented, it might be possible to apply to and convince the funding entities of the need for financial assistance.

Gregg Lowder said that it was not clear by what standard the needs of the Project and the criteria for requests from all departments are to be determined. He hoped that the strategic plan of the Project would hold the answers to these requests and he has not yet seen a clear presentation from DTIS of the scope of the Project, despite previous on-going requests. He said that he could not make any decision on the software requests until he knew what the Project scope originally envisioned regarding hardware and software allocations to participating departments. He added that the ultimate goal may well have been to have everyone in the departments connected to JUSTIS, but "start up" implies a delimiting factor. Gregg said that a current assessment should be made of what would be needed to get the Project "started up" now. Members agreed and asked if a quick assessment could be made of department and Project needs, which would develop the criteria for departmental requests in the realm of the startup process.

Yolanda said that members' definitions of "startup" would vary. In the case of APD, startup means everyone in the department. Members said that DTIS should advise what is being developed, and what is required for that development.

Yolanda said that TechProse performed an original survey, and DTIS had done an assessment, but there has been no recent survey of what would be required, based on the present scope of the Project. Walt said that two years



ago, the Mayor's Budget Office had asked departments to state their hardware and software JUSTIS requirements. Walt said that he was told that departments did not do this. It was then understood that departments would need to supplement the JUSTIS budget with their own funds.

Walt said that the initial design of JUSTIS proposed an allotment of computers as follows: fifty for the District Attorney, ten for the Public Defender, thirty for the Adult Probation Department, and twenty for the Sheriff's Department. Walt said that this was the design of the live network, not what the Project would necessarily fund. Flash said that those figures were based on what the departments then said could be shared by staff. This is not necessarily true today. Randall said that these numbers were vastly inconsistent with discussions which took place between his office and Dwight Hunter. He said that it was anticipated that all of the attorneys' computers in the Public Defender's Office would connect to JUSTIS, and he expected that the same would be true for the District Attorney's Office. Walt said that Dwight's plan envisioned twenty-nine people working on the Project. He said that there was a large difference between reality and what people wanted even at the initial stages of the Project.

The Committee decided to extend the discussion on the Adult Probation and District Attorney requests until the next meeting, pending submission by Walt of the Project scope, due October 17<sup>th</sup>. Randall said that members needed to get a picture of the Project as a whole, and its overall needs. In addition, members requested a current assessment on the difference between what each department initially needs to access JUSTIS, and what they have now. Walt said that he did not know how long it would take to produce that assessment, but he would try to have it completed by the next meeting.

### **Adjournment**

The next meeting is scheduled for Thursday, October 24, 2002, at 10:00 a.m., in the Adult Probation Conference Room, Room 215. Members voted unanimously to adjourn the meeting at 12:05 p.m.

<b><i>Application</i></b>	<b><i>Unit Cost Select Contract</i></b>	<b><i>Qty</i></b>	<b><i>Total SC</i></b>
MS Office Pro. Media	\$23.00	1	\$23.00
MS Office Pro. License	\$294.81	60	\$17,688.60
MS Word Media	\$23.00	1	\$23.00
MS Word	\$161.69	40	\$6,467.60

Norton Antivirus Upgrade**	\$27.60	100	\$2,760.00
Norton Antivirus Full	\$37.00	30	\$1,110.00
Windows CAL	\$18.81	100	\$1,881.00
Oracle Developer Suite	\$4,400.00	1	\$4,400.00

**Total Software Cost After 3 Years: \$34,353.20**

**\*\* Software License Needs to be renewed on an annual basis. This is usually for Service subscription like support or virus Definitions.**

**ADULT PROBATION SOFTWARE NEEDS**

**District Attorney JUSTIS Integration Needs**

Refurbished Laser Printers with service contract

<b><u>Software</u></b>			<b><u>Total</u></b>	<b><u>\$ 22,350.00</u></b>
<b><u>Qty</u></b>	<b><u>Description</u></b>	<b><u>Unit Price</u></b>	<b><u>Total</u></b>	<b><u>Justification</u></b>
50	Wordperfect Wordprocessor ver 9 SP2	\$ 99.00	\$ 4,950.00	Damion workstations for Front Desk and Subpoena Unit , and other newly acquired workstations
50	Office XP Professional	\$ 325.00	\$ 16,250.00	Damion workstations for Front Desk and Subpoena Unit , and other newly acquired workstations
50	Symantec Nav Corporate Ed 7.6 For Desktop	\$ 23.00	\$ 1,150.00	Virus protection

<b><u>Hardware</u></b>			<b><u>Total</u></b>	<b><u>\$ 39,511.00</u></b>
150	RAM Upgrades	\$ 100.00	\$ 15,000.00	PC Upgrades for Attorney's using Damion
4	5 Port 10/100 Switches	\$ 49.00	\$ 196.00	Damion Connectivity
15	\$ 1,075.00	\$ 16,125.00	Damion Printers	

6 Compaq P4 1.8 or higher \$ 1,365.00 \$ 8,190.00  
256 20 G integrated NIC  
CD ROM 17 in Monitor

Damion workstations for  
Front Desk and Subpoena  
Unit , and other newly  
acquired workstations

**GRAND TOTAL**

**\$ 61,861.00**