

**JUS.T.I.S.\*** Governance Council Meeting Minutes  
\*Justice Tracking and Information System  
Thursday, September 19, 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 ----	Superior Court --Guy Decker --
Adult Probation ---- Jahangir Khan ----	Superior Court --Sally Pina --
Adult Probation ---- Daniel Lee ----	DTIS ----- Walt Calcagno ----
Controller ----- Ann Foley -----	DTIS ----- Yolanda Scheihing ----
District Attorney ---Reg Smith ----	DTIS ----- Oli Sadler ----
ECD ----- Lynn Feeney -----	DTIS ----- Michael Levy ----
MCJC ----- Gregg Lowder -	DTIS ----- Chris Krehmeyer ----
Sheriff -----Phil Tutt ----	DTIS ----- Kathy "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 10:07 a.m. At Randall's request, attendees introduced themselves. Gregg Lowder said that the Mayor's Criminal Justice Council was shortly to be renamed the Mayor's Office of Criminal Justice (MOCJ).

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**

Randall announced that there had been a request by the Adult Probation Department to add an item. Jahangir Khan made a motion for an item to be added to the Agenda, to wit: "Adult Probation Software Needs." Jahangir distributed a document detailing the request. Phil Tutt seconded the motion, which was approved unanimously by the members. The item was added to the end of the Agenda as a discussion item. The Agenda was adopted as adjusted.

## **Adoption of Meeting Minutes - August 8, 2002-Action Item**

Phil moved to adopt as final the second Draft of Minutes of the meeting of August 8, 2002. Gregg seconded the motion. The Minutes were approved as read, and adopted as final by unanimous voice vote.

## **Project Strategic Plan and Budget Status Report - Discussion Item**

Walt Calcagno distributed a document entitled, "JUSTIS Project - Status Report."

**Staffing** - Walt said that DTIS is in the process of actively recruiting three additional IS (Information Systems) staff members for work on the JUSTIS Project - a senior programmer, a business analyst, and a manager. Walt said that twelve staff had been budgeted for FY 02/03, and there are presently six vacancies. Walt referred to a list of JUSTIS staff, which had been

distributed to members by email, and is attached hereto. He said that some of the staff listed were part time, or "as needed" on the Project. Phil Nordstrom, who had worked halftime, has retired.

Walt said that, at present, the business analyst is working part time in database design and also as department liaison. The Project needs a full time business analyst because it is anticipated that additional departments will be participating more fully in the Project. All of the analysts have applications development backgrounds. Walt said that the hiring process is a lengthy one, and they need to start as soon as possible in advance of the need. He said he did not know when the process would be completed. Once the person is eligible, extensive background checks (CLETS mandated), in addition to the standard Department of Human Resources checks, must be completed as well.

Walt said that they would like to proceed with the hiring of three additional positions now that the carry-forward amount is known. Walt said that they would see what type of candidates appear for this round, and then decide on what type of candidates they would still need. Yolanda added that she thought that they would need programmers because they would be starting development of the web application, and they would like to find hybrid LAN/database personnel. Yolanda said that there has not been enough staff to dedicate anyone to a particular aspect of the Project, such as web application. She said that she has been coordinating her staff to participate in all phases of the Project.

Walt said that, as a result of discussion at the last meeting, an "Infrastructure Division" had been organized to concentrate activity on those issues. Members of this team include Michael Levy, Flash Gordon and Chris Krehmeyer, all present at the meeting today. Yolanda Scheihing would oversee their activities.

**JUSTICE AND COURAGE Oversight Panel** - Walt said that DTIS had received a request from the DOSW that DTIS staff participate in four committees that were to be formed: Data Collection and Management, Policy, Inter-Department Communications, and Protocols. He said that he and Oli Sadler initially would be participating from DTIS. Eileen Hirst said that she would be representing the Sheriff's Department, at first, and others from her department would join. Other departments have received similar correspondence and are selecting personnel to participate.

**Revising the Strategic Plan** - Walt said that he is in the process of revising and simplifying the Strategic Plan to include: where the Project is at this point, where the Project is going, and how it would get there. Randall said that he would like to see both overviews and detailed views of the Project. Gregg added that since he has been involved in the Project, he has not seen an overview of the vision of the Project, what has been achieved, and what remains to be done. Randall said that there has been a plan, but the previous plan was outdated and needs revision. For example, the Police Department, a major participant in the original plan, now might want to compare the previous and new plans to see what their future role might be.

Walt said that he would distribute the (revised) Strategic Plan at least one week before the next full meeting, (*i.e.*, no later than October 17<sup>th</sup> ).

**COIT Request** - Walt said that he has been asked by COIT (Committee On Information Technology) to provide the status of the Project to their next meeting, which he believes to be scheduled for September 26<sup>th</sup>. He agreed to distribute copies of his presentation to the members of this body as well.

**Budget** - Walt distributed a document entitled, "JUSTIS Development Project, Fiscal Year 2002/2003 - Funding Sources." Walt said that the amount of carry-forward funds is \$969,000. He said that he would have detailed information on the budget at the next meeting.

Walt reviewed the three sources of funding for the current year budget: the General Fund (\$1.6 M), a federal grant (\$1.5 M), and the funds carried forward from the last fiscal year. The Federal Grant funds have been allocated to "reimburse" the previously expended General Fund monies used for case management software for the District Attorney and Adult Probation. It would be necessary to pay the remaining installation costs and possibly for additional software on those systems. Reg Smith said that the District Attorney's Office has a request for software in connection with their case management system, which he would like to add to the agenda as an action item for the next meeting. The available amount of approximately \$2.5 M appears sufficient to hire the additional six staff.

### **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 revised format was designed to be more detailed, and to provide the current status

of each task in the Project Plan. The List is divided into four sections: Infrastructure, Databases, Applications, and Reports.

**Infrastructure** - Yolanda said that Michael Levy's group has joined the Project. He and Flash Gordon would take the lead in coordinating tasks and providing information to her. San Francisco Mechanical is due to begin work on air conditioning for the District Attorney server closet, and work should be completed within thirty days. Air conditioning installation for the APD server closet remains at a standstill. Members discussed various problems which have caused undue delay in the bidding process. Gregg and Chris Krehmeyer agreed to coordinate efforts to get the contract process moving more quickly. Walt said that he would notify departments of the Infrastructure Division Coordinator whom they could contact for questions they may have.

Flash said that electricians were at work on the necessary wiring at APD and she expected it to be completed within two weeks, assuming all of the required parts arrive on time. It was noted that after the wiring was completed, the server could be installed; however, equipment should not be installed without all of the "environmentals" (wiring and air conditioning) in place. Options discussed previously, such as placing the APD server at OMP or in Room 125 were not viable. Jahangir said that the go-live date of early February is impossible now. Oli said that they would be seeking another extension for the IDMS database, due to go off-line March 31<sup>st</sup>(after the first extension).

Randall said that the Public Defender would install their local JUSTIS server at such time as there would be data to receive. He said that their IT Manager, Tom Brown, would complete the task. Yolanda said that he could contact her for assistance.

Yolanda added that Network Design and Data Connectivity are in progress. They are reviewing the original design. They are not connected to CLETS at this point. Server Maintenance is not applicable at this point.

**Databases** - There are three areas of the JUSTIS database to review: Design, Conversion and Integration. Design and Conversion are the main areas of focus at present. Yolanda said that the relational database is designed, and scripts for creating the tables are being written. The development Oracle tablespace is being redesigned. Backup and restore procedures are in place. Legacy data has been downloaded (a one-time snapshot) and mapped. The first group of tables will be completed this

week. Staging tables are ready for loading of relational tables. They would need to download twenty-five years of historical production data.

Security of the database is in place. The system is using security protocols and permissions currently in use in the legacy system. It will be possible for departments to query the production server.

Adult Probation – Yolanda said that mapping of data is completed. The data is to be downloaded to the vendor in four sections. The first section would be sent this week.

District Attorney – Yolanda said that discussions are taking place with the vendor regarding the cost of data conversion. Sample data has been sent to the vendor, who says they want to do the mapping. Reg said that they are planning correspondence to resolve this conflict. Reg will be talking with the City Attorney regarding a dispute with Constellation regarding enhancements.

Superior Court - Yolanda said that Michael Barnett is ready to start meetings with Ron Ho to discuss the exchange of data between the Court's system and CMS/JUSTIS. Guy Decker said that the contract had been signed for the Court's new management system.

**Applications** - Yolanda said that Andrei Pinaev has been assigned to work with department teams regarding the format of queries and reports. Departments should submit names of representatives who could be contacted for input. Randall suggested that confidentiality could be maintained, while a list of reports and queries could be circulated for suggested use by others.

**Reports** - Yolanda said that departments received a list of reports, which they were to review, and notify her of reports that are no longer needed and should be discontinued. Four departments have not responded. She has extended the deadline until October 17<sup>th</sup>.

Discontinuing a report would not prevent its future activation, and new reports are continually being added. Superior Court reports involving Court data only would be produced in their new system. Bill Roth added that it is a simple matter to activate a discontinued report in the legacy system; however, reproducing the same report in another environment might require more complexity.

Yolanda said that it would not always be necessary to request a printed report in the new environment; queries could be done on-line. Bill said that it was important to realize that terminologies vary from one department to another, and upfront analysis is needed. He asked people to notify him of any errors found on any reports. He said that CMS has a data dictionary, which contains a brief description of every field available in the database. It was noted that Crystal report writer, in an Oracle database, makes getting reports fairly easy and inexpensive. Phil noted that the new system would be more flexible for departments to use the data in ways that reflect their own business practices.

**Project Plan** - There have been some changes since the last report of August. The overall completion date of October 3, 2003, has been extended to October 24, 2003, (line 1). Yolanda explained that the first date was arrived at using virtual or projected staff, and a more realistic date, using present staff, was used. However, Yolanda reports that the staff is over-allocated, and the projected completion date assumes staff is working 24/7. If additional staff is not forthcoming, the date slips again by six or eight months. In addition, this date range does not include work on domestic violence. The addition of Police Department components would also extend the completion date.

### **Update on Department on the Status of Women (DOSW) Recommendation - Discussion Item**

Walt updated the members on DOSW activities. (See above.)

### **Adult Probation Software Needs - Discussion Item**

Jahangir explained the changing operational environment at the Adult Probation Department, resulting from the introduction of their case management system. They will be automating almost every aspect of their business, which requires staff to have computers on their desks. Jahangir said he surveyed the Department needs regarding the software licenses needed, and he presented a detailed assessment of those needs to the members. He requests \$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. Daniel Lee, APD Finance Manager, said that the Department has made all of the required budget cuts, and does not have the

funds to pay for the necessary software as outlined. Armando Cervantes said that they could not experience department-wide implementation without financial aid from JUSTIS. A question was asked about the obligation of JUSTIS to individual departments for equipment and software needs. Phil noted that APD's problem was brought about by the case management system, which was instigated by JUSTIS. It was noted that the District Attorney would need licenses and upgrades as a result of taking on their case management system. Reg said that he would prepare a similar software request for the members to review.

Gregg noted that no action could be taken on the APD request without advance notice to the public. This request would be an action item at the next meeting. Jahangir asked for a meeting to be held as soon as possible so that the computers could be distributed. A meeting was scheduled for Tuesday, October 8, 2002, for action on the Adult Probation and District Attorney requests, and for an update on infrastructure tasks with respect to air conditioning in the Adult Probation facility.

**Adjournment**

Randall emphasized that all documents presented to the meeting are to be distributed for advance review by the Monday of the meeting week, if the meeting is on Thursday, and at least one week before scheduled meetings on other days.

The next full-agenda meeting is scheduled for Thursday, October 24, 2002. Both October meetings are scheduled at 10:00 a.m., in the Adult Probation Conference Room, Room 215. The Coordinator is directed to prepare a proposed schedule of meetings for 2003.

Members voted unanimously to adjourn the meeting at 12:02 p.m.

<b>Staff</b>	<b>Group</b>	<b>Role</b>	<b>Class</b>	<b>FTE %</b>	<b>Start on Project</b>
Scheihing, Yolanda	Programming	Project manager	1070	87	2000/2001

Wong, Siu Mei	Programming	Programmer; lead in database design; will participate in development of web application	1064	100	2000/2001
Nordstrom, Philip	Programming	Mainframe programmer; assist with legacy data downloads (currently on sick leave and will be retiring end of September)	1063	50	2001/2002
Song, Young	Programming	Programmer; supports Seemore, APD's current financial package; download of Seemore data; assisting in mapping of data to APD case management package; will participate in report development	1062	100	2001/2002
Pinaev, Andrei	Programming	Liaison to District Attorney for case management package update; lead for design effort of web application and reporting from Justis	1054	100	2001/2002
Barnett, Michael	Programming	Liaison to Superior Court; acted as DA liaison in Pinaev's absence; participated in legacy data loading to Oracle; will participate in web application development	1953	100	2001/2002
James, John	Programming	Liaison to Adult Probation; will participate in web application development	1053	100	2002/2003
Thompson, Kim	DBA	DTIS DBA; Oracle licensing resource	1044	Total approx 0.25	2000/2001
Bantay, Danny	DBA	Backup DBA support for Adult Probation	1042		2001/2002
Fanning, Joan	DBA	Backup DBA support for District Attorney	1043		2001/2002
Ching, Oi-Ching	DBA	DBA support for Justis	1043		2000/2001

Gordon, Kathy	Infrastructure/Wiring	Overall wiring upgrade for HOJ including Justis and AFIS related	7308	<0.25	2000/2001
Lee, Archie	Network Architecture	Revise Justis Network design	1071	< 0.25	2001/2002
Tong, Herb	Network Tech Support	Revise and implement Justis Network design	1071	<0.25	2002/2003
Castillo, Rodrigo	Programming	Public Safety group representative to Justis project team	1070	<0.25	2001/2002