



JUSTIS Executive Council Meeting

March 7, 2023, 2:00 PM
City Hall Room 201

Join on your computer, mobile app or room device

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- Callers will be placed in queue for comments: press*5 to raise your hand to speak and you will be notified when to speak by the host. After they are given permission to speak, they can press *6 to unmute yourself.
- Written public comment can be submitted vial email to dtis.helpdesk@sfgov.org, subject title: JUSTIS Executive Committee Meeting

JUSTIS Executive Council Agenda

March 7, 2023

1. Call to Order/Roll Call
2. Approval of December 6, 2022 Meeting Minutes
3. General Public Comments
4. Executive Sponsor Update: City Administrator
5. Bylaws. Discussion to amend the Advisory Board bylaws to reduce quorum requirement for the membership and committees.
6. Gartner Update – Future vision for the JUSTIS Program
7. Introduction - Rohit Gupta, CTO Enterprise Applications – JUSTIS Division
8. JUSTIS Program Status and Next Actions
 - a. JUSTIS Q3 Workplan and Performance Improvements Status Updates
 - b. Data Center of Excellence Q3 Activities and Preview Q4 Workplan Status Updates
9. Advisory Committee Workplan Updates
 - a. Data & Architecture
 - b. Performance & Strategy – No Updates
10. Adjournment



Advisory Committee Quorum Challenges

Requirement

JUSTIS Charter established 11 voting members for the Exec and Sub Committees, therefore requiring quorum of 6 voting members to be present per meeting

Issue

Approximately 50% of committee meetings since January 2021 did not have quorum, slowing our ability to provide consensus-based recommendations to the council for action

Options

1. Encourage each voting agency to appoint a representative(s) to attend the advisory committees – since quorum challenges have been presented, committee attendance has not increased
2. Reduce frequency of meetings – reducing the current meeting cadence will continue to slow progress
 - Performance & Strategy – every 6 weeks
 - Systems & Large Projects – every 6 weeks
 - Data & Architecture – every 4 weeks
 - Operations & Maintenance – every 2 weeks



Advisory Committee Quorum Challenges

Recommendation

3. Amend the bylaws to reduce advisory committees' voting memberships from 11 to 7 agencies that contribute data to JUSTIS – this change will only require 4 voting agencies to attain quorum

Under state and local law, a policy body cannot “transact business” – which means take any action other than adjourning the meeting or taking a recess, or taking action to secure a quorum – without a quorum of its members present. The JUSTIS committees are policy bodies because they were created by formal action of the JUSTIS Governance Council, in the bylaws, and the committees are subject to these quorum rules. Relevant sections from [Good Government Guide](#) p. 151:

A majority of the members of a policy body constitutes a quorum for the transaction of business. Charter § 4.104(b); see generally Cal. Govt. Code § 54952.2(a); Admin. Code § 67.3(b) (defining “meeting” by reference to majority of members). For quorum purposes, “transaction of business” is an all-encompassing term that includes not only taking action on agenda items but also discussing them, receiving public comment, receiving staff reports, and conducting hearings, among other things. For quorum purposes, “majority” is measured by the number of members of the policy body designated by law, not the number of seats actually filled.

When a quorum fails to attend a meeting or the policy body loses a quorum at a meeting because of the departure of a member, the only official actions that the body may take are to (1) fix the time to which to adjourn, (2) adjourn the meeting, (3) recess the meeting, or (4) take measures to secure a quorum. See generally Cal. Govt. Code §§ 54955, 54955.1. Other actions that a body may take while it does not have a quorum are void.



Advisory Committee Quorum Challenges

Discussion Item:

Amend the bylaws to reduce advisory committees' voting memberships from 11 to 7 agencies that contribute data to JUSTIS – this change will require attendance of only 4 voting agencies for quorum

Agencies that contribute data to JUSTIS (7):

- Adult Probation
- Courts
- District Attorney
- Juvenile Probation
- Police
- Public Defender
- Sheriff

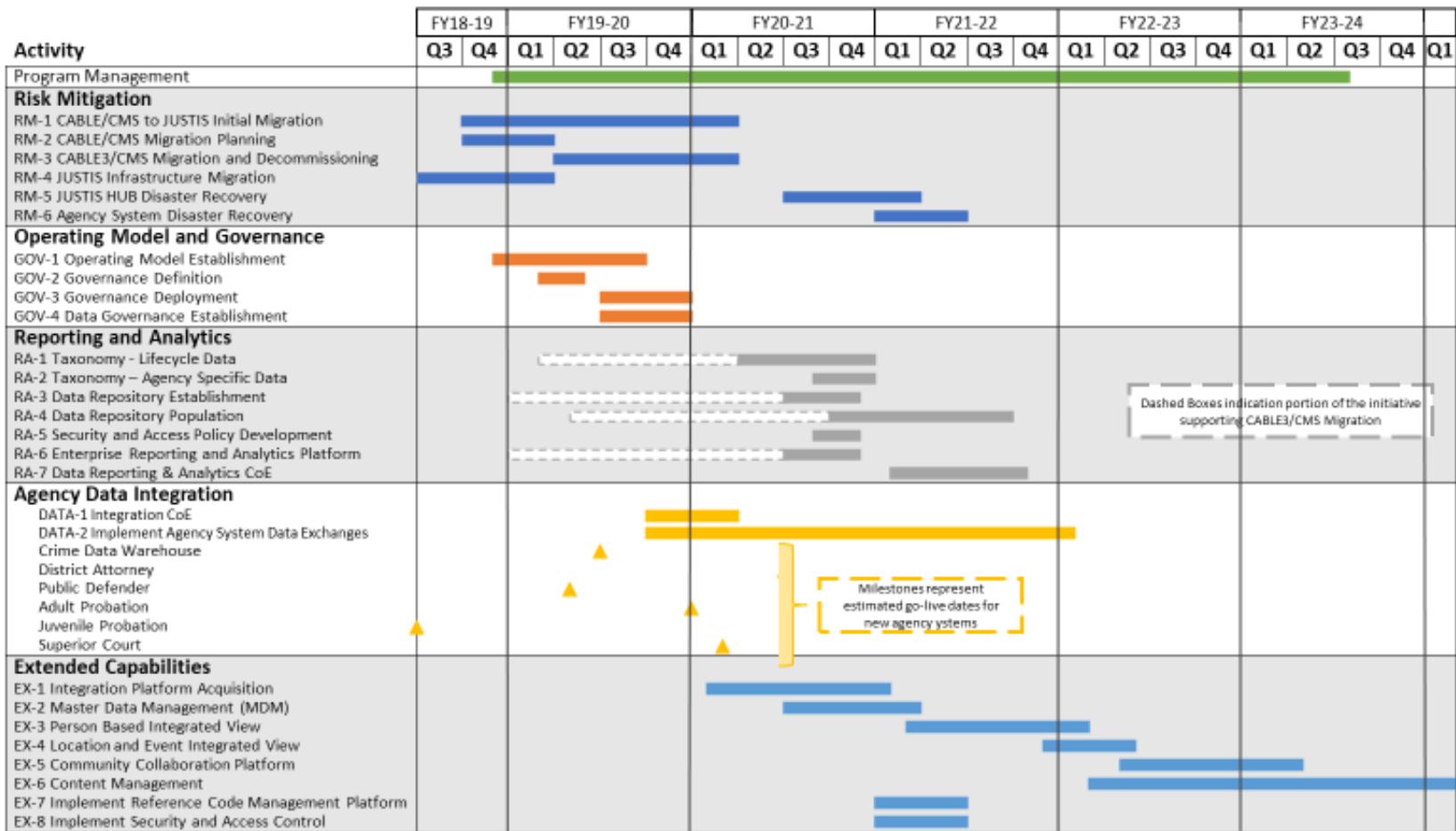


Joe Siegel
Senior Managing Partner
Public Safety & Justice



GARTNER CONSULTING

Gartner®



Dashed Boxes indicate portion of the initiative supporting CABLE3/CMS Migration

Milestones represent estimated go-live dates for new agency systems



Activity	FY18-19		FY19-20				FY20-21				FY21-22				FY22-23				FY23-24					
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	
Program Management	[Green bar spanning all quarters]																							
Risk Mitigation	[Blue bars for RM-1 to RM-6]																							
Operating Model and Governance	[Orange bars for GOV-1 to GOV-4]																							
Reporting and Analytics	[Dashed lines for RA-1 to RA-7]																							
Agency Data Integration	[Yellow bars for DATA-1 to DATA-2]																							
Extended Capabilities	[Blue bars for EX-1 to EX-8]																							

Core JUSTIS 5-Year Roadmap Progress

- Risk Mitigation
RM-3 CABLE CMS Decommissioning
- Operating Model and Governance
GOV-3 Governance Deployment
GOV-4 Data Governance Establishment
- Reporting and Analytics
RA-7 Data Center of Excellence

portion of the initiative supporting CABLE3/CMS Migration

new agency systems



Gartner Update

The future vision:

- Leveraging complete inter-agency views of a person to make informed choices such as diversion, charging and sentencing decisions
- Making contextualized data accessible to practitioners as they carry out their duties in facilities and in the field
- Improved data analytics capabilities for leadership to measure program effectiveness, identify systemic bias and establish accountability across agencies
- Information that is consistent, accurate and clearly defined



Gartner Update

What can your agency do?

- Work with your vendors and insist they fully support integration with JUSTIS and your agency partners
- Recognizing applicable laws and regulations, question previous assumptions about data sharing and seek opportunities to share additional data that will contribute to improved outcomes
- Seek process changes that leverage data and technology as tools to complete the process rather than to just record what happened
- Formalize data governance to assure quality data is provided

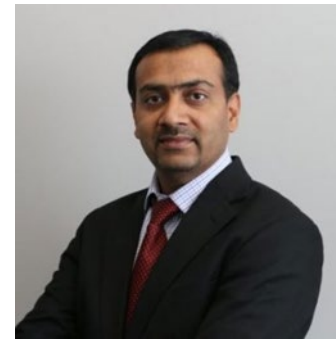




JUSTIS Program Status

March 7, 2023

Introduction – Rohit Gupta



- Rohit is the CTO for Enterprise Applications at DT, leading Salesforce, ServiceNow, RPA, GIS, Snowflake, DB and Applications.
- Experience in Application Development, BI Analytics & Data, and Enterprise/SaaS Applications.
- Recently worked as VP of IT at Kadiant and Cisco, Molina Healthcare, Esri, and Oracle.
- Rohit has taken additional responsibility and added JUSTIS as a division of Enterprise Applications and will work closely with stakeholders and Co-Program Managers (Carlo and Kevin) to lead the JUSTIS Program.



JUSTIS Workplan Q3

updated 3/6/23

Item	Development	UAT	Notes
1 Resiliency-Disaster Recovery for JUSTIS			POC in Azure public government cloud - engaged with Microsoft and DT SFCloud Team
2 Custom Load Balancer and Node			Node and custom load balancer added to prioritize processing of warrant, bail, and charge detail notifications
3 Bond/Bail Posting Integration with C-Track			
4 Post Attorney Assignment with C-Track			
5 Charge Statute Mapping Update			Consolidate C-Track, LiveScan, DAT, and JUSTIS tables, perform gap analysis, add 68 byte code
6 Change Control and Release Management			Agency Change Control Process completed
7 ADP MIR Reports			Fine-tuning reports
8 PDR 2008 Windows Decommission			Decommissioned Windows servers
9 Created J-MATN for DA Office for ADA Administration			DAT Users testing J-MATN transaction
10 Data Taxonomy			Data & Architecture workplan task; data collection, tool selection
11 MACR Test Report to Prod			Resubmitted June 2022-December 2022. Working with POL on verifying report accuracy.
12 Migration to Datalake			Enable moving data between 2 platforms and backwards compatible
13 JUSTIS API			Finalizing on development platform.
14 JMS Interface Upgrade (JMS Hub)			Tyler Tech has restarted interface development. Verified JUSTIS interface database is ready.
15 Sealing and Expungment Process			Start to working with POL and Courts to understand requirement for process development.

Legend: = not started, = started/25%, = 50%, = 75%, = complete



Statistics and Performance Update

Date	Ctrack Notifications			Inbound Poller		Outbound Poller		JMS	
	Total Ctrack Notifications Received	Criminal Court Msg	Criminal Court Msg Processed	Poller Process Cnt from Notifications	ETL Process Cnt	Total Outbound Msg	Outbound Case Cnt	JMS 2 JUSTIS	JUSTIS 2 JMS
Jun-22	75,781	37,486	16,871	134,675	134,675	10,276	664	1,376	22,340
Jul-22	867,290	211,633	118,166	1,294,851	1,294,851	61,946	3,393	7,918	99,822
Aug-22	529,390	237,767	135,703	1,601,958	1,601,958	69,887	3,790	8,880	113,043
Sep-22	514,956	213,115	122,102	1,349,082	1,349,082	60,555	3,195	8,588	108,934
Oct-22	528,214	223,298	126,697	1,385,850	1,385,850	57,827	3,125	8,330	108,566
Nov-23	428,259	179,572	102,704	1,296,880	1,296,880	56,695	3,092	8,195	80,826
Dec-23	525,038	203,734	115,829	1,220,229	1,220,229	51,467	3,073	7,766	71,811
Jan-23	758,442	186,355	97,338	826,474	826,474	57,446	3,154	8,181	18,875

- ✓ Launched custom-built load balancer December 2022.
- ✓ **Throughput improvement for peak hours reduced from 4 hours to 10 minutes.**
- ✓ Observed improvements on Courts API responses.
- ✓ Will continue to monitor and look for opportunities to streamline processes.
- ✓ Will look for ways to enhance API transactions to make JUSTIS more efficient.



Data Center of Excellence FY22/23 Plan

- DCOE Activities in the last 3 months
 1. Created DCOE Operating Model Agreement and service levels
 2. Starting the JUSTIS Data Catalog
 3. MACR reporting evaluation
 4. Creating Standardization for Charges
 5. Evaluate functional requests for JUSTIS regarding Seal & Delete
 6. Documenting workflows in relation to the data providers of JUSTIS
 7. Collaborate with JUSTIS Partners and DT for knowledge sharing
- Next Action in Q4
 1. Finalizing the Operating Model
 2. Setup processes and procedures in the DCOE
 3. Evaluate tools to modernize the Data warehousing of JUSTIS
 4. Continue the items above



Data Center of Excellence FY23/24 Plan

Chronological path forward for the DCOE.

1. Finalizing data catalog, data dictionary, taxonomy, and workflows
2. Adaptation of the data governance charter into the DCOE processes
3. Creating tools for reports on demand for the JUSTIS Partners (e.g.: MACR etc...)
4. Visualization of data sets from JUSTIS Data (Arrest data analysis like recidivism)
5. Evaluation of local and State Rap sheets
6. Recommendations for Implementation of standardization (e.g.: Ethnicity, Gender) across JUSTIS partners
7. Modernize data platform for data sharing between the JUSTIS partners





JUSTIS Advisory Committees

March 7, 2023

Advisory Committee

Architecture and Data Sharing – Chair Martin Okumu

Architecture and Data Sharing

The Committee's work is focused on progressing and completing data-related activities and deliverables approved by the executive council to develop the Data Center of Excellence.

FY 22-23 Accomplishments

- Agencies roles and responsibilities document
- Approved the FY22-23 and beyond committee workplan
- Created the data governance policy document
- Hired a DCOE Manager

FY23/24 Workplan

1. Define Data Governance (general operational plan)
2. Develop Inter-Agency Data Strategy (DCOE, cost estimates, list of reports)
3. Build A Modern Data Infrastructure (integrations, data model, taxonomy and visualization)



Advisory Committee – Update

1. Define Data Governance

- Create General Operational Plan (Started)
 - Prepare a documented plan for governance of future data products and processes, written access control policy for data analysis, reports and dashboards.

2. Develop Inter-Agency Data Sharing Strategy

- Establish vision and role for Data Center of Excellence (DCOE) (Started)
 - Document the scope, services and SLAs, define resource plan
- Determine resources necessary for JUSTIS in 2023 and beyond including implementing DCOE (Started)
 - Developed high level capacity planning estimate, job description and cost estimates for FTEs
- Develop list of dashboards, predefined reports and other data products (Not started)
 - List of cross-agency reports, dashboards, and selective products document.

3. Build A Modern Data Infrastructure

- Standard Integrations for JUSTIS data sharing – Design a re-usable and extensible API (started)
- Modernize JUSTIS data model -Build a conceptual data model (started)
- JUSTIS data taxonomy -Collect JUSTIS metadata, tool evaluation and selection (started)
- Provide a data visualization set –Use cases documents, user accounts, quick start guides (started)



Advisory Committee – Update

How will the committee accomplish these initiatives?

- Collaboration with other JUSTIS Advisory and Partners
 - › Support cross-partner initiatives such as coordinating responses to prevent repeat offenses initiative
 - › Implement data standards that can be shared and or used by other City agencies
 - › Create and implement a structure for managing my common data language
 - › Standardize data structures to comply with internal and external governing bodies
 - › Help agencies meet the FBI comprehensive incident-based reporting system (CIBRS) and customizing standards to create productive conversations about data and its governance
 - › Improve data transactions in JUSTIS and determine agency impacts
 - › Define and establish the Data Center of Excellence (DCOE) operational framework
- Gartner is assisting the committee with facilitating the discussion and standards identification





JUSTIS Executive Council

Next JUSTIS Executive Council Meeting:

June 6, 2023 @ 2:00pm-3:00pm

CH Room 201

March 7, 2023

If you have questions please contact:
Linda Gerull, City CIO
Rohit Gupta, JUSTIS Program Director

Advisory Committees – Update (December 6, 2022)

Performance and Strategy – Chair Jason Cunningham

FY22-23 Workplan

Cross system Benefit

1. Establish source and methods for crime and case type categories for city-wide KPIs. *(In progress)*

Recidivism

2. Validate and expand Justice Dashboard for tracking subsequent criminal justice contact. *(In progress)*
3. Explore the use and impact of custody holds and processes related to them, establishing cross-departmental protocols and new JUSTIS workflows

Well-Being

4. Expand knowledge about High User Analysis and make recommendations for well-being indicators.



Advisory Committees – Update (December 6, 2022)

Performance and Strategy – Chair Jason Cunningham

Crime & Case Type

- Discussion has evolved to develop an initial taxonomy of terms to be handed off to Data & Architecture. Cross agency understanding of terms is key to minimizing confusion when conducting data analysis, to include crime/case count (goal 2) and others. *(In progress)*

Data Center of Excellence

- Work with Data & Architecture Advisory Committee to scope DCOE *(In progress)*
- Working with the DCOE on providing high level project guidance.
 - Likely will take shape as a recidivism dashboard in the same vein as the Justice Dashboard (goal 3) for interagency consumption.

Other issues

- Participating in the Consolidated Charge Table project. Will likely issue a recommended update policy for this group's approval in Q3.

