

CITY AND COUNTY OF SAN FRANCISCO - JUSTIS EXECUTIVE COUNCIL
DRAFT MEETING MINUTES

JUSTIS Executive Council Meeting

Date and Time: May 12, 2022, at 2:00 PM

Location: Virtual Meeting via Teams

PRESENT:

Carmen Chu, Chair

Ivy Lee

Linda Gerull

MaryEllen Carroll

Paul Miyamoto

Michael Yuen

Matt Gonzales for Raju Manohar

Steve Arcelona for Katherine Miller

William Sanson-Mosier for William Scott

Bella Fudym for Cristel Tullock

Herman Brown for Chesa Boudin

ABSENT: William Scott, Chesa Boudin, Katherine Miller, Kimberly Ellis, Cristel Tullock, Raju Manohar

OTHER PRESENTERS: Martin Okumu, Jason Cunningham, Joe Siegel

OTHER ATTENDEES: Trial Courts: Judge Joe Quinn, Judge Samuel Feng, Judge Hyde, City Attorney Sara Crowley, Karen Hong

Call to Order

1. The meeting was called to order at 2:12 pm.
2. Roll call performed. A quorum was present

Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e) for discussion and action item.

The Council will consider adoption of a resolution making findings that newly enacted Government Code Section 54953(e) requires to allow the Committee to hold meetings remotely, as currently required under local law, without complying with infeasible Brown Act requirements.

Steve Arcelona entered a motion to adopt the resolution. Bella Fudym seconded. The members voted and passed the resolution.

Approval of Meeting Minutes

There were no amendments to the minutes. Linda Gerull moved the motion to approve the minutes. Sheriff Miyamoto seconded. A roll call was performed and the minutes were approved by the members.

General Public Comment

There was no public comment.

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Executive Sponsor Update: City Administrator

Chair Chu acknowledged the presence of Presiding Judge Feng and Judge Quinn from the San Francisco Superior Court. She also acknowledged Martin Okumu from the Sheriff Department who has volunteered and has been elected to serve as the chair of the data architecture advisory committee.

Chair Chu stated that the status of the mainframe decommissioning, as well as the C-track system will be discussed. The two significant actions that are happening are very important i.e., there is an anticipated time in which our aging mainframe will be decommissioned and the courts are also planning to go live with C-track soon. Ms. Chu thanked all the departments who are part of this project. The next few weeks will be critical and important that each departments take a tough look at testing, identify what may be broken or what needs to be fixed or critical in the system. Chair Chu stated the importance of identifying priorities and looking to see if there is a technology solution before our go live. The current system isn't perfect but the organizations have adapted to it. There will be challenges on the next system and we need to make sure that core functions are not compromised. It is also important that staff and team are aware of the changes that may happen. She stated there is a lot to do in the coming weeks and thanked everyone for their attention and focus on helping to make this as successful as possible.

Presenting is Dir. Linda Gerull who will be providing an overview of where we are with this process. Also, Joe Siegel from Gartner will present the progress that they have been making on evaluating the differences between Qrap and the state Qrap sheet so our organizations have a strong sense of what's available.

JUSTIS Program Status

a. C-Track Implementation and Mainframe Decommissioning

Ms. Gerull acknowledged that Judge Hite who serves in the criminal court has joined the meeting. Ms. Gerull discussed in detail the justification for the mainframe decommissioning. The mainframe decommissioning discussion started over 20 years ago for the Courts and JUSTIS agencies. For 45 years Owens Consulting, who were the original developers, have been supporting the system and recommend the decommissioning. Owens are the experts on the low-level technology and coding of the system and have assisted in the CMS and CABLE decommissioning engineering and activities.

Linda stated the justification for the decommissioning is the following:

- the current technology should not be prolonged due to the limited amount of contractor support available.
- the system is difficult and impossible to upgrade and is a security risk.
- there is also file size limitations that requires purging data every two (2) weeks and moving data offline for more cases.
- there are also frequent issues in processing court calendars.

Mainframe decommissioning is completed for other business systems residing on the system including: CON, TTX, POL, DMV, and METS. There has been terrific progress on this

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decommissioning and the resources are now available and decommissioning costs will increase over time.

Court Case Management Modernization. The California courts envisioned a statewide case management system back in 2000 and unfortunately the system was not completed and was cancelled in 2012. The Superior Court moved forward with the selection of a Thompson Reuters commercial product C-Track for their case types in case management and have implemented this with Traffic. They've moved on to criminal cases in 2016-2017 timeframe with the intent to integrate with the eight (8) criminal justice departments and automate work processes. Benefits include improved data, online public access, security, and new capabilities.

The Court's adoption of C-Track allowed the decommissioning of the mainframe. To implement the new Court system, the JUSTIS Data Hub was re-programmed to manage the new transactions and API, refactor queries and reports and automate several business functions. This work is nearing completion and lifecycle testing and user acceptance testing are being done in an agile process. There are 90-minute agency testing sessions for the teams and refresher training has been completed. We are refining and adjusting the environment and making changes as needed to support the business processes.

The C-Track/JUSTIS Hub go live is scheduled for June 24-26. During the go-live the teams will be managing any problems by tracking open items by severity. Also, the Team is developing a Go live hour by hour schedule and implementing an incident command structure for organization and incident management.

Ms. Gerull mentioned that we are still waiting for the DOJ application to be approved. The Sheriff Dept. received the DOJ conditional approval for the JUSTIS hub mid-April. We will be testing 8715 disposition and MACR reports with DOJ. Police received their DOJ approval for their Level II switch in early April. And they have been testing their switch and training their users. We are focused on agency readiness and integration testing.

User testing is moving forward and currently there have been approximately 120 items completed and there are approximately 41 severity one and two in development. There are 54 ready for user testing. These numbers change every day and are a reasonable and expected level for this stage of the project. Please support your department's testers – they are needed to test the changes and retest items that have been fixed. We appreciate their time to get these done in a timely manner.

As we move forward, we are finding that the C-track system is very different than the current CABLE3/CMS system. And the courts have configured this commercial product with minimal customizations. Several of the legacy mainframe custom processes are not supported. Ms. Gerull discussed the key areas and corresponding action items that we are focused i.e., dispositions, event text, court calendars, bail and expunge and seal.

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Ms. Gerull said that they are focused to go live before end of fiscal year. As the performance testing is being completed, it is important that we handle the transactions that happen every day. The focus areas are the seals, bail, PDR access to data and DOJ reports. Working to complete the interface testing, add bulk disposition function, complete prioritized Sev1 and Sev2 and implement our go live plan. Our JUSTIS partners will be prioritizing their Sev1 and Sev2 and document business impact, prioritizing what is most critical to be completed and developing any work arounds. Need to retest the adjustments made, complete the interface testing, conduct internal department user training. Training materials and test materials available to customize for your departments use. Go-live will happen on a weekend and need support from the teams.

Ms. Gerull discussed the impact if there is a delay in the decommissioning of CMS and our criminal justice modernization. We have great momentum and teams are working hard.

Ms. Gerull detailed the vision after Go live i.e., new data for decision support and public dashboards; digital record keeping will reduce paperwork; centralized data management will allow for remote access; real-time updates, which is always the goal to automate as much as we can; have effective case resolution through these collaborations; everything is transparent and auditable; and lastly, looking forward to building the Data Center of Excellence which is in the JUSTIS five year roadmap that we worked on with Gartner.

Question:

Ms. Bella Fudym, Adult Probation stated that the slide 10 is missing their request to include APDs testing scenarios and MIR reports before we go live. The coverage for their testing is crucial, otherwise it will affect the accuracy of reports that we provide to the courts. Also, she added that the post go live plan will be the key for them. You need a response plan i.e., communications, backups, team are hands on as when system goes live it's never perfect. It will be great if this will be shared with us in the working group afterwards.

b. Gartner Review of Criminal Justice Reporting

Mr. Joe Siegel from Gartner gave an update between the legacy QRAP system and the State RAP sheet. He stated that we are in the middle of this process.

Mr. Siegel discussed the progress to date and some of the preliminary observations which is due to be completed in two weeks. Mr. Siegel listed the approach namely, facilitated four cross-departmental workshops to understand QRAP and State RAP sheet usage, challenges, and future needs; reviewing available diagrams/documents, including 2020 analysis that the data and architecture committee championed to understand the differences between State RAP sheet and QRAP; bringing forward Gartner's best practices on criminal history reporting.

The analysis outcomes that are expecting to be produced include the determining the path forward with the two criminal history reporting mechanisms and to look at the State RAP sheet and make recommendations around the data that has been fed to the RAP sheet from the SF agencies.

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Mr. Siegel discussed the preliminary observations that will be finalized over the coming days and published in a report thru the governance committee.

- QRAP-JPI data issues are being addressed during on-going testing,
- Prioritized department-level training and communications
- State RAP usage will likely increase in the long-term
- Validating the goal to increase adoption and use of the State RAP sheet as the primary source for criminal history.

Judge Feng stated that the Courts invested their time since 2016 and looking forward to Go live. Thanked Chair Chu and Dir. Gerull for the invite and opportunity to speak.

Mr. William Sanson-Mosier stated that the Police Department is ready and support the Go Live date. Been working since January 2020 to get all the legacy systems off the mainframe. Kudos to the multi-department Team and JUSTIST team who are fixing and adjusting all issues.

Public Comment

There is no public comment.

Advisory Committee Updates

Architecture and Data Sharing – Chair Martin Okumu

Chair Okumu presented the FY21/22 workplan which includes developing roles and responsibilities structure for data governance; developed draft language for the data governance scope; and for FY22 – deep dive into data taxonomy; various work in collaboration with performance and strategy committee; working in tandem with C-track Go live date; and Gartner assisting with facilitating the discussion and standards identification.

Chair Okumu showed a snapshot of the architecture and data sharing roles and responsibilities. This was developed in tandem with the team and committee. He presented the recommended roles and responsibilities structure to the Executive Council for discussion and approval. This will clearly identify each role and responsibilities to make sure that we have a cohesive process going forward. Mr. Okumu said he will ask Ms. Karen Hong to route the document to the committee via email for review and approval.

Performance and Strategy – Chair Jason Cunningham

Chair Cunningham presented the status of FY21-22 goals and tasks and highlighted the following:

- The source and methods for race and ethnicity have been completed and implementation is later this year. It's a post go live activity and think about how your agency will be doing this.
- We are about 90% on the justice dashboard and getting ready to hand it to the justice program. Appreciate the partnership with the DA's office.

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- Hopeful to work on the high user analysis next year.
- Have not been able to locate a municipal code table for county ordinances. No solution to this problem and should consider including this in the next budget process. Will bring to the next meeting for action.

Question:

Chair Chu asked the committees on the urgency and timing of:

- Data governance structure – Chair Okumu said he is hoping to get this approved in June. Chair Chu said we might not get feedback in June due to the Go-live. Chair Okumu said he can wait as the Go live is critical.
- Municipal code table – Chair Cunningham said this is something we should have eventually. We have gone this far without it but we should have as the city continues to grow. Ms. Gerull said she will ask Ms. Littlefield, Data Officer for help or contribute to this work.

Public Comment

There is no public comment.

Chair Chu thanked everyone in advance for the work they will be doing in the coming weeks.

Adjournment

The meeting was adjourned at 3:12 PM. Next meeting is on August 30, 2022.