

# **CJCC Information Sharing and Integration Committee**

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## **Meeting Minutes**

June 3, 2005

200 N. Main, Lower Level Conference Room

Ann Arbor, MI

2:00 p.m. to 3:30 p.m.

**Members Present:** David Behen (Chairperson, Information and Technology Division), Troy Bevier (Corrections Lieutenant), Uma Harithsa (Applied Technology Manager, ITD), Scott Patton (CJCC Staff), George Siasoco (CJCC Intern), Sheila Blakney (Senior Assistant, Public Defender), Scot Cannell (Systems Manager, Courts), Paul Bunten (Chief of Police, City of Saline), Steve Hiller (Deputy Chief Assistant Prosecutor), Mark Ptaszek (14A Court Administrator), Jan Nelson (Supervisor, Probation), Rick Visel (Director, Correctional Services)

**Members Absent:** Julie Chaffee (Director, Community Corrections), Delphia Simpson (Public Defender Manager), Karen Edman (Chief Deputy Clerk/Register)

**Convened:** 2:00 p.m.

### **I. Supporting Documents**

Attendees were given the following supporting documents:

- CJCC Data Systems Committee Agenda
- CJCC Data Systems Committee May 12, 2005 Meeting Minutes

### **II. Charter Approval**

David Behen reported that he obtained good feedback from committee members on the charter. These changes were incorporated and then presented to the CJCC Steering Committee for their review. Scott Patton indicated that the Steering Committee agreed to have committee members do a final review before adoption, as some members were not able to attend the previous month's meeting. David Behen also gave an update to CJCC Full Council members at their last meeting. He indicated that the text for the current draft will be considered final unless there are other discussion points around it.

David Behen outlined the changes that were done to the draft. Scot Cannell advised adding a district court representative, as well as a township prosecutor to represent local interests or local police department representative. He also said that an attorney-at-large should be a voting member. He said these recommendations did not change the number of voting members in the committee, but which interests they represented.

Discussion ensued on possible candidates for these positions. Sheila Blakney offered to contact these attorney candidates for the group. She will also ask the bar president who can appoint someone to represent the civil side. Scot Cannell will follow up on the Friend of the Court representative. David Behen said that while candidates with technology skills may be ideal, he would prefer candidates who can also identify process improvements.

David Behen indicated that he will send the charter text out to members. He will include a page for signatures of commitment. He noted his own commitment to the long range vision for integration which will be a future item on the agenda. For next steps, he indicated the need to establish a long-term plan with timelines and funding.

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### **II. Report back from CJCC on Data Requests**

Scott Patton indicated that while the present committee have the technical knowledge for what is possible, the policy authority and directions come from the CJCC. As the CJCC may not know the range of possible information points, he suggested data items which the committee could report back to the CJCC: number of bookings, average length of stay, average daily population, felony vs. misdemeanor population, pre-trial vs. sentenced population. The CJCC Steering Committee and Full Council agreed to these items. He also indicated that CJCC member John Shea wanted raw data behind any graphs provided.

Scott Patton found that most of this information is already in the Sheriff's Report. He referred back to a report by Herb Mahony, which he stated was easy enough to gather monthly. Compared to the NIC 's report, the Sheriff's report was similar enough to be comfortable with the format.

Discussion ensued on whether Community Corrections is already producing these reports. Troy Bevier will make this information for the report available on a monthly basis. Scott Patton will meet offline and contact him to develop a plan and timeline when these can be done. They agreed that the raw data can be forwarded to John Shea. Scott Patton will ask John Shea if the report form will be an acceptable format that he will require monthly. Verification is needed as this process can take time and resources. Format will be discussed between Troy Bevier and Scott Patton. This will be a standard agenda item for the CJCC. Members agreed that at the first time it is presented, presenters may need to do a 10-15 minute training on interpreting the data.

Members noted that the data will probably be a moving target with the focus of the CJCC. However, at least the report can be the foundational piece. David Behen said that the report should be done by July 15<sup>th</sup>, and presented to this group on July 20<sup>th</sup>. The final report will be presented to CJCC members on July 22<sup>nd</sup>. Scott Patton said that these will then be published in the CJCC website.

### **III. Discussion on Specific CJCC-Requested Items**

David Behen reported on the positive feedback he received from the CJCC on the committee's purpose, as well as the committee's reporting to that body. One member wished that there be more data integration. He said that the present committee is committed to an action plan, and indicated that the committee should work on "quick wins and low hanging fruit."

David Behen asked members if this discussion should be done at the current meeting, or if it should be a topic for the next meeting. While he acknowledged that the committee does not have a budget, he said that a business advisor could be hired to develop a longer term plan. If there is a ten year plan, the committee can identify what can be done from the first to the tenth year. Aside from this long term plan, members also need to find quick wins. He asked members to think of these "low hanging fruits" that will run parallel to this long term plan.

David Behen indicated that this is a learning process for him given his unfamiliarity with the criminal justice system. He indicated that a complete inventory should be step one in this process. It is important to know what is out there. He indicated the need to put together an aggressive timeline within the next three months. He asked for members' commitment and getting those done in the timeline allotted. David Behen said that there needs to be a discussion on what the needs are, so Uma Harithsa can research the technology that will address these needs. Members gave the following suggestions:

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### **A. Electronic Notices of Felony Assignments**

Sheila Blakney offered as an example the possibility of developing electronic notices of felony assignments. She noted that the Clerk's Office used to obtain these from the service center and run it to the Public Defender's mailboxes. They have since stopped this because all the files now reside downtown. They now have to rely on the county inter-office mail, which is good but not as timely. As a result, paperwork is delayed by one to two hours. She also mentioned that they receive inter-office notices from the District Courts, which may take 1-2 days.

### **B. Electronic Input of Ticket Data into Standard Format**

Paul Bunten also said that there is much duplication of effort, for example, in putting tickets electronically into the system. From there the information is input over and over again in different formats. Members then discussed the possible process for addressing the electronic input of tickets which is being used elsewhere. Troy Bevier noted that for police agencies, the issue is in giving the courts this information in a timely manner. He said that the best solution for this may be putting computers in the police cars. Scot Cannell suggested that police agencies should agree on the format for the data (regardless of the system used), put the data in, and obtain information in a consistent format. Currently, the information is sent to the courts electronically and non-electronically – which produce inefficiencies in the process.

Members acknowledged that solutions may seem easy, but implementation can be very difficult. In practice, different agencies may not agree to conform to a standard format. Members agreed however that the high level goal should be inputting the same data electronically to the courts in a timely fashion. Scot Cannell and Paul Bunten said that the current system of sending police tickets to the courts produces process inefficiencies and unnecessary data input that can be diminished with a standard electronic process. Scot Cannell also noted that not all tickets go to the courts which may complicate this process.

### **C. Inter-phasing Different Systems Through CLEMENS and CORE Technologies**

Troy Bevier said that another issue was integration through CORE Technology's Talon information sharing system which links different county agencies. The technology allows for a leading query where the user then picks which agency to get the information from. He noted that Wayne County is currently employing this with 27 agencies.

Paul Bunten added that police agencies have been working on getting this records management system which will go a long way towards inter-phasing by November or December. He said that very shortly this CLEMENS technology, which the county will be buying from Oakland County, will be running the county's information management. The state-of-the-art system is extremely impressive and deals with online arraignments.

Troy Bevier clarified that since there are still some issues with the CLEMENS technology, the Talon information system will allow law enforcement agencies to link up real time. These two systems are already being inter-phased with the prosecutors and courts systems. Paul Bunten explained that the county is moving toward a common platform that all law enforcement agencies will be utilizing. The courts need to evaluate whether they would be inter-phasing with this common platform.

Troy Bevier said that the advantage of using two systems is that the records management system gives level of flexibility. CORE technology will then inter-phase with the data in present systems, such the police department's New World systems, so it can be shared throughout. If agencies are already happy with their records management system, they would not have to change. Mark

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Ptaszek said that it was important to emphasize the creation of such cost-effective solutions and still move into data sharing mode.

Scott Patton asked members to take a look at the systems mapping. The purpose of this process was to capture what key points of information are available, and what data systems exist. He asked members to review this for the next meeting and forward any inaccuracies to him so this file can be updated. He will bring this up as a future item for the next meeting.

Sheila Blakney asked if 15<sup>th</sup> District Court's separate system would mean that other agencies will not be able to communicate with it. Scot Cannell said that he was unsure. Mark Ptaszek said that they have a commitment to change to the JAS system. Projections on when the agencies will go live with JAS is dependent on the commitment of the agency to transition. Sheila Blakney pointed out that this presents a serious communication challenge for the system. When felony cases change to misdemeanors, court numbers will also change. If the public defenders office does not have access to the Ann Arbor system, they will have to literally go to the court to obtain these. Scot Cannell acknowledged this is a significant setback to information sharing and integration.

### **D. Funding Sources**

Troy Bevier brought the question of funding sources before David Behen. Monroe County police agencies currently employ computers in cars which gives them the ability of transferring citations to court automatically. Monroe County has been doing this for a while by using up to a \$15 user technology fee for each citation. Scot Cannell said that this is something Washtenaw County can explore. However, as things stand right now, technically this is unenforceable.

### **E. E-Docket for Arraignments**

Sheila Blakney said that the system does not even have a docket for when people are arraigned. This process may be time-consuming, but at least the public defenders office can look to whom they are appointed. Sheila Blakney explained that the Sheriff's Department schedules the arraignment date, and produces a list that is faxed to the magistrate in the morning. She said that that there are add-ons until 11 a.m. Therefore lists are not formal dockets that are accessible electronically.

Members discussed if this process is even possible. Mark Ptaszek explained that the process is done in real time because of the 10 a.m. deadline. However, the court policy says that circuit court add-ons are processed that same day as long as the magistrate still has not begun proceedings. Consequently, electronic dockets for arraignments would have to accommodate such last-minute add-ons. Scot Cannell also said that scheduling depends on whether a new arrest and charge develops a case file. If there is no case file, the person will not be in the system and there will be nothing to schedule.

Member agreed that while this project would be "high-hanging fruit", there may be a way to accomplish this project. Troy Bevier reported that the University of Michigan has a website that pulls a daily summary. It takes the information from AS400, and dumps into a sequel database, and populate that webpage. Scot Cannell and Uma Harithsa advised that members need to identify issues and figure out solutions. Scott Patton said that this will be a future discussion point. He advised that members begin the next meeting with a brainstorming session.

Mark Ptaszek will find out if the City of Ann Arbor would assign a representative who will participate in the committee.

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**Adjourned** 3:15 p.m.

Next Information Sharing and Integration Committee meeting will be on 7/20/05, **2:30 p.m. to 4:00 p.m.**, at Annex First Floor Large Conference Room.