

CJCC Information Sharing and Integration Committee

Meeting Minutes

July 20, 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), Uma Harithsa (Applied Technology Manager, ITD), Scott Patton (CJCC Staff), George Siasoco (CJCC Intern), Mark Ptaszek (14A Court Administrator), Jan Nelson (Supervisor, Probation), Rick Visel (Director, Correctional Services), Julie Chaffee (Director, Community Corrections), Delphia Simpson (Public Defender Manager), Karen Edman (Chief Deputy Clerk/Register), Bob Canell (Chief Judicial Service Officer, Friend of the Court)

Members Absent: 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), Troy Bevier (Corrections Lieutenant)

Convened: 2:30 p.m.

I. Introductions and Supporting Documents

Attendees introduced themselves to the committee. Attendees were given the following supporting documents:

- CJCC Data Systems Committee Agenda
- CJCC Data Systems Committee June 3, 2005 Meeting Minutes
- Washtenaw County Inmate Population Snapshot (DRAFT)

II. Review Meeting Minutes

Members approved meeting minutes from June 3, 2005 with one amendment. Mark Ptaszek noted an error under "Section III E-Docket Arraignments." He was not tasked to find if the City of Ann Arbor would assign a representative who will participate in the committee. As the District Court representative, he was asked by the committee to contact the 15th District Court and inquire about their plans with regards to their changing over to the SCAO administered Justice Information System (JIS).

III. Committee Charter

David Behen said that he wanted to get members feedback and review of the committee charter before bringing it back to the council. He opened the floor to discussion from members. Members agreed to the text as written on the present charter. The committee charter was passed around for signature from voting members. David Behen said that he will send copies of the final document to everyone.

IV. Monthly Report to the CJCC

Scott Patton referred members to the draft monthly report that will be presented to the CJCC on Friday. He clarified that the report came from a CJCC request for an overall picture of the adult criminal system which included jail population, the number of pre-trial inmates, and other characteristics. He worked with Troy Bevier to produce the current report from the AS400. He clarified that the report will be a standard item to be presented to the CJCC. As policy questions arise, the report may be revised in the future. He also noted that with more data collected on a

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monthly basis, the report will also note trends to measure overall effectiveness of initiatives through various subcommittees.

Julie Chaffee noted that there was a parallel report being developed with the courts, specifically related to early release of inmates. Julie Chafee explained that the CJCC monthly report appeared to coincide with the Community Corrections report, which Chief Judge Archie Brown had requested from her staff. This raises a question of duplication of effort. She expressed great concern over the significant waste of resources from her staff and their contact person within the Sheriff's Office, Herb Mahony.

Julie Chaffee also indicated concern over the cooperation she is receiving from the Sheriff's department on developing the Community Corrections report. She asked how the committee's report was developed when resources were supposed to have been halted from the Sheriff's department. She indicated that her staff was undertaking the project to assess measures as part of her two million dollar grant. She indicated that her staff needs help in getting this resolved, and currently Herb Mahony is the only one who is assisting them. Scott Patton clarified that Herb Mahony put together the queries and Troy Bevier was assigned to export the report to excel format for the committee.

Discussion ensued on why information was not being exchanged in the meetings. Members surmised that the duplication in effort may have resulted from parallel directives at the supervisory and committee levels, which have differing and specific purposes. Scot Cannell said that Judge Archie Brown, in his capacity of circuit court judge in charge of relieving overcrowding, needed specific information from the Community Corrections report to provide timely guidance in his decisions for early release. On the other hand, the committee had been charged with clear direction from the CJCC to produce its own monthly report to give an overall picture of the jail population.

Members agreed that a connection between the two groups was needed in order to determine which group should be tasked with working on the information. Scott Patton said that the committee should be responsible for producing the report. He advised sharing this information with other interested parties from a common site such as the CJCC website. Members agreed that the ultimate goals should be to have real time data. Scot Cannell said that he does not think the committee is ready to merge with the Community Corrections team. There are two reports and the committee must validate either one.

Discussion ensued on whether the committee's draft report should be presented to the CJCC on Friday. Scott Patton indicated that he is confident with the draft form of the report, with the proper clarifications. Scot Cannell said advised indicating that a draft report has been developed, but there is a need to clarify the data. He suggested that the finalized report be presented at the CJCC's meeting next month. Julie Chaffee advised caution before the committee releases the report in a public forum. She recommended that the committee present their report if the Sheriff's staff is willing to support it.

Scott Patton will ask Troy Bevier to see if he is comfortable with releasing the report to the CJCC. If so, he advised presenting it to the CJCC as a draft document. The council would be told that the data fields may change, and that the committee is verifying if the information collection was keyed correctly. The council will be asked if the format of the template addresses what they want to find monthly. He indicated that members have asked already about the numbers for the pre-sentenced inmate population, the average length of stay, and if all the initiatives have an impact.

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David Behen said that the committee would benefit from having the same information as the Community Corrections report. Members advised that the committee should find out if they were receiving the same data, and the report information is the same. Julie Chaffee indicated that the pre-trial and pre-sentence numbers need to be broken down. Julie Chaffee noted that the daily snapshot has problems. For example, the numbers for arraignments depend on the time of day. Rick Visel also said that the data is not right because the jail had not boarded out 61 inmates. Scot Cannell said that the committee needs to have a definition of what “boarded out” means. Uma Harithsa said that definition list should be developed.

David Behen indicated that he was not opposed to presenting the report, as long as the council is told that it is still in draft form. The CJCC can then ask questions, discuss the format, ask about the meaning of data. He can then forward their feedback to the committee with a commitment to answer these within a certain period of time.

David Behen then asked members if this report can be produced in 30 days. Julie Chaffee said that all the data elements have been developed, and there are just problems with pulling extra elements. David Behen offered to provide the resources, whether in house or purchased externally, to ensure proper completion. He also advised initiating a conversation between the two groups as soon as possible.

In response to a comment made by Julie Chaffee regarding misdemeanants in jail, Mark Ptaszek stated that solely looking at crime classification, i.e., misdemeanor v. felony is not necessarily a valid indicator of whether or not it is appropriate for someone to be in jail. A variety of factors, including those considered when classifying jail inmates, should be considered. Scot Cannell said that members need to carefully revisit the pie graphs, since he noted that the jail population changes per graph. He advised the need to check and resolve this problem at that level of detail.

Discussion ensued on the reporting that other counties do on their jail populations. Julie Chaffee said that Kent County can serve as a model since their jail management program is ideal. She noted that the New World database system was not meant to serve as a jail management software. People are using antiquated software, and putting the information in a flawed report. The problem could be fixed with replacing the software, which may not be costly. Washtenaw County tried to make the old system work, but it is not a good system for jail management.

David Behen said that there are discussions to move to the CLEMIS system but it does not have jail management software. Currently, they are looking for a jail management component. Scott Patton said that three years ago, not many people are interested in the reporting, and now there is more interest.

Mark Ptaszek asked for clarification on how the committee will communicate with the two reporting groups, and who will be assigned to talk. David Behen or Scott Patton will talk to the CJCC Steering Committee and the chairperson of the Community Corrections group. Julie Chaffee advised that the Chief Judge and the Sheriff should talk and they should decide what they report they prefer.

Members agreed that as long as the specific data is not at issue, and it is clear that the report is a draft template, the report can be presented to the CJCC. Discussion ensued on the format of the report and its presentation form. Members agreed that a media representation can be problematic. Members agreed that discussion should center on the format, and not the numbers. Members suggested taking out the numbers altogether and skewing the pie slices of the chart. In all cases, the CJCC should be told why the committee is not able to present an accurate count at this time.

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David Behen reiterated the need to resolve this problem within 30 days, although he was not sure what resources would be needed as yet to accomplish this project. Members also need to have a conversation about in-term solution to get real-time data. David Behen said that he will charge Uma Harithsa with putting together a plan to get that 30-day gap plan fixed. She will consult with Troy Bevier, Herb Mahony and Julie Chaffee. Scott Patton will ask if the Sheriff's office will present the report to the CJCC. He said that he could walk through the template, but he will need the Sheriff's office to clarify the content if the CJCC asks.

V. Assignments to Look for Best Practices

David Behen referred members to a website that lists information sharing and integration efforts in other counties. Research needs to be done on what others communities have done and to review the methodology utilized (e.g., use consultants). He indicated that the committee should have a workable timeline by next year. The CLEMIS system will be operational in 18 months (with a probable 24-month conversion). He reported that he had been researching justice and information session conferences in DC.

David Behen asked if there are members interested in researching best practice data and bringing back to the committee next month, to facilitate moving forward. Rick Visel said he could call a number of counties and ask about their initiatives, if he is given a list of questions. Uma Harithsa will work with Julie Chaffee on questions and email to the group by next Wednesday. David Behen recommended that members review the website, which is on the CJCC website links.

Julie Chaffee said that Kent County has a model jail management software, which the Sheriff's Department would be interested in studying. Scott Patton said Kent County has a very good reporting effort, which could generate a 80 page report. He clarified that they have a proprietary system. He said that he can talk to their representatives for the committee.

Mark Ptaszek said that Kent County may already have a strategic plan. He advised learning from their planning and implementation process so the committee does not have to reinvent the wheel. Members can learn how they got to where they did and under what incremental stages. Scott Patton said that Kalamazoo County also has a very well documented planning process. David recommended that they invite representatives to talk to him. Scott Patton will make contact in Kent County and see if their representative would be willing to come and present to the committee.

Adjourned 3:45 p.m.

Next Information Sharing and Integration Committee meeting will be on 8/10/05, **1:00 p.m. to 2:30 p.m.**, at Annex First Floor Large Conference Room.