

Oklahoma Senate Committee on Appropriations

2013-14 Performance Report

DISTRICT ATTORNEYS COUNCIL – 220

AGENCY MISSION STATEMENT:

Here a simple statement of the adopted mission of the agency should be provided, along with the entity or person(s) who adopted the mission statement and when it was adopted.

To protect the citizens of Oklahoma through effective and efficient administration of justice.

Adopted by the District Attorneys Council in 2001.

LEAD ADMINISTRATOR:

Here the name, title and contact information for the lead administrative person should be listed.

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GOVERNANCE:

Here a brief description of the agency's governance structure should be provided. Is the agency headed by a Governor appointee? An appointee of an independent board? Who selects the board, and who are the current members of the board.

The agency's lead administrator is appointed by the District Attorneys Council. The Council is composed of the following members:

The President of the Oklahoma District Attorneys Association  
The President-Elect of the Oklahoma District Attorneys Association  
District Attorney selected by the Court of Criminal Appeals  
District Attorney selected by the Board of Governors of the Oklahoma Bar Association  
The Attorney General or his designated representative

Current Members of the Board.

Eddie Wyant, District Attorney, Chair  
Chris Ross, District Attorney, Vice-Chair  
Dennis Smith, District Attorney  
Tim Harris, District Attorney  
Scott Pruitt, Attorney General

Appointing Authority

Title 19, Section 215.28(C)  
Title 19, Section 215.28(C)  
Oklahoma Bar Association  
Court of Criminal Appeals  
Title 19, Section 215.28(C)

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Does the Board have any committees or subgroups? If so, please provide a detailed listing of the subgroups and their areas of focus.

Technology Committee	Information Technology
Budget Committee	Study
JAG Board	Criminal Justice
VAWA Board	Violence Against Women Act
NFSIA Task Force	Forensic Science
RSAT Board	Residential Substance Abuse Treatment
VOCA Board	Victims of Crime Act

GOVERNANCE ACCOUNTABILITY:

Please provide copies of the minutes for any Commission/Board meetings the agency has had since July 1, 2011 in electronic format (Only in PDF format) Is there an attendance policy for board members/commissioners? If so, is it being followed?

The minutes have been provided in the requested PDF format. Any District Attorneys Council meeting requires a quorum of three members and this requirement is strictly adhered to by the Council. This requirement also applies to the other committees or boards.

MODERNIZATION EFFORTS:

Please provide a listing of all government modernization efforts undertaken by the agency since July 1, 2011. Additionally, please provide any authorizing statutory changes that prompted the modernization efforts and whether those efforts have led to cost savings or additional cost burden.

Electronic Data Exchange - The District Attorneys Council (DAC) has worked with the Administrative Office of the Courts (AOC) to maintain electronic data exchange technology to enable exchanges of data between the DAC and AOC as well as with other Law Enforcement Agencies. Funded by a federal grant, the DAC purchased the necessary hardware and software to implement a standard infrastructure for XML data exchanges and also trained DAC personnel in the use of the required tools and technologies.

Tape Backup and Recovery System - The DAC implemented a Virtual Tape/Backup and Recovery System and Hot Site located in the OSF Data Center. For the cost of the floor space and utilities, the DAC pays a very reasonable rate. If the DAC had to procure these services commercially, the cost would likely have been prohibitive.

Consolidation of Servers - DAC IT Division has consolidated a number of its hardware servers as virtual servers onto larger hardware servers, thereby reducing hardware maintenance costs and in some cases, reducing licensing costs. The larger servers were purchased in conjunction with other federal grant projects, so the cost to the agency was minimal.

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The virtualization of the DAC's servers has allowed us to maintain a copy of nearly all of our critical servers and applications on a large server located at the OSF Data Center. Should something happen to our Computer Operations facility at the DAC, we can quickly have all operations back up and running at a slightly reduced capacity at our OSF "Hot Site" in a matter of minutes. The lone exception is e-mail which requires a special anti-spam firewall, of which we have only one. While the procurement of a second anti-spam firewall to be installed at the "Hot Site" would complete this effort, the probability that e-mail services will be centralized under the State CIO has postponed, if not eliminated, the need for this device.

Anti-Virus Deployment - The DAC has deployed of the statewide Symantec antivirus software to approximately 800 personal computers across the state. With this deployment, the agency expects to achieve a savings in the longer term over previous annual support cost of \$8,900. However the savings will be offset somewhat by the initial cost of testing and deployment configuration, which is estimated at approximately \$5,600. Additionally, deployment of this system required an upgrade to a number of PCs, a cost which is not included.

Update Windows XP - The District Attorneys Council, directly supports just over 1000 user workstations spread out across 75 counties with a Help Desk team of four, as well as an Application Support team of four, and a Systems Administration team of three. Approximately one third of these workstations did not meet the minimum specifications required for Windows 7 as of 10 December, 2013.

The District Attorneys Council has been upgrading user workstations to Windows 7 by attrition, when upgraded computers are purchased, since April, 2013. This strategy continues, but will not be sufficient to complete our transition prior to the Windows XP End of Life date of April 8, 2014.

Supplementary to our current plan DAC will pre-image hard drives with Windows 7 installs that can be taken out to the counties and swapped out on location.

#### Data Retention and Recovery

This project will provide additional storage for the District Attorney's rapidly increasing electronic case records and evidence volume, and enhance retention, backup, and restoration capabilities. Increased space for case record and evidence document storage and a backup solution for district servers, as well as increased space for centralized backups at the DAC Datacenter are the primary objectives of this project.

District Attorneys are increasingly storing more of their records electronically. Many districts are attempting to eliminate paper to the greatest extent possible. Due to the increasing storage of electronic documents, the district servers are rapidly reaching the capacity of their local storage. In order to prevent server outages as the result of

insufficient disk capacity, many of these servers need to have additional disk drives installed immediately. Most of the servers are identically configured, and have three available disk drive slots.

While storing more data electronically is certainly encouraged and improves the agency's ability to share records through electronic means, the amount of storage space for these records has continued to grow and the ability to backup this ever-increasing amount of data has not kept pace with the growth. The DAC has reached 90% of its current capacity and will soon have to make decisions as to which information can be removed from on-line storage. In addition, Windows Server 2008 R2 backup has discontinued support for attached tape drives. The 21 districts that have been upgraded to Windows Server 2008 R2 currently have no backup media that can be carried off site for storage.

DAC is in the process of increasing the storage of the district servers to maximize their disk capacity. This project will also increase the size of the central Storage Area Network at the DAC and OMES. This will enable the DAC to continue to provide a secondary off-site backup of critical criminal history data produced by the twenty-five District Attorney's offices. It will provide a backup solution for the district servers by purchasing a removable hard drive backup system, or by purchasing software that will access the tape drive already installed in each server. The cost of these two options is roughly the same, so the decision will be based on the best performance and features available at the best price.

Two other modernization initiatives, voucher imaging and electronic grants management, are discussed below.

What steps has the agency taken to cut costs and/or eliminate waste? Are there efforts that have been successful which you believe could serve as a model for other state agencies seeking to keep costs minimal?

Voucher Payment Scanning - The DAC has implemented voucher payment scanning with the assistance of the Office of State Finance. This project has eliminated courier trips to the capitol, copying of invoices and documentation and reduced the amount of time needed to prepare invoices for payment. In addition, with the same scanning technology, the agency is still in the process of converting all personnel and benefit records to electronic format which will eliminate paper filing and copying that is currently used.

Electronic Transmittal of Deposits - Another project that has reduced time and effort is the electronic transmittal of deposits. This process was facilitated through the Oklahoma State Treasurer's office. This project eliminates couriers to banks and reduces the amount of time required in preparation of deposits that are done on a daily basis.

Grant Management System Implementation - The DAC is in final steps of implementing and maintaining a Grant Management System for both the Victims and Grants Divisions of the District Attorneys Council with federal grant funds. This system will be a complete online system for grant application and acceptance, fund requests, and reporting. It will be

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integrated with the state's financial system, CORE PeopleSoft, which will ease the reporting of federal grants by the agency. With the development of this system, we will expedite processing, reduce office expenditures and reduce the number of errors by grantees by the manual submittal of required grant information.

Travel Claim Test Agency - DAC has notified the Office of State Finance that it would like to participate as a test agency in the online submittal of travel reimbursement claims when it becomes available.

Federal Grant Funds - While the DAC has applied for a number of competitive federal grants, and has been highly successful in being awarded these grants in the past, there is no guarantee that future grant applications will be awarded. The DAC has used federal grant funds almost exclusively to purchase its infrastructure hardware and operating software. These grant funds have saved the agency and the state hundreds of thousands of dollars over the last five years, but the DAC will continue to require funding for its infrastructure as technology evolves and the infrastructure ages.

CORE MISSION:

What services are you required to provide which are outside of your core mission? Are any services you provide duplicated or replicated by another agency? Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere?

The DAC provides child support services in nine districts through individual contracts with the Department of Human Services (DHS). DHS reimburses 100% of the expenses associated with the service provided by the individual districts. DHS is the primary provider of these services within the state of Oklahoma. There are no services that the district attorneys are unable to perform because of non-core services.

PRIVATE ALTERNATIVES:

Are any of the services which are performed by the agency also performed in the private sector in Oklahoma? In other states? Has the agency been approached by any foundation, for-profit or not-for-profit corporation with efforts to privatize some of the functions of the agency?

The district attorneys provide supervision services for misdemeanor and some felony offenders. This service is also provided by the private sector in some areas of the state. At this time, there is no regulation of those private providers.