

**COMMITTEE ON INFORMATION TECHNOLOGY
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES**

Thursday, April 16, 2015
10:00 a.m. – 12:00 p.m.
1 Dr. Carlton B. Goodlett Place
City Hall, Room 305

MEMBERS

Naomi Kelly, City Administrator, Chair
Miguel Gamiño, Chief Information Officer, Department of Technology
Kate Howard, Budget Director, Mayor's Office
London Breed, President, San Francisco Board of Supervisors
Ben Rosenfield, Controller
Micki Callahan, Director, Department of Human Resources
Barbara Garcia, Director, Department of Public Health
Luis Herrera, City Librarian, Public Library
Harlan L. Kelly, Jr., General Manager, Public Utilities Commission
Anne Kronenberg, Director, Department of Emergency Management
John L. Martin, Director, San Francisco International Airport
Edward D. Reiskin, Director, Municipal Transportation Agency
Trent Rhorer, Executive Director, Human Services Agency
Charles Belle, Public Member
Alex Polvi, Public Member

1. Call To Order

Mr. Ken Bukowski called the meeting to order at 10:03 a.m.

2. Roll Call

Members Present:

Ken Bukowski (for Naomi Kelly)
Miguel Gamiño
Kate Howard
Christine Keener (for London Breed)
Todd Rydstrom (for Ben Rosenfield)
Brent Lewis (for Micki Callahan)
Bill Kim (for Barbara Garcia)
Michael Liang (for Luis Herrera)
Ken Salmon (for Harlan Kelly)
Mitch Sutton (for Anne Kronenberg)
John Martin
Travis Fox (for Ed Reiskin)
Dan Kaplan (for Trent Rhorer)
Charles Belle
Alex Polvi

COIT Staff:

Chanda Ikeda
Matthias Jaime
Lily Liang

Guests Present:

Kathy Irish Elissa Keestenbaum Allegra Fortunati Dan Kalamaras Art Wong Samuel Valdez Kathy Lu Will Goldberg	Keith Kawas Daniela Dell'Aera Jane Gong Karla Macias Matt Reeves Jo Elias-Jackson Herman Brown John Robson	Ian Law Mike Foote Conor Kirkpatrick Beth Munger Alan Nguyen Laura Kirk David Germain Maria Vazquez
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3. Approval of Meeting Minutes from March 19, 2015 (Action Item)

The minutes of March 19, 2015 were approved.

4. Chair Update

Mr. Bukowski reported that the City's five-year Information and Communication Technology Plan for FY 2016-20 was recently reviewed and unanimously approved by the Board of Supervisors' Budget and Finance Committee. Mr. Bukowski noted that formal adoption of the Plan would take place at an upcoming full Board meeting.

5. CIO Update

Mr. Miguel Gamiño stated that the Department of Technology (DT) is actively engaged in the review, negotiation, and renewal of a number of City enterprise agreements (EAs) with the goal of lowering or maintaining current costs while adding value for client departments.

Mr. Herman Brown discussed the EAs in greater detail, including the vendors and products/services in question, as well as contract timelines.

A general discussion followed regarding DT's prioritization process and next steps.

Mr. Brown then briefed the Committee on the status of DT's e-mail consolidation project, noting that a purchase order for additional Microsoft resources had been recently issued to support the migration of Public Utilities Commission accounts.

6. Budget and Performance Subcommittee Update

Mr. Bukowski provided an overview of the Subcommittee's recent meetings. Notably, he discussed the review process for project requests, remarked on changes and improvements to the process, and noted that recommendations would soon be provided to the full Committee for consideration and approval.

Mr. Bukowski then presented General Fund projections as well as a summary of available funding and requests over the next two fiscal years. Focusing on the Major IT Projects Allocation, he also shared proposed uses in FY 2015-16 and FY 2016-17.

Remarking on the Subcommittee's initial non-General Fund recommendations, Mr. Bukowski noted that a number of projects are still pending review and that ongoing discussions would take place to explore potential opportunities for interdepartmental collaboration and cost optimization.

In closing, Mr. Bukowski shared next steps leading to final approval of General and non-General Fund project recommendations.

A general discussion followed in which members voiced their support for further exploration into potential areas of collaboration and consolidation as well as categorization and joint evaluation of similar projects.

7. Discussion and Action: Mobile Device Management Standard

On behalf of the Department of Technology, Mr. John Robson presented an overview of Mobile Device Management (MDM), its intended purpose, capabilities, and proposed AirWatch as the Citywide standard.

Mr. Robson remarked on the product selection process, including DT's outreach efforts and input from the Committee's former Architecture and Policy Subcommittee. He noted however that a policy has not yet been drafted and that DT's development of a governance model is in progress.

Notably, Mr. Robson stated that minimum MDM requirements will be finalized by DT's Architecture Review Board, which the department intends to form with representatives from agencies throughout the City.

In response to Mr. Robson's presentation, Committee members raised a number of questions and concerns, including:

- How the MDM standard would relate to a "Bring Your Own Device" (BYOD) policy;
- The need for clear guidance on BYOD and associated reimbursement;
- Whether all agencies would be required to adopt the standard and if there would be an exceptions process;
- Whether all City-owned mobile devices need or should have MDM software;
- If there are products other than AirWatch that should be considered; and
- When and how GPS tracking will be deployed and other privacy concerns.

Action on this item was tabled pending definition of minimum requirements by DT's Architecture Review Board as well as dissemination of more comprehensive information regarding MDM currently deployed within City agencies.

Additionally, Mr. Brent Lewis advised that DT first discuss with Human Resources any draft policies concerning the use of MDM as it relates to non-city owned devices.

8. Discussion: Drone Policy

Noting that a cease on purchasing remains in effect pending development of a usage policy, Mr. Matthias Jaime shared with Committee members several components of the proposed policy framework.

Noting that the City Administrator's Office has reached out to other cities and is working with the City Attorney, Airport, and other partners, Mr. Jaime discussed the policy's scope and stated that the goal is to balance the interests of the City and the public while ensuring safety and protecting privacy.

Mr. Jaime then went on to share potential restrictions, structures for oversight, a proposed process for authorization and use, and next steps.

A general discussion followed in which members commented on existing regulations, the feasibility of a central management system, drone registration, areas of operation, video and data storage, current use within the City, and the need for broader and ongoing conversations.

In closing, Mr. Bukowski advised members of the Committee and public that Mr. Jaime is taking the lead on developing the policy and that any follow-up suggestions, questions, or concerns should be directed accordingly.

9. Public Comment

There was no public comment.

10. Adjournment

The meeting adjourned at 11:15 a.m.