

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

Thursday, September 15, 2016  
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  
Ivar Satero, 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**

Ms. Naomi Kelly called the meeting to order at 10:05 a.m.

**2. Roll Call**

***Members Present:***

Naomi Kelly  
Miguel Gamiño  
Laura Busch (for Kate Howard)  
Rosie Dilger (for London Breed)  
Ben Rosenfield  
Brent Lewis (for Micki Callahan)  
Bill Kim (for Barbara Garcia)  
Luis Herrera  
Ken Salmon (for Harlan Kelly)  
Mitch Sutton (for Anne Kronenberg)  
Ian Law (for Ivar Satero)  
Ed Reiskin  
Dan Kaplan (for Trent Rhorer)  
Charles Belle  
Alex Polvi

**COIT Staff:**  
Chanda Ikeda  
Matthias Jaime  
Lily Liang

**Guests Present:**

Leslie Ross Jesus Mora Shane Francisco Dan Neulle Kathy Perez Pat Cox Mark McLean Rachel Black Jay Nath Tony Lawrence Luis Marin Jo Elias-Jackson	Doug Fields Anne Trickey Lisa Walton Joe Voje David German Rohan Lane Colleen Burke-Hill Michael Baker Jack Ostrofsky S. Conover Anthony Boersma Conor Kennedy	Steve Flaherty Samuel Valdez Grace Ybanez Mariel Reed Herman Brown Chris Hayes Larry Wolfson John Monolakis Joe Towner Eileen Kollar
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**3. Approval of Meeting Minutes from May 6, 2016 (Action Item)**

The minutes of May 6, 2016 were approved.

**4. Chair Update**

Ms. Naomi Kelly remarked on the activities of the Architecture Policy and Review Board, noting that the policies to be discussed later in the meeting were developed by interdepartmental Subject Matter Expert (SME) groups. She noted that additional policies would be scheduled for review by the Committee in the coming months.

Additionally, Ms. Kelly stated that she would join the Mayor at a drones advisory committee meeting convened by the Federal Aviation Administration in Washington and hoped to incorporate further federal guidance into the City's policy on drone use.

**5. CIO Update**

Mr. Miguel Gamiño highlighted recent Department of Technology (DT) initiatives and milestones, including DT's strategy roadshow, expansion of public Wi-Fi, and Service Bar launch. Mr. Gamiño also discussed the formation of a new global City CIOs forum with the Mayor and intercity project partnerships.

**6. Discussion: FY 2018-22 Information and Communication Technology (ICT) Plan**

Ms. Chanda Ikeda announced that initial research and outreach efforts had begun in preparation for the development and release of the City's next Information and Communication Technology (ICT) Plan.

Notably, Ms. Ikeda shared a calendar overview of key tasks and deadlines, presented the findings of COIT's City-wide Technology Survey, and discussed next steps.

To view Ms. Ikeda's presentation, please visit: <http://www.sfcoit.org>.

## **7. Discussion and Possible Action: Proposed City-wide IT Policies**

### Disaster Preparedness, Response, Recovery, and Resiliency (DPR3)

Mr. Mark McLean from the Controller's Office presented an overview of the policy, including the development process, its purpose, goals, and intended outcomes. Additionally, Mr. McLean discussed departments' roles and responsibilities, testing, training, compliance, and enforcement mechanisms.

A discussion followed regarding existing frameworks developed by the Department of Emergency Management and where there may be overlaps with new continuity plans.

A motion to adopt the policy (with the understanding that adding an addendum to existing frameworks is an appropriate course of action) was passed and approved.

To obtain a copy of the DPR3 Policy in its entirety, please visit:

<http://sfcoit.org/index.aspx?page=823>.

### Cybersecurity

Mr. Joe Voje, the City's Chief Information Security Officer, presented an overview of the proposed policy, its goals, development process, scope, and expected outcomes.

Following a general discussion regarding the policy's scope, governance, and fiscal implications, a consensus was reached among members to revise the policy and continue discussion during the next COIT meeting.

### Drones (Discussion Only)

Mr. Matthias Jaime provided an overview of the draft policy, including the development process, its objectives, scope, specific authorized use cases, enforcement mechanisms, and next steps.

To view the full text of the draft policy, please visit: <http://www.sfcoit.org>.

## **8. Presentations and Discussion: Department IT Strategies**

### Department of Technology

Mr. Gamiño provided an overview of DT's strategy development process, initiatives, action items, deliverables, and timeline. Additionally, Mr. Gamiño discussed DT's progress, transformation, and the strategy's integration with DT's Project Management Office and work slated to be undertaken by third party vendors.

To obtain a summary of the strategy, please visit: <http://www.sfcoit.org>.

### Mayor's Office of Civic Innovation

Mr. Jay Nath presented an overview of MOCI's strategy development and engagement processes. The presentation covered MOCI's background, vision, mission, and partnerships, as well as criteria used to determine MOCI's project portfolio and specific use cases.

To view the presentation, please visit: <http://www.sfcoit.org>.

## **9. Public Comment**

There was no public comment.

## **10. Adjournment**

The meeting adjourned at 11:53 a.m.