

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

Thursday, November 17, 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  
Kenneth Bukowski, Acting Chief Information Officer, Department of Technology  
Melissa Whitehouse, 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. Chanda Ikeda called the meeting to order at 10:05 a.m.

**2. Roll Call**

***Members Present:***

Chanda Ikeda (for Naomi Kelly)  
Kenneth Bukowski  
Melissa Whitehouse  
Rosie Dilger (for London Breed)  
Ben Rosenfield  
Brent Lewis (for Micki Callahan)  
Bill Kim (for Barbara Garcia)  
Ken Salmon (for Harlan Kelly)  
Mitch Sutton (for Anne Kronenberg)  
Ian Law (for Ivar Satero)  
Ed Reiskin  
Dan Kalamaras (for Trent Rhorer)  
Alex Polvi

**COIT Staff:**  
Matthias Jaime  
Lily Liang

**Guests Present:**

Elissa Kestenbaum Jerry Burdick Daniel Quach Joseph John Joe Voje Herman Brown Jackson Muhirwe	Larry Wolfson Jane Gong Lisa Walton Grace Ybanez Sheila Layton S. Conors Anthony Boersma	Tony Lawrence Jack Ostrovsky Adrienne Schneider Rand Miyashiro Kendrick Dukes
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**3. Approval of Meeting Minutes from September 15, 2016 (Action Item)**

The minutes of September 15, 2016 were approved.

**4. Chair Update**

This item was not called.

**5. CIO Update**

Mr. Kenneth Bukowski highlighted recent technology-related milestones achieved by City departments in partnership with the Department of Technology (DT), including successful rollout of critical infrastructure at the Zuckerberg General Hospital and preparations to re-purpose office space following the relocation and recycling of all servers in City Hall's third-floor server room.

Mr. Bukowski also briefed the Committee on progress DT has made toward developing a shared services strategy, including continued department interviews and needs assessments, formation of a shared services advisory forum, timelines, upcoming deliverables and next steps.

**6. Department Updates & Announcements**

Mr. Ken Salmon, Mr. Mitch Sutton, and Mr. Ben Rosenfield remarked on notable project milestones within their respective departments.

Mr. Bukowski announced that Ms. Ikeda has accepted a position with the Department of Human Resources and that effective early December, Mr. Matthias Jaime will serve as Acting Director.

**7. Update: FY 2018-22 Information & Communication Technology (ICT) Plan**

Mr. Jaime provided the Committee with a high-level timeline of key tasks, outreach, and deliverables leading to the development and proposal of the City's next ICT Plan.

Additionally, Mr. Jaime reviewed the goals outlined in the last Plan, thanked departments for submitting their individual IT plans, and highlighted recent accomplishments and notable statistics found in the information gathering and analysis process.

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

## **8. Discussion & Action: City-wide Cybersecurity Policy**

Mr. Joe Voje presented the Committee with a revised version of the proposed City-wide Cybersecurity Policy (last reviewed in September) and noted where changes were made.

A general discussion followed regarding staffing, funding, and charter provisions and precedence.

Mr. Anthony Boersma offered public comment and proposed changes on behalf of the Board of Supervisors.

A motion was made to approve the proposed policy with specific changes to wording and language stating that COIT would send a memo to all elected officials informing them that the policy was adopted at COIT with the recommendation that they comply with the policy. This motion was unanimously passed and approved.

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

## **9. Discussion & Action: City-wide Password Standard**

Mr. Voje proposed the implementation of a City-wide password standard and provided an overview of what the standard would entail. In addition, he discussed dependencies and potential impacts on City systems and users.

At Committee members' request, Mr. Voje went on to discuss the next agenda item, Identity and Access Management (IAM), in tandem with the password standard discussion. Notably, he remarked on the role that adoption of the password standard would have on implementation of IAM and shared the project's timeline, anticipated deliverables, and next steps.

A general discussion followed regarding existing standards and law, compliance, system security, individual department needs, service delivery requirements, outreach, and implementation logistics.

In closing, a general consensus was reached to table adoption of the standard for a later date following further discussion.

## **10. Discussion: Identity and Access Management**

This item was called in conjunction with item 9.

**11. Public Comment**

There was no public comment.

**12. Adjournment**

The meeting adjourned at 11:47 a.m.