

**DRAFT MINUTES
BUDGET & PERFORMANCE SUB-COMMITTEE MEETING
CITY AND COUNTY OF SAN FRANCISCO**

**Friday, October 7, 2016
10:00 am – 12:00 pm
City Hall, Room 305**

Members

Ken Bukowski – Chair, Deputy City Administrator/CFO, City Administrator
Bella Fudym – IT Project Director, Adult Probation
Ian Law – CIO, Airport
Brian Strong – Director, Capital Planning
Jaci Fong – Director and Purchaser, Contract Administration
Todd Rydstrom – Deputy Controller, Controller's Office
William Lee – CFO, Emergency Management
Brent Lewis – CFO, Human Resources
Laura Busch – Analyst, Mayor's Office
Lisa Walton – CTO, MTA
Bill Kim – CIO, Public Health
Michael Liang – CIO, Public Library
Julia Dawson – Deputy Director, Public Works
Leo Levenson – Deputy Director, Finance and Administration, DT
Chanda Ikeda – COIT Director, City Administrator's Office

1. Call to Order by Chair

Mr. Ken Bukowski called the meeting to order at 10:07 am.

2. Roll call

Ken Bukowski
Bella Fudym
Tom Borton (for Ian Law)
Brian Strong
Todd Rydstrom
William Lee
Laura Busch
Lisa Walton
Michael Liang
Leo Levenson
Chanda Ikeda

COIT Staff

Lily Liang
Matthias Jaime

Guests

Jackson Muhirwe
Ken Salmon
Brad Taylor

Ashley Groffenberger
Rand Miyashiro
Margaret Pulvermann

Sean Cunningham
Brent Turner

3. Approval of Minutes

The minutes of September 9, 2016 were approved.

4. Department Updates and Announcements

Ms. Chanda Ikeda introduced Ms. Margaret Pulvermann, the City's new Digital Inclusion Fellow.

Ms. Laura Busch announced that Ms. Ashley Groffenberger would replace her as the Mayor's Office representative to the Subcommittee.

5. Strategy Update: FY 2018-22 ICT Plan Update (COIT)

Mr. Matthias Jaime began by reviewing final project allocations in FY 2016-17 and FY 2017-18 and noted where changes were made by the Mayor's Office and Board of Supervisors as part of the budget process.

Mr. Jaime went on to discuss the next steps of the ICT Plan development process, including the collection of department IT surveys, key deadlines and upcoming workshops.

6. Strategy Update: Shared Services (Department of Technology)

Ms. Chanda Ikeda shared that the Department of Technology (DT) is working with a consultant to gather information and interview departments, noting that DT staff would provide more detailed updates soon.

7. Strategy Update: Cybersecurity

Department of Technology

Mr. Jackson Muhirwe provided an update on DT's cybersecurity program and strategy, including the identification of best practices, adoption of frameworks, launch of a new cybersecurity awareness campaign, and interdepartmental partnerships and communication.

A general discussion followed regarding standards, policies, resources, planning, self-assessments, and auditing.

In closing, Mr. Muhirwe discussed DT's cybersecurity program staffing and Mr. Jaime agreed to distribute to members the latest version of the City's draft cybersecurity policy.

Airport

Mr. Tom Borton provided an update on the Airport's cybersecurity program and strategy, including objectives, frameworks adopted, regular tests and assessments, notable milestones, and progress made within the last year as well as plans going forward.

There was a general discussion regarding the various cybersecurity frameworks available, as well as staffing and resources.

8. Strategy Update: Disaster Recovery (Public Utilities Commission)

Mr. Ken Salmon began with an overview of the PUC's IT strategic plan, critical systems, Information Technology Continuity of Operations (IT COO) plan, and radio system.

Mr. Brad Taylor then presented the IT COO plan in greater detail, including its impact, underlying strategy, objectives, data center back-ups, locations covered, and services and vendors used.

In closing, Mr. Taylor discussed the current state of implementation, progress made since PUC's last update to the Subcommittee, and outlined next steps.

9. Public Comment

Mr. Brent Turner offered public comment.

10. Adjournment

The meeting adjourned at 11:33 am.