

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

**Friday, December 9, 2016
10:00 am – 12:00 pm
City Hall, Room 201**

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
Ashley Groffenberger – Analyst, Mayor's Office
Lisa Walton – CTO, MTA
Bill Kim – CIO, Public Health
Michael Liang – CIO, Public Library
Julia Dawson – Deputy Director, Public Works
Tajel Shah – Deputy Director, Treasurer-Tax Collector
Leo Levenson – Deputy Director, Finance and Administration, DT
Matthias Jaime – Acting COIT Director, City Administrator's Office

1. Call to Order by Chair

Mr. Matthias Jaime called the meeting to order at 10:10 am.

2. Roll call

Ken Bukowski
Heather Green (for Brian Strong)
Keith DeMartini (for Todd Rydstrom)
Ashley Groffenberger
Julian Metcalf (for Lisa Walton)
Bill Kim
Julia Dawson
Tajel Shah
Leo Levenson
Matthias Jaime

COIT Staff

Lily Liang

Guests

Anne Jenkins
Ken Salmon
Rand Miyashiro

3. Approval of Minutes

The minutes of November 4, 2016 were approved.

4. Department Updates and Announcements

Mr. Bill Kim made several announcements regarding the Department of Public Health's Electronic Health Record project. Additionally, he cited recent success with the City's 1010 training program.

Mr. Leo Levenson discussed upcoming Department of Technology (DT) activities around enterprise license agreements.

Ms. Heather Green, Deputy Director of the Capital Planning Program, announced that she would serve as Brian Strong's delegate to the Subcommittee as Mr. Strong was recently appointed to serve as the City's Chief Resiliency Officer.

Mr. Jaime announced that a meeting was scheduled for the following week to discuss details and logistics of implementing the City's recently adopted Disaster Preparedness, Recovery, Response, and Resiliency Policy, and encouraged all departments to attend.

5. Update: FY 2018-22 Information & Communication Technology (ICT) Plans

Mr. Jaime shared a high level timeline of key tasks, outreach efforts, and recent activities leading to the development and proposal of the City's next ICT Plan. In addition, Mr. Jaime discussed the vision, values, major IT projects, and other components included in the Plan.

A general discussion followed in which Subcommittee members offered suggestions on ways to improve the Plan, as well as remarks on themes, content, and other topics to be addressed in the first draft.

6. Presentation & Discussion: Performance Reporting

COIT ICT Plan, Quarterly Reporting Review

Mr. Jaime led a general discussion on the goals, objectives, and performance measures identified in the City's last ICT Plan.

Public Works Performance Measurement & Reporting Process

Ms. Anne Jenkins presented an overview of Public Works' performance program, its purpose, objectives, and role in relation to the department's strategic plan and operations.

In closing, Subcommittee members participated in an interactive activity to prioritize performance objectives and identify measures for reporting purposes.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting adjourned at 11:42 am.