

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

**Friday, August 4, 2017
10:00 am – 12:00 pm
City Hall, Room 305**

Members

Ken Bukowski – Chair, Deputy City Administrator/CFO, City Administrator’s Office
Bella Fudym – IT Project Director, Adult Probation
Ian Law – CIO, Airport
Heather Green – Director, Capital Planning
Jaci Fong – Director and Purchaser, Contract Administration
Todd Rydstrom – Deputy Controller, Controller’s Office
William Lee – CFO, Emergency Management
Chanda Ikeda – CFO, Human Resources
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 – Chief Assistant Treasurer, Treasurer-Tax Collector
Leo Levenson – Deputy Director, Finance and Administration, DT
Matthias Jaime – COIT Director, City Administrator’s Office

1. Call to Order by Chair

Mr. Ken Bukowski called the meeting to order at 10:04 am.

2. Roll call

Ken Bukowski
Bella Fudym
Heather Green
Todd Rydstrom
Ashley Groffenberger
Lisa Walton
Julia Dawson
Tajel Shah
Leo Levenson
Matthias Jaime

COIT Staff

Lily Liang
Alex Banh

Guests

David German	Jane Gong	Persis Howe
Linda Gerull	Carrie Bishop	
Michael Bahler	Ashley Meyers	

3. Approval of Minutes

The minutes of April 14, 2017 were approved.

1. Department Updates and Announcements

Mr. Bukowski welcomed Ms. Linda Gerull, the City's newly appointed Chief Information Officer and Director of the Department of Technology.

Mr. Todd Rydstrom commented on the roll-out and transition to the City's new financial system.

Ms. Ashley Groffenberger provided updates on the Open Source Voting System RFP process.

2. Discussion: FY 2017-18 COIT Strategy

Mr. Matthias Jaime led a general discussion regarding COIT's strategy, initiatives, goals, and the FY 2017-18 work plan for COIT staff. Notably, he announced a greater focus on scoping/return on investment analysis during the budget process, performance and analytics, risk management, and service re-design. To support these efforts, Mr. Jaime announced COIT's successful recruitment of a Budget and Performance Analyst as well as closer collaboration with the Controller's office City Services Auditor division and City's Digital Services team.

3. Program Update: Digital Services Office

Ms. Carrie Bishop provided an overview of the office's purpose and priorities, its background, strategies and techniques, relevant case studies, and examples of service re-design and impact seen so far. In addition, she discussed key projects and initiatives, her team's work plan, and capacity building efforts currently underway and going forward. Notably, Ms. Bishop noted that all departments are encouraged to engage with her team and welcomed comments and feedback.

4. Program Update: Digital Inclusion

Mr. Alex Banh, COIT's new Digital Inclusion Officer, introduced himself and provided an overview of his goals and work plan geared toward researching, coordinating efforts, and piloting programs to promote digital inclusion across the City.

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

5. Public Comment

There was no public comment.

6. Adjournment

The meeting adjourned at 11:33 am.