COMMITTEE ON INFORMATION TECHNOLOGY
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES
Friday, May 5, 2017
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**

Mr. Kenneth Bukowski called the meeting to order at 10:04 a.m.

2.   **Roll Call**

Members Present:

Kenneth Bukowski
Melissa Whitehouse
Michael Howerton (for London Breed)
Jeannie Wong (for Ben Rosenfield)
Micki Callahan
Luis Herrera
Brad Taylor (for Harlan Kelly)
Mitch Sutton (for Anne Kronenberg)
Ian Law (for Ivar Satero)
Ed Reiskin
Dan Kalamaras (for Trent Rhorer)
Charles Belle
Alex Polvi

COIT Staff:
Matthias Jaime
Lily Liang

Guests Present:

Anne Trickey	Chanda Ikeda	Jeff Carson
Bella Fudym	J. Markowitz	Ashley Groffenberger
Andy Velasquez	Shane Francisco	Joe Makings
Tony Lawson	Bill Joe	Mary Ellen
Alex North	Sarah Plummer	Diana South
Rufus Hoffman	Carrie Bishop	Saul Melara
Kathy Perez	Alyssa Ventre	
Herman Brown	Lisa Walton	

3.   **Approval of Meeting Minutes from April 20, 2017 (Action Item)**

The minutes of April 20, 2017 were approved.

4.   **Chair Update**

Mr. Bukowski made several staffing and recruitment announcements, including an update on the final stages of the City's Chief Information Officer search, commencement of recruitment for the City's next Chief Information Security Officer, and onboarding of COIT's Digital Inclusion Officer.

Mr. Bukowski also asked Mr. Luis Herrera to share announcements regarding Digital Inclusion Week and the series of events sponsored by the Public Library.

5.   **CIO Update**

Mr. Bukowski provided updates on DT projects with Citywide impact, including Upgrade the Network, Mainframe Refresh, Data Centers, and VoIP (Voice over Internet Protocol).

6.   **San Francisco City Employee Drone Policy (Action Item)**

Agenda items 6 and 7 were called in reverse order.

Following up on his presentation to the Committee two weeks earlier, Mr. Jaime reviewed the objectives of the proposed policy, discussed data protection and privacy, governance structures, departments' roles and responsibilities, and specific use cases.

General discussion followed in which members discussed public notification processes, departmental policies, and next steps.

A motion to adopt the policy with an amendment requiring COIT staff to review and approve department-specific policies and use prior to deployment was passed and approved.

To view the adopted policy, please visit http://www.sfcoit.org.

7.   **FY 2017-18 & FY 2018-19 General Fund Department Recommendations (Action Item)**

Mr. Jaime began by presenting a high level overview of funding levels, sources, and balances over the next two fiscal years. He then reviewed with Committee members a full list of project recommendations for General Fund departments, along with recommended amounts for specific projects.

A motion to approve the proposed project recommendations was passed and approved.

To view the recommendations, please visit http://www.sfcoit.org.

8.   **Public Comment**

There was no public comment.

9.   **Adjournment**

The meeting adjourned at 11:12 a.m.