

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

Thursday, November 16, 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  
Linda Gerull, 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. Naomi Kelly called the meeting to order at 10:06 a.m.

**2. Roll Call**

***Members Present:***

Naomi Kelly  
Linda Gerull  
Kelly Kirkpatrick (for Melissa Whitehouse)  
Kayleigh Lloyd (for London Breed)  
Micki Callahan  
Bill Kim (for Barbara Garcia)  
Luis Herrera  
Ken Salmon (for Harlan Kelly)  
Mitch Sutton (for Anne Kronenberg)  
Lisa Walton (for Ed Reiskin)  
Dan Kalamaras (for Trent Rhorer)  
Charles Belle  
Alex Polvi

**COIT Staff:**  
 Jacalyn Mah  
 Lily Liang  
 Matthias Jaime

**Guests Present:**

Chanda Ikeda Bijan Karimi K. Mohideenbasha David Huebner Bill Joe Michael Bahler Grace Ybanez	Keith Lowe Lisa Loftis Ross Andersen Andy Maimoni Claire Singer K. Perez Ashley Groffenberger	Brad Baker Will Sanson-Mosier Tony Lawson
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**3. Approval of Meeting Minutes from October 27, 2017 (Action Item)**

The minutes of October 27, 2017 were approved.

**4. Chair Update**

Ms. Kelly provided an overview of the agenda and context for the proposed action items.

**5. CIO Update**

Ms. Linda Gerull remarked on the development of Continuity of Operations Plans (COOPs) across the City, opportunities with the Startup in Residence (STIR) Program, progress made on the City’s broadband initiative, and the latest on Office 365 migrations.

**6. COIT Policy Update: Review and Removal of Existing COIT Policies (Action Item)**

Mr. Matthias Jaime discussed the intent of City-wide IT policies previously adopted by the Committee and shared a summary of policies being considered for revision or removal. In particular, he noted that following several discussions, the CIO and working group proposed that the Fiber-Optic Access Management Policy and “Virtual First” Server Procurement Policy be sunset as both policies are no longer relevant to current processes or technology.

A motion to sunset the Fiber-Optic Access Management Policy and the “Virtual First” Server Procurement Policy was passed and approved.

**7. Policy Update: Disaster Preparedness, Recovery, Response, and Resiliency (DPR3)**

Mr. Bijan Karimi shared an overview of the DPR3 policy, its purpose, background, and steering committee partners tasked with supporting its implementation

(Emergency Management, Controller's Office, Department of Technology, COIT). Mr. Karimi then shared a general timeline for implementation, including key goals and milestones.

Ms. Kamroonbanu Mohideenbasha then discussed the Department of Technology's role in supporting implementation, including the development and distribution of COOP forms and templates, followed by an overview of recommended drills and exercises departments should perform on a regular basis.

## **8. Initiative Update: Hiring Modernization**

Ms. Micki Callahan introduced this item and discussed the impetus for pursuing hiring modernization, which she noted is part technology project and part process re-engineering focused on improving the overall user experience for applicants, hiring managers, and human resources staff tasked with using and navigating JobAps, the City's applicant tracking system. Most notably, Ms. Callahan stated that the contract for JobAps is expiring and changes to some Civil Service rules are in the process of being proposed and will be heard in public hearings soon.

Mr. David Huebner then delved into greater detail regarding replacement of JobAps, including process mapping, outreach efforts, collection and analysis of user feedback, prototyping/testing of process/building block changes, and potential use of modular procurement.

A general discussion followed in which members voiced their support for the initiative and offered suggestions for potential process changes and improvements.

## **9. Public Comment**

There was no public comment.

## **10. Adjournment**

The meeting adjourned at 11:08 a.m.