

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

Thursday, February 15, 2018

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**

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

**2. Roll Call**

***Members Present:***

Naomi Kelly

Linda Gerull

Kelly Kirkpatrick (for Melissa Whitehouse)

Micki Callahan

Bill Kim (for Barbara Garcia)

Michael Lambert (for Luis Herrera)

Ken Salmon (for Harlan Kelly)

Mitch Sutton (for Anne Kronenberg)

Ian Law (for Ivar Satero)

Ed Reiskin

Natalie Toledo (for Trent Rhorer)

Charles Belle

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

**Guests Present:**

Ken Bukowski Michelle Geddes Michael Makstman Ariel Sachs Nina D'Amato Steve Kuse Carrie Bishop Elissa Kestenbaum	Rand Miyashiro Colleen Burke-Hill Tatiana Dayton Arnold King J. Tang Herman Brown Sarah Burns Grace Ybanez	Daniel Quach Will Sanson-Mosier John Monolakis AJ Pendham Monique Neilson
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**3. Approval of Meeting Minutes from November 16, 2017 (Action Item)**

The minutes of November 16, 2017 were approved without changes.

**4. Chair Update**

Mr. Bukowski reviewed the agenda items to be discussed and remarked on the upcoming budget cycle.

Notably, Mr. Bukowski announced that City Librarian Luis Herrera would be retiring from his post towards the end of the month, and thanked him for his service to the Committee and the City.

**5. CIO Update**

Ms. Linda Gerull provided updates on recent Department of Technology (DT) activities, initiatives, and projects. Notably, she discussed work being undertaken on the City's network, initiatives related to exploring the expansion of municipal fiber, collaboration with Real Estate on relocation projects.

In addition, Ms. Gerull introduced Mr. Michael Makstman, the City's new Chief Information Security Officer.

**6. FY 2018-19 & FY 2019-20 Technology Budget Requests Update**

Mr. Matthias Jaime provided an overview of all requests received by COIT staff to date, as well as break-downs of requests received by theme and department. Mr. Jaime then went on to discuss funding levels over the next two fiscal years, noted emerging potential major IT projects, and remarked on how these pieces might fit into five year funding projections and scenarios.

A general discussion followed in which members considered alternative funding strategies and project prioritization. In closing, Mr. Jaime noted key deadlines and identified the annual budget survey as a means for identifying potential strategic opportunities and cost savings.

**7. Major IT Update: Public Safety and Public Service Radio 800MHz Citywide Radio Replacement Project (DEM)**

Ms. Michelle Geddes presented an update on the project, including key milestones and accomplishments since her last update to the Committee, as well as updates on the project's schedule, budget, scope, and potential risks/challenges.

Notably, Ms. Geddes stated that in addition to working with public safety and public service agencies, the project team would soon be working with the Public Utilities Commission (PUC) as well to extend coverage 100+ miles north of the current coverage area and ensure interoperability with the PUC's radio system.

**8. Major IT Update: Electronic Health Records (DPH)**

Mr. Bill Kim discussed the background and impetus for the Electronic Health Records project and provided updates on the project's budget, scope, schedule, recent milestones, accomplishments, and next steps. In addition, Mr. Kim delved into the project's governance structure and oversight/steering committees. Noting that the project is still in its early stages, Mr. Kim discussed the design and decision-making process, as well as the project plan for implementation.

A general discussion followed in which members discussed inter-agency coordination and systems inter-operability.

**9. Public Comment**

There was no public comment.

**10. Adjournment**

The meeting adjourned at 10:59 a.m.