Draft Minutes

Committee on Information Technology Meeting

Thursday, September 20, 2018
10:00 am – 12:00 pm
War Memorial Veterans Building, Room 125

Members
Naomi Kelly, City Administrator, Chair
Linda Gerull, Chief Information Officer, Department of Technology
Kelly Kirkpatrick, Budget Director, Mayor's Office
Malia Cohen, President, San Francisco Board of Supervisors
Ben Rosenfield, Controller
Micki Callahan, Director, Department of Human Resources
Greg Wagner, Acting Director, Department of Public Health
Michael Lambert, Acting City Librarian, Public Library
Harlan L. Kelly, Jr., General Manager, Public Utilities Commission
Mary Ellen Carroll, 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 by Chair

Mr. Ken Bukowski called the meeting to order at 10:03 am.

2. Roll call

Members Present
Ken Bukowski (for Naomi Kelly)
Nina D'Amato (for Linda Gerull)
Ashley Groffenberger (for Kelly Kirkpatrick)
Aliya Chisti (for Malia Cohen)
Grace Ybanez (for Micki Callahan)
Winona Mindolovich (for Greg Wagner)
Michael Liang (for Michael Lambert)
Ken Salmon (for Harlan Kelly)
Mitch Sutton (for Mary Ellen Carroll)
Ian Law (for Ivar Satero)
Lisa Walton (for Edward Reiskin)

Natalie Toledo (for Trent Rhorer)
Alex Polvi

COIT Staff
Brit Bieber
Jacalyn Mah
Lily Liang
Matthias Jaime

Guests

Michael Makstman	Jon Lenzi	Sherman Luk
Jason Lally	Dale Riley	John Deegan
Susan Merritt	Herman Brown	Paul Herkstein
Pete Banderas	John Monolakis	Georg Wolfl
Laura Krehbiel	Alyssa Ventre	David Nelson
Michael Bahler	Robert Shaw	

3. Approval of Meeting Minutes from June 19, 2018 (Action Item)

The minutes of June 19, 2018 were approved without changes.

4. Chair Update

Mr. Bukowski commented on the next iteration of the City's five-year Information and Communication Technology (ICT) Plan, as well as the Office of Digital Equity's strategic planning process, and activities of the Emerging Technology Open Working Group.

5. CIO Update

Ms. Nina D'Amato provided updates on DataSF and Microsoft Teams, and invited Mr. Michael Makstman to discuss cybersecurity updates, including multi-factor authentication and Cybersecurity Month.

6. Update: Preview of the FY 2020-24 Information and Communication Technology (ICT) Plan

Noting that COIT proposes the City's Five-Year ICT Plan biannually on odd numbered years, Mr. Matthias Jaime briefed Committee members on the strategic planning and development process over the next few months leading to the March 2019 deadline. Notably, Mr. Jaime discussed the Plan's purpose, background, requirements, and prior iterations and initiatives. In closing, Mr. Jaime highlighted potential improvements to the next iteration of the Plan and encouraged participation from all stakeholders, including members of the public via COIT's public feedback survey.

7. Update: Department of Technology Strategic Plan

Ms. Nina D'Amato discussed the latest iteration of the Department of Technology's strategic plan, noting updates to its structure, strategic drivers, objectives, and more.

Notably, Ms. D'Amato discussed steps the Department is taking to realize implementation of the plan, including routine evaluations, improved performance monitoring and, accountability, oversight, and recruitment.

8. Update: Digital Services Strategy

Ms. Carrie Bishop briefed the Committee on the Digital Services team's strategy, mission, recent growth, and breadth of responsibility and projects. Notably, she highlighted work being undertaken by her team on the new sf.gov website, a project geared towards designing a digital front door for residents and visitors looking for City services.

A general discussion followed in which members and guests provided feedback and voiced their support for the Digital Services team's approach and projects.

9. Public Comment

There was no public comment.

10. Adjournment

The meeting adjourned at 10:53 am.