



# Committee on Information Technology

## Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

### **Draft Minutes**

#### Committee on Information Technology Meeting

Thursday, November 15, 2018

10:00 am – 12:00 pm

City Hall, Room 305

---

#### **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**

Ms. Naomi Kelly called the meeting to order at 10:01 am.

#### **2. Roll call**

##### **Members Present**

Naomi Kelly

Linda Gerull

Ashley Groffenberger (for Kelly Kirkpatrick)

Aliya Chisti (for Malia Cohen)

Todd Rydstrom (for Ben Rosenfield)

Micki Callahan

Winona Mindolovich (for Greg Wagner)

Michael Lambert

Ken Salmon (for Harlan Kelly)

Mary Ellen Carroll

Jeff Littlefield (for Ivar Satero)

Lisa Walton (for Edward Reiskin)  
Natalie Toledo (for Trent Rhorer)  
Brandon Philips (for Alex Polvi)

**COIT Staff**

Jacalyn Mah  
Lily Liang  
Matthias Jaime

**Guests**

Mitch Sutton	Kelly Smith	Leslie Lei
Michael Makstman	Rand Miyashiro	Andy Maimoni
Andrew Segraves	Herman Brown	Alric Degrafinried
Grace Ybanez	Gary Price	Banu Mohideenbasha

**3. Approval of Meeting Minutes from October 18, 2018 (Action Item)**

The minutes of October 18, 2018 were approved without changes.

**4. Chair Update**

Ms. Kelly reviewed items on the agenda. In addition, she provided updates on the Emerging Technology Open Working Group and next steps to address safety, privacy, accessibility, equity and other issues as new technologies are rolled out.

**5. CIO Update**

Ms. Linda Gerull shared highlights and topics of discussion from a recent Gartner conference she attended, including block chain, chatbots, artificial intelligence, virtual assistants, automation, and remarked on how City services and systems might be supplemented, impacted, or re-designed around new technologies and governance models.

In addition, Ms. Gerull discussed ongoing Department of Technology programs and initiatives, including data center improvements, civic partnerships, strategic planning related to connectivity, and lecture/roundtable style discussions.

**6. Update: FY 2020-24 Information and Communication Technology Plan**

Mr. Matthias Jaime discussed current efforts underway to develop the City's Information and Communication Technology (ICT) Plan, which is intended to guide investment and policy decisions relating to technology over the next five fiscal years.

As part of preparation for the planning process, Mr. Jaime shared data points and analysis of City-wide IT expenditures, including dollars expended and percentages of the budget attributed to professional services, hardware, software, and personnel costs.

In addition, Mr. Jaime shared analysis of results from two separate surveys, one administered to members of the public and another administered to City employees.

Mr. Jaime then proposed a revised vision statement for the Plan, as well as revised strategic goals following the culmination of these surveys, strategic workshops, and consultation with City leadership.

Following the presentation, there was general discussion regarding City priorities, current events, and renewed focus on disaster preparedness and recovery.

## **7. Policy Update: Disaster Preparedness, Response, Recovery, and Resiliency Policy (Action Item)**

Mr. Todd Rydstrom introduced the policy and discussed its background, related policies and initiatives that have emerged from its passage, as well as maturation in City processes and response since the first policy was adopted.

Mr. Michael Makstman discussed specific proposed changes to the previously adopted policy, including the intent of each change.

A general discussion followed in which members considered the logistics of policy implementation, as well as department roles and responsibilities.

A motion to adopt the policy was then passed and approved.

## **8. Public Comment**

There was no public comment.

## **9. Adjournment**

The meeting adjourned at 10:37 am.