



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, January 17, 2019

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

Norman Yee, 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)

Linda Gerull

Anna Duning (for Kelly Kirkpatrick)

Angela Calvillo (for Norman Yee)

Todd Rydstrom (for Ben Rosenfield)

Kate Howard (for Micki Callahan)

Winona Mindolovich (for Greg Wagner)

Michael Lambert

Ken Salmon (for Harlan Kelly)

Mitch Sutton (for Mary Ellen Carroll)

Ian Law (for Ivar Satero)

Edward Reiskin
Natalie Toledo (for Trent Rhorer)
Charles Belle
Alex Polvi

COIT Staff

Lily Liang
Matthias Jaime

Guests

Jason Lally	John Monolakis	Will Sanson-Mosier
Chris Geiger	Ashley Groffenberger	Rand Miyashiro
John Salluzua	Andy Maimoni	Randall S.

3. Approval of Meeting Minutes from November 15, 2018 (Action Item)

The minutes of November 15, 2018 were approved without changes.

4. Chair Update

Mr. Bukowski announced that the Emerging Technology Open Working Group recently released its findings report and that hard copies would be available soon. In addition, Mr. Bukowski noted that the first draft of the City’s Five-Year Information and Communication Technology (ICT) Plan would be available for review at the next Committee meeting.

5. CIO Update

Ms. Linda Gerull discussed recent Department of Technology initiatives and their impact on the community. In particular, she highlighted the procurement of a mobile trailer that would provide additional communication channels when needed (as part of broader resiliency efforts) as well as upcoming discussions with carriers around a 5G strategy. Ms. Gerull also noted the Civic Bridge program’s upcoming kick-off and encouraged departments to get involved.

6. Update: FY 2020-24 Information and Communication Technology (ICT) Plan Financial Forecast

Mr. Matthias Jaime provided Committee members with an overview of technology project submissions and funding requests received thus far as part of the annual budget cycle and bi-annual Five-Year ICT Plan development process. Notably, he discussed the volume and types of requests received, remarked on available and projected funding levels, and reviewed scoring criteria and next steps in the review and allocation process.

A general discussion followed in which members discussed strategies for structuring the Plan and clarifying priorities.

7. Data Management Policy (Action Item)

Mr. Jason Lally presented the draft Data Management Policy for adoption and discussed its purpose, the development process, and department roles and responsibilities.

A general discussion followed regarding data sharing, integration, future revisions, collaboration, and next steps. A motion to adopt the policy was passed and approved.

8. Green Purchasing Policy (Action Item)

Mr. Chris Geiger presented the draft Green Technology Purchasing Policy for adoption and discussed its purpose, previous iterations, and updates to reflect changes in industry standards.

A general discussion followed in which members considered ways to monitor compliance and enforce the policy, as well as pursue other methods of promoting environmentally conscious practices.

A motion to adopt the proposed policy and retire previous iterations was passed and approved.

9. Public Comment

A public housing resident made public comment.

10. Adjournment

The meeting adjourned at 11:30 am.