



# 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, October 15, 2020

10:00 am – 12:00 pm

WebEx event

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#### **Members**

Naomi Kelly, City Administrator, Chair

Linda Gerull, Chief Information Officer, Department of Technology

Kelly Kirkpatrick, Budget Director, Mayor's Office

Norman Yee, President, Board of Supervisors

Ben Rosenfield, Controller

Carol Isen, Acting Director, Department of Human Resources

Grant Colfax, Director, Department of Public Health

Harlan L. Kelly, Jr., Director, Public Utilities Commission

Michael Lambert, City Librarian, Public Library

Mary Ellen Carroll, Director, Department of Emergency Management

Ivar Satero, Director, San Francisco International Airport

Jeffry Tumlin, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Charles Belle, Public Member

Nnena Ukuku, Public Member

#### **1. Call to Order by Chair**

Ms. Naomi Kelly called the meeting to order at 10:02 am.

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

##### **Members Present**

Naomi Kelly

Linda Gerull

Ashley Groffenberger (for Kelly Kirkpatrick)

Jen Low (for Norman Yee)

Todd Rydstrom (for Ben Rosenfield)

Kate Howard (for Carol Isen)

Eric Raffin (for Dr. Grant Colfax)

Ken Salmon (for Harlan Kelly)

Maureen Singleton (for Michael Lambert)

Michelle Geddes (for Mary Ellen Carroll)

Rene Leedeman (for Ivar Satero)

Lisa Walton (for Jeffrey Tumlin)  
Charles Belle  
Nnena Ukuku

**COIT Staff**

Matthias Jaime  
Emma Fernandez  
Luke O'Neill

**Guests**

|                    |                       |                    |
|--------------------|-----------------------|--------------------|
| Ken Bukowski       | Eddie Gardner         | Kirk Kirkpatrick   |
| Jennifer Monnet    | Eddie Whitfield       | Lovely Lindsley    |
| Andy Maimoni       | Gerald Villabroza     | Manny Fernands     |
| Ann Marie Monroe   | Grace Ybanez          | Mathew Larson      |
| Carla Picasso      | Ian Hart              | Michael Bahler     |
| Carrie Bishop      | Jacqueline Piccini    | Michael Solomon    |
| Carson Chin        | Jade Wong-Angelastro  | Mike Dougherty     |
| Catherine McGuire  | Jane Lim              | Paul Brennan       |
| Caylin Wang        | Jason Lally           | Philip Regnier     |
| Chinna Subramaniam | Jerry Burdick         | Robert Collins     |
| Crispin Hollings   | Jo-Ann Hutchison-Hill | Stanley Krochik    |
| Dale Riley         | John Reinecke         | Taraneh Moayed     |
| Daniel Hopkins     | Kathy Perez           | Will Sanson-Mosier |
| Dale Huebner       | Keith Kawas           |                    |

**3. Approval of Meeting Minutes from September 17, 2020 (Action Item)**

Mr. David Pilpel made public comment to approve of the minutes.

The minutes were approved without changes.

**4. Chair Update**

No chair update.

**5. CIO Update**

Chief Information Officer Linda Gerull provided an update on the Department of Technology's work to support the November election.

**6. FY 2022-26 Information and Communication Technology (ICT) Plan Update**

COIT Director Matthias Jaime provided an update on the results of the Citywide Service Inventory. A total of 966 public facing services were reported, 93 of which are paused due to COVID-19. 194 services are designed to be accessible on a mobile device.

Mr. David Pilpel made public comment to note that consideration of people who have limited digital proficiency is needed in designing city services and to ask about the location of February department budget submissions.

## **7. Discussion: Department of Technology Shared Services Strategy**

Chief Information Officer Linda Gerull provided an update on the Department of Technology's services to support departments. Ms. Gerull highlighted network and connectivity; cybersecurity and alert monitoring; data infrastructure, servers, and cloud; enterprise applications; business productivity and communication; and Office of Civic Innovation services available to all departments.

Mr. David Pilpel made public comment to suggest additional oversight on shared services, revision of the cost allocation models, and improvement of the telecom migration to the Permit Center.

## **8. Policy Update: Green Technology Purchasing Policy (Action Item)**

Jennifer Monnet from the Department of the Environment presented the revised Green Technology Purchasing Policy to reflect updates in the current EPEAT standards. The City won an EPEAT purchasing award in 2020, and overall has a roughly 80% compliance rate with EPEAT purchasing.

Mr. David Pilpel made public comment to suggest adding context on the amount of city spending and language about disposal of retired equipment to the policy.

After discussion, members voted to continue this item to the next meeting.

## **9. Public Comment**

Mr. David Pilpel made public comment to note the fragmented experience with public City wifi networks and suggested coordinating between the various networks.

Mr. Paul Brennan made public comment to offer support to the city.

## **10. Adjournment**

The meeting adjourned at 11:34 am.