



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, February 4, 2021

10:00 am – 12:00 pm

WebEx event

Members

Carmen Chu, City Administrator, Chair

Linda Gerull, Chief Information Officer, Department of Technology

Ashley Groffenberger, Budget Director, Mayor's Office

Shamann Walton, President, Board of Supervisors

Ben Rosenfield, Controller

Carol Isen, Acting Director, Department of Human Resources

Dr. Grant Colfax, Director, Department of Public Health

Michael Carlin, Acting Manager, 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

City Administrator Carmen Chu called the meeting to order at 10:02 am.

2. Roll call

Members Present

Carmen Chu

Linda Gerull

Ashley Groffenberger

Natalie Gee (for Shamann Walton)

Jack Wood (for Ben Rosenfield)

Carol Isen

Eric Raffin (for Dr. Grant Colfax)

Eric Sandler (for Michael Carlin)

Michael Lambert

Michelle Geddes (for Mary Ellen Carroll)

Ian Law (for Ivar Satero)

Lisa Walton (for Jeffrey Tumlin)
 Natalie Toledo (for Trent Rhorer)
 Charles Belle
 Nnena Ukuku

COIT Staff

Matthias Jaime
 Emma Fernandez

Guests

Ken Bukowski	Alicia Wong	Jo-Ann Hutchison Hill
Andrea Lynn	Brad Baker	John Jones
Angela Calvillo	Carrie Bishop	John Reinecke
Kate Howard	Dale Riley	Kathy Mark
Michael Liang	Daniel Hopkins	Keith Kawas
Dina Quesada	Daniel Wu	Ken Salmon
Daniel Wu	Deborah Kaplan	Loretta Masters
Christine Nath	Dulce Sanchez	Michael Bahler
Marcus Santiago	Gary Price	Michael Solomon
	Gerald Villabroza	Mike Dougherty
	Guy Clarke	Mike Makstman
	Jade Wang-Angelastro	Mitchell Spector
	James Shields	Nima Iyengar
	Jane Lim	Orrian Willis
	Jeremy Pollock	

3. Approval of Meeting Minutes from January 21, 2021 (Action Item)

The minutes were approved.

Mr. David Pilpel made public comment.

4. Chair Update

City Administrator Carmen Chu introduced herself to the Committee and welcomed the opportunity to collaborate on City technology issues.

5. CIO Update

Chief Information Officer Linda Gerull provided an update on the Department of Technology’s contributions to creating 78 community learning hubs to provide internet connectivity and support distance learning for almost 2,000 vulnerable children and youth.

City Librarian Michael Lambert thanked Ms. Gerull and noted that the San Francisco Public Library has 8 neighborhood libraries operating community learning hubs with two new locations opening this month.

6. Discussion: FY 2022-26 Information and Communication Technology (ICT) Plan Preview of Financial Forecast

COIT Director Matthias Jaime presented the draft ICT plan and recommendations. A public commenter discussed city processes for responding to public records requests and suggested continued virtual attendance at public meetings after the stay at home order ends.

David Pilpel made public comment to suggest more standardization across public meeting practices.

Angela Calvillo made public comment to congratulate City Administrator Chu and discuss a Board of Supervisors project for inclusion in the ICT Plan.

7. Surveillance Technology Policy: Automatic License Plate Readers for San Francisco International Airport and Department of Recreation and Parks (Action Item)

COIT Director Matthias Jaime presented an overview of the Automatic License Plate Reader technology used by the San Francisco International Airport to track permitted commercial ground transportation and by the Department of Recreation and Parks to identify vehicles associated with criminal activity, and the previous discussion about the technology use at public meetings of the Privacy and Surveillance Advisory Board.

The San Francisco International Airport's and the Department of Recreation and Parks' Surveillance Technology Policies for Automatic License Plate Readers were approved to be shared with the Board of Supervisors for review.

8. Public Comment

A public commenter suggested discussion of electronic metadata for disclosure in public records requests at a future COIT meeting.

David Pilpel made public comment to suggest standards for public meetings and phone forwarding and to ask for clarification on the dates of budget meetings.

9. Adjournment

The meeting adjourned at 11:16 am.