



Council on Information Technology
Office of the City Administrator
1 South Van Ness, 2nd Floor, San Francisco, CA 94103

Draft Minutes

Council on Information Technology Meeting
City Hall, Room 305

Thursday, June 18, 2026
10:00 am – 12:00 pm
City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair
Mike Makstman, Chief Information Officer, Executive Director, Department of Technology
Nathan Sinclair, Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's Office
Rafael Mandelman, President, Board of Supervisors
Angela Calvillo, Clerk, Board of Supervisors
Greg Wagner, Controller, Office of the Controller
Carol Isen, Director, Department of Human Resources
Daniel Tsai, Director, Department of Public Health
Dennis Herrera, General Manager, Public Utilities Commission
Michael Lambert, City Librarian, Public Library
Mary Ellen Carroll, Director, Department of Emergency Management
Mike Nakornkhet, Director, San Francisco International Airport
Julie Kirschbaum, Director, Municipal Transportation Agency
Trent Rhorer, Executive Director, Human Services Agency
Mawuli Tugbenyoh, Executive Director, Agency for Human Rights
Mariam Abdel Malek, Public Member
Eric Diulio, Public Member

1. Call to Order by Chair

Edward McCaffrey called the meeting to order at 10:02 AM, provided instruction on how to give public comment, and conducted the roll call.

2. Roll Call

Present

Mayor's Office
President, Board of Supervisors
Clerk, Board of Supervisors
City Chief Information Officer, Department of Technology
Chief Information Security Officer, Department of Technology
Controller's Office
Human Services Agency
Department of Public Health

Public Utilities Commission
Public Library
Department of Emergency Management
San Francisco International Airport
Municipal Transportation Agency
Agency for Human Rights

Absent

Office of the City Administrator
Department of Human Resources
Mariam Abdel Malek, Public Member
Eric DiIulio, Public Member

COIT Staff

Edward McCaffrey – Director, Council on Information Technology
Danny Thomas Vang – Policy Analyst, Council on Information Technology
Damon Daniels – Technology Portfolio Manager, Council on Information Technology
Julia Chrusciel – Privacy Analyst, Council on Information Technology

3. General Public Comment

There was no public comment.

4. Approval of the Meeting Minutes from May 21, 2026 (Action Item)

There was no public comment.

Chief Information Officer, Dept. of Technology made a motion to approve the minutes.
Department of Public Health seconded the motion.

The motion was approved by the following members.

Mayor's Office
President, Board of Supervisors
Clerk, Board of Supervisors
City Chief Information Officer, Department of Technology
Chief Information Security Officer, Department of Technology
Controller's Office
Human Services Agency
Department of Public Health
Public Utilities Commission
Public Library
Department of Emergency Management
San Francisco International Airport
Municipal Transportation Agency
Agency for Human Rights

5. Emerging Technology RFQ Pool Update (Discussion Item)

Molly Peterson, Deputy Director of Operations & Procurement Reform for the Office of Contract Administration, and Jane Gong, Director, Emerging Technologies at the Department Of Technology, provided an overview of a new pilot procurement method

that enables a “*try before you buy*” approach to emerging technologies. This work will establish an ongoing request for qualification pool of vendors that City staff may competitively select from for short-term technology experimentation and evaluation.

Council members inquired about the cadence for refreshing the vendor pool, whether existing vendors would be eligible to participate, the potential use of a vendor performance scorecard, the existence of a centralized approval body, and opportunities to use real data. Members requested updates on the number of vendors that apply to the pool and the categories for which they submit bids.

Both presenters conveyed that the vendor pool will operate on a rolling basis, with updates made monthly. Any vendor that meets the minimum qualification requirements will be eligible to participate. Support will be provided for bias assessment and testing, There will not be a centralized oversight body overseeing the pool, and only public or synthetic data may be used. The cybersecurity team will conduct a pre-CRA Review to identify any potential concerns, and vendors that clearly fail to meet expectations will be removed from the pool.

There was no public comment.

6. DATASF Update (Discussion Item)

This item will be heard at a future meeting.

7. Approve the Draft Amendments to the Data Custodian Policy (Action Item)

Jeremy Pollock, Legislative and Policy Analyst, Department Of Technology, provided an overview of the amended policy, which seeks to define the Department of Technology’s (DT) and department’s roles for custody of data on DT-managed infrastructure.

There was no public comment.

Chief Information Officer, Dept. of Technology made a motion to approve the policy. Human Services Agency seconded the motion.

The motion was approved by the following members.

Mayor’s Office

President, Board of Supervisors

Clerk, Board of Supervisors

City Chief Information Officer, Department of Technology

Chief Information Security Officer, Department of Technology

Controller’s Office

Human Services Agency

Department of Public Health

Public Utilities Commission

Public Library

Department of Emergency Management

San Francisco International Airport

Municipal Transportation Agency

Agency for Human Rights

8. Approve the Draft Unmanned Aircraft System Policy (Action Item)

Jeremy Pollock, Legislative and Policy Analyst, Department Of Technology, and Jane Gong, Director, Emerging Technologies at the Department Of Technology provided an overview of the revised policy, which will serve a citywide framework that sets guardrails for departments deploying drones to improve City operations.

Council members requested the addition of a clause addressing drone operations in unregulated airspace, such as underground environments, to clarify that FAA regulations apply only where applicable.

There was no public comment.

Chief Information Security Officer, Dept. of Technology made a motion to approve the Drone Policy with the recommended clause.

San Francisco International Airport seconded the motion.

The motion was approved by the following members.

Mayor's Office

President, Board of Supervisors

Clerk, Board of Supervisors

City Chief Information Officer, Department of Technology

Chief Information Security Officer, Department of Technology

Controller's Office

Human Services Agency

Department of Public Health

Public Utilities Commission

Public Library

Department of Emergency Management

San Francisco International Airport

Municipal Transportation Agency

Agency for Human Rights

9. Chair Update (Discussion Item)

Edward McCaffrey stated that effective July 2026, the public body will be known as the "Council" on Information Technology (COIT), consistent with recommendations from the Prop E Taskforce. This change is administrative in nature and will not result in any substantive changes to the Council's functions, responsibilities, or processes.

There was no public comment.

10. Chief Information Officer Update (Discussion Item)

Mike Makstman conveyed that the implementation timeline for the Office 365 Data Retention Policy has been deferred to the beginning of the next calendar year to allow additional time for departmental feedback. He also reported that the multi-factor authentication modernization initiative is progressing smoothly and that DT is working

collaboratively with CAT to strengthen AI-related contract provisions, ensuring that contractors are held accountable for delivering high-quality products and services.

Public commenter asked about data protection measures and safeguards that are in place as new AI agents are deployed.

11. Adjournment

The meeting adjourned at 11:13 AM.