Council on Information Technology (COIT)
Draft Meeting Minutes for Thursday, July 16, 2026

DATE AND TIME
Thursday, July 16, 2026, 10:00 AM – 12:00 PM

LOCATION
COIT members attended this meeting in person.
Public members were able to attend by any of the following:

- **In Person:** City Hall, 1 Dr. Carlton B. Goodlett Place, Room 305, San Francisco, CA 94103
- **Online:** Webex
- **Phone:** (415) 655-0001

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

AGENDA ITEMS

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:01 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll Call

Present
Office of the City Administrator, Chair
Agency for Human Rights
Board of Supervisors, Clerk
Board of Supervisors, President
Controller's Office
Department of Emergency Management
Department of Human Resources
Department of Technology, Chief Information Officer
Department of Technology, Chief Information Security Officer
Human Services Agency
International Airport
Mayor's Office
Municipal Transportation Agency
Public Library
Public Utilities Commission
Public Member, Mariam Abdel Malek

Absent
Department of Public Health
Public Member, Eric Diiulio

COIT Staff
Edward McCaffrey – Director, Council on Information Technology
Damon Daniels – Technology Portfolio Manager, Council on Information Technology
Danny Thomas Vang – Policy Analyst, 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 June 18, 2026 (Action Item)

There was no public comment.

Public Utilities Commission made a motion to approve the minutes.
Municipal Transportation Agency seconded the motion.

Office of the City Administrator abstained from the vote.
The motion was approved by the following members.

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

5. Approval of the Web Portal Naming Standard (Action Item)

Cyd Harrell, Chief Digital Services Officer, and Rebekah Otto, Delivery Director, from Digital Services provided an overview of this policy, which would establish standards for naming, labeling, and maintaining web portals used by the City and County of San Francisco. It was presented as a discussion item at the May 21, 2026, COIT Meeting.

Council members asked whether portals must display the City seal and whether departments with an exception to the Domain Management and Registration Policy are still required to submit their portal inventory. Digital Services clarified that portals should include an official City and County of San Francisco identifier, such as the City seal, and that departments with an exception must still submit their portal inventory.

There was no public comment.

Dept. of Human Resources motioned to approve the Web Portal Naming Standard.
Board of Supervisors, President seconded the motion.

The motion was approved by the following members.

Office of the City Administrator, Chair
Agency for Human Rights
Board of Supervisors, Clerk
Board of Supervisors, President
Controller's Office
Department of Emergency Management
Department of Human Resources
Department of Technology, Chief Information Officer

Department of Technology, Chief Information Security Officer
Human Services Agency
International Airport
Municipal Transportation Agency
Public Library
Public Utilities Commission

6. Digital Services Update (Discussion Item)

Cyd Harrell, Chief Digital Services Officer, provided an overview of Digital Services' core projects, the form tool Fill Out, the enterprise agreement with Airtable, updates to SF.gov, and the roadmap for the remainder of the year.

Council members asked about the functionality of Airtable. Digital Services explained the benefits of the platform to manage data and build automated workflows.

There was no public comment.

7. DataSF Update (Discussion Item)

Soumya Kalra, Chief Data Officer, provided an overview of the Unified Data Platform, the data science tool pilot, and the roadmap for data science and data governance policies.

Council members inquired about the timeline for updating the data governance policies, opportunities for departmental engagement throughout the process, and the anticipated approach to technical oversight for ethics. DataSF responded that departments will be actively engaged in the policy development process, with a target timeline of approximately six months for revisions. Technical ethics oversight will most likely be implemented through guidance rather than formal policy requirements.

There was no public comment.

8. Tech Stack Initiative Update (Discussion Item)

Edward McCaffrey, Director of Council on Information Technology, provided an overview of the Tech Stack Initiative, including its purpose, the establishment of a working group that has been meeting since April, and plans to conduct an assessment survey to develop a department-by-department technology footprint across the City. A procurement subcommittee is being established to streamline the technology purchasing process for staff.

There was no public comment.

9. Chair Update (Discussion Item)

Katie Petrucione informed council members that COIT staff is currently reviewing existing policies to ensure they remain accurate and relevant, and that the August COIT Meeting has been canceled. Eddie McCaffrey stated that COIT staff will be reaching out regarding administrative housekeeping items, and that an email will be sent soon providing an update on the revisions to the Brown Act.

There was no public comment.

10. Chief Information Officer Update (Discussion Item)

Mike Makstman provided an overview of new sales and use tax legislation affecting software that will take effect in January 2027; efforts to review the state's agreement with Anthropic; the deployment of automatic containment for CCSF and a reminder of the multi-factor authentication modernization effort; a reminder that any information entered into GenAI tools remains subject to public records requests; and plans to collect customer service feedback on their services.

Council members asked about communication efforts to remind staff of public records requirements related to GenAI tools and the upcoming deadline for the MFA modernization effort. Consistent with the updated Data Custodian Policy, Department of Technology will not share data on behalf of departments. DT is infrastructure manager and departments hold sole obligation for data disclosure. DT will develop a communication and guidance template that departments can distribute to staff regarding the use of GenAI tools and public records obligations. DT will also coordinate with the Department of Human Resources to review COIT's Acceptable Use Policy and engage human resources staff to support awareness of the MFA modernization deadline.

There was no public comment.

11. Adjournment

The meeting adjourned at 11:33 AM.

DISABILITY ACCESS

- A wheelchair accessible entrance can be found at Van Ness Avenue and Grove Street.
- There are elevators and accessible restrooms on every floor.
- Please keep in mind that others may be sensitive to various chemical-based products.

To make a request to be given an accommodation due to a disability, including auxiliary aids or services, sign language interpreters, or to obtain meeting materials in alternative format, please contact COIT staff (coit.staff@sfgov.org) at least two business days before the meeting to help ensure availability.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact 311 or CommissionStreamlining@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

語言服務

根據語言服務條例(三藩市行政法典第 91 章)，中文、西班牙語和/或菲律賓語（泰加洛語）傳譯人員 在收到要求後將會提供傳譯服務。其他語言協助在可能的情況下也將可提供。上述的要求，請於會 議前最少 48 小時致電 311 或電郵至 CommissionStreamlining@sfgov.org 向委員會秘書 提出。逾期提 出的請求，若可能的話，亦會被考慮接納。

ACCESO A IDIOMAS

De acuerdo con la Ordenanza de Acceso a Idiomas “Lenguaje Access Ordinance” (Capítulo 91 del Código Administrativo de San Francisco “Chapter 91 of the San Francisco Administrative Code”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con 311, o CommissionStreamlining@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

PAG-ACCESS SA WIKA

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring magrequest ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa 311, o CommissionStreamlining@sfgov.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

CELL PHONE OR OTHER ELECTRONIC DEVICE USE

Please silence all cell phones, pagers, and other sound-producing devices before the meeting begins. If a device does go off during the meeting, please note that the Chair may ask the person responsible to step out of the room, in accordance with the Sunshine Ordinance (Section 67A.1).

SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force Administrator.

- **Location:** 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102
- **Email:** sotf@sfgov.org
- **Phone:** (415) 554-7724

LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Section 16.520-534) to register and report lobbying activity.

For more information about the Lobbyist Ordinance, contact the Ethics Commission.

- **Location:** 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102
- **Email:** Ethics.Commission@sfgov.org
- **Phone:** (415) 252-3100