Minutes
Budget and Performance Subcommittee Meeting
City and County of San Francisco

Friday, January 31, 2025
10:00 am – 12:00 pm
City Hall, Room 305 and Webex Online Event

Members
Jason Blandon – Chief Information Officer, Public Library
Daniel Cawley – Analyst, Mayor's Office
Mike Cotter – Director of Finance and Administration, Department of Human Resource
Cyd Harrell – Chief Digital Services Officer, City Administrator's Office
Alfred Herman – Chief Financial Officer, Department of Technology
Edward McCaffrey – Director, Committee of Information Technology
Katie Petrucione – Chair, a City Administrator/CFO, City Administrator's Office
Ray Ricardo – Project Delivery IT Director, Airport
Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector
Chia Yu Ma– Deputy Controller, Controller's Office

1. **Call to Order by Chair**

Katie Petrucione called the meeting to order at 10:03 AM and introduced the new COIT Director Eddie McCaffrey. She also welcomed new subcommittee members Daniel Cawley and Alfred Herman. Eddie McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. **Roll call**

Present

Daniel Cawley – Analyst, Mayor's Office
Mike Cotter – Director of Finance and Administration, Department of Human Resource
Cyd Harrell – Chief Digital Services Officer, City Administrator's Office
Alfred Herman – Chief Financial Officer, Department of Technology
Edward McCaffrey – Director, Committee of Information Technology
Katie Petrucione – Chair, a City Administrator/CFO, City Administrator's Office
Ray Ricardo – Project Delivery IT Director, Airport

Alicia Wong - Public Library (In for Jason Blandon, Chief Information Officer)
Chia Yu Ma– Deputy Controller, Controller's Office

Absent
Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

COIT Staff
Damon Daniels – Technology Portfolio Manager, City Administrator's Office
Danny Thomas Vang – Policy Analyst, City Administrator's Office
Julia Chrusciel, Privacy Analyst, City Administrator's Office

3. General Public Comment

There was no public comment.

4. Department Updates & Announcements

Katie Petrucione informed members of the number of requests that were submitted to COIT staff for the Budget and Performance Subcommittee's review in the future weeks ahead, and summarized that upcoming presentations will be based on subject matter area rather than by department.

There was no public comment.

5. Approval of the Meeting Minutes from April 5, 2024 (Action Item)

There was no public comment.

Ray Ricardo made a motion to approve the minutes, Chia Yu Ma seconded.

The motion was approved by the following members. There were no votes in opposition.

Katie Petrucione – Chair, Deputy City Administrator/CFO, City Administrator's Office
Cyd Harrell – Chief Digital Services Officer, City Administrator's Office
Daniel Cawley – Analyst, Mayor's Office
Alicia Wong – Chief Information Officer, Public Library
Ray Ricardo – Project Delivery IT Director, Airport
Chia Yu Ma – Deputy Controller, Controller's Office
Mike Cotter – Director of Finance and Administration, Department of Human Resources
Alfred Herman – Chief Financial Officer, Department of Technology

6. Review FY2025- 2026 & FY2026- 2027 COIT Application (Discussion Item)

Damon Daniels presented on COIT applications. Katie Petrucione led a discussion regarding the restructuring of the Budget and Performance Subcommittee, which included topics such as conducting more meetings and inviting new members. Committee members agreed with general consensus on the benefits of having year-round meetings and considering increasing the number of Budget and Performance Subcommittee members.

There was no public comment.

7. Adjournment

The meeting adjourned at 10:40 AM.