



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 20, 2022

10:00 am – 12:00 pm

Webex Online Event

Members

Carmen Chu, City Administrator, Chair
Linda Gerull, Chief Information Officer, Department of Technology
Anna Duning, Budget Director, Mayor's Office
Shamann Walton, President, Board of Supervisors
Ben Rosenfield, Controller
Carol Isen, Director, Department of Human Resources
Grant Colfax, Director, Department of Public Health
Dennis Herrera, General Manager, Public Utilities Commission
Michael Lambert, City Librarian, Public Library
Michael Makstman, Chief Information Security Officer
Mary Ellen Carroll, Director, Department of Emergency Management
Ivar Satero, Director, San Francisco International Airport
Jeffrey Tumlin, Director, Municipal Transportation Agency
Trent Rhorer, Executive Director, Human Services Agency
Sheryl Davis, Executive Director, Human Rights Commission
Angela Calvillo, Clerk, Board of Supervisors
Charles Belle, Public Member

1. Call to Order by Chair

Jillian Johnson called the meeting to order at 10:03 AM, provided instruction on how to give public comment, and conducted the roll call.

2. Roll Call

Members Present

Jillian Johnson for Carmen Chu, City Administrator, Chair
Linda Gerull, Chief Information Officer, Department of Technology
Michael Makstman, Chief Information Security Officer, Department of Technology
Anna Duning, Budget Director, Mayor's Office
Natalie Gee for Shamann Walton, President, Board of Supervisors
Edward De Asis for Angela Calvillo, Clerk, Board of Supervisors
Todd Rydstrom for Ben Rosenfield, Controller
Kate Howard for Carol Isen, Director, Department of Human Resources
Eric Raffin for Dr. Grant Colfax, Director, Department of Public Health

Jennifer Hopkins for Dennis Herrera, General Manager, Public Utilities Commission
 Maureen Singleton for Michael Lambert, City Librarian, Public Library
 Michelle Geddes for Mary Ellen Carroll, Director, Department of Emergency Management
 Ray Ricardo for Ivar Satero, Director, San Francisco International Airport
 Lisa Walton for Jeffrey Tumlin, Director, Municipal Transportation Agency
 Natalie Toledo for Trent Rhorer, Executive Director, Human Services Agency
 Charles Belle, Public Member

COIT Staff

Jillian Johnson
 Julia Chrusciel
 Danny Thomas Vang
 Neil Dandavati

Guests

Annie Chung Michael Cotter Damon Daniels Jason Blandon Dina Quesada Guy Clarke Rand Miyashiro Rohit Gupta	Mehran Entezari Ramsey Williams Veronica Oldenburg Tajel Shah David Pilpel ChiaYu Ma Crispin Hollings Will Sanson-Mosier	Cyd Harrell Georg Wolf Keith Kawas Michael Bahler Jerry Burdick Michael Solomon Wayne Li Will Goldberg
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3. General Public Comment

Public comment was given. David Pilpel inquired if the other public representative on COIT retired from the position; if so, there should be a recruitment effort to fill said position. He also pointed out that the attachment for Item 7 on the agenda was not the appropriate document, and that it should be moved to the next meeting.

4. Approval of the Consent Agenda (Action Item)

- 4.1** Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e)
- 4.2** Approval of Meeting Minutes from September 15th, 2022

Public comment was given. David Pilpel clarified that feedback was provided on Item 4 of the previous agenda, but was not included in the minutes.

Mike Makstman initiated a motion, Anna Duning seconded.
 The resolution and minutes of September 15th, 2022 were approved unanimously.

5. Chair Update

Jillian Johnson introduced two new members of COIT Staff: Neil Dandavati (Technology Portfolio Manager) and Danny Thomas Vang (Policy Analyst).

6. CIO Update

Linda Gerull introduced the Chief Information Officer Update on behalf of the Department of Technology. Tajel Shah highlighted the definition and benefits of Robotic Process Automation (RPA), and Linda Gerull explained what the process might look like for interested departments.

Public comment was given. David Pilpel requested that the slides be posted in advance on the website in future meetings.

7. Surveillance Technology Policy: Airport - Location Management System - Application Based Commercial Transport (Action Item)

This item was continued by the Chair to the next COIT Meeting in order to account for the incongruent posting of the Impact Report for the public.

8. Surveillance Technology Policy: Airport - Audio Recorder - Gunshot Detection Solution (Action Item)

Guy Clarke and Veronica Oldenburg presented their Gunshot Detection Solution Surveillance Technology Policy and Surveillance Impact Report.

Anna Duning asked if the technology approved for the Department of Emergency Management is functionally the same as that of the Airport. Jillian Johnson clarified that they are not the same, as one sends over the decibel level and the other one sends sound. Veronica Oldenburg added that there is both indoor and outdoor technology for gunshot detection solutions; the Airport's is indoor.

Linda Gerull inquired how location is communicated with this technology, and how is it correlated with where the sound is coming from, as there is no addresses within the airport. Veronica Oldenburg stated that the WIFI devices in the ceiling have GIS maps to indicate where the alarm is at. It will let the department know which device is pulling the sound once an alert is sent out. Dispatchers can also pull the feed from the CCTV System.

Public comment was given. David Pilpel asked (1) whether the language is consistent with other city gunshot approvals, (2) the number of devices there are at the airport, and (3) the data retention practices. Veronica Oldenburg stated that there is no continuous retention of information or video recordings, just the date and time of when an alert went off. If there was no incident, the information would be deleted from their system.

Ray Ricardo initiated a motion, Maureen Singleton seconded. The motion passed unanimously.

9. Updating the Information Communication Technology (ICT) Plan for FY2024-2028

Jillian Johnson presented an overview of the plan for updating the 5-Year Information Communication Technology Plan for FY2024-2028.

Todd Rydstrom stated that he looks forward to reviewing materials in the future, and noted that all projects in the financial system can be tagged with “technology” and “COIT Funded” flags. If anyone would like a refresher training, his team does not mind setting aside time to meet.

Kate Howard reflected on how the process was effective and resilient during the last two years, taking into consideration the existence of COVID.

Public comment was given. David Pilpel suggested that the Information Communication Technology Plan be coordinated with not only the budget cycle, but also the Capital Plan.

10. Adjournment

The meeting adjourned at 11:10 AM.