



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, November 18, 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, Director, Department of Human Resources

Dr. Grant Colfax, 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

Ivar Satero, Director, San Francisco International Airport

Jeffry 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

Nnena Ukuku, Public Member

1. Call to Order by Chair

Deputy City Administrator Ken Bukowski called the meeting to order at 10:02 am.

2. Roll call

Members Present

Ken Bukowski (for Carmen Chu)

Linda Gerull

Ashley Groffenberger

Natalie Gee (for Shamann Walton)

Jack Wood (for Ben Rosenfield)

Kate Howard (for Carol Isen)

Eric Raffin (for Dr. Grant Colfax)

Lawrence Chew (for Dennis Herrera)

Michael Lambert

Michelle Geddes (for Mary Ellen Carroll)
Ian Law (for Ivar Satero)
Lisa Walton (for Jeffrey Tumlin)
Natalie Toledo (for Trent Rhorer)
Angela Calvillo
Charles Belle
Nnena Ukuku

COIT Staff

Emma Fernandez
Julia Chrusciel

Presenters

Carrie Bishop
Maria McKee

Guests

Sally Ma	Michael Solomon
Brad Taylor	Mitchell Spector
Christine Nath	Nahrein David
Crispin Hollings	Nav Madhwan
Dale Riley	Rand Miyashiro
Dee Prasad	Rebecca Mayer
Gary Price	Rin Coleridge
Ian Hart	Roland Tolosa
Jing Tan	Steve De Hart
Joseph Gardner	Terri Herko
Michael Bahler	Will Sanson-Mosier
Michael Makstman	

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

The minutes were approved.

4. Chair Update

The City's hiring process for the next COIT Director is ongoing.

5. CIO Update

City Chief Information Officer Linda Gerull presented an overview of the support services of the Department of Technology available as departments return to the office.

6. Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953 (e) (Action Item)

Deputy City Administrator Bukowski introduced a resolution to continue COIT meetings virtually. The resolution was adopted.

7. Digital Accessibility and Inclusion Standard (Action Item)

COIT Policy Analyst Emma Fernandez presented updates to the policy standard for accessibility of the City's digital content based on discussion at last month's COIT meeting.

The committee unanimously approved the standard with the amendment to remove the phrase "or fluent" from the description of bilingual employees on page 4.

8. Surveillance Technology Policy: Juvenile Probation GPS Ankle Monitor Bracelet (Action Item)

Juvenile Probation Director of Research and Planning Maria McKee presented an overview of SCRAM ankle monitor bracelets, which are used in cases of a court order to monitor location.

Natalie Gee noted Supervisor Walton's concerns about use of GPS ankle monitoring, but recognized Juvenile Probation's use of the technology in accordance with court order.

The Juvenile Probation Technology Policy for GPS Ankle Monitor Bracelet was approved to be shared with the Board of Supervisors for review.

9. Surveillance Technology Policy: Elections Nest Camera (Action Item)

COIT Policy Analyst Emma Fernandez presented an overview of Nest cameras, which are used by the Department of Elections to provide a livestream of elections operations to the public and to monitor the voter line at City Hall Voting Center.

The Department of Elections' Surveillance Technology Policy for Nest Camera was approved to be shared with the Board of Supervisors for review.

10. Public Comment

Charles Belle made public comment to suggest that COIT discuss the contract on internet voting for voters with disabilities at a future COIT meeting.

11. Adjournment

The meeting adjourned at 10:53 am.