



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Minutes

Committee on Information Technology Meeting

Thursday, November 21, 2024

10:00 am – 12:00 pm

City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair

Mike Makstman, City Chief Information Officer, Executive Director, Department of Technology

Nathan Sinclair, Acting Chief Information Security Officer, Department of Technology

Benjamin McCloskey, Acting Director, Mayor's Budget Office

Aaron Peskin, President, Board of Supervisors

Angela Calvillo, Clerk, Board of Supervisors

Greg Wagner, 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

Jeffrey Tumlin, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Mawuli Tugbenyoh, Acting Executive Director, Human Rights Commission

Mariam Abdel Malek, Public Member

Eric Diiulio, Public Member

1. Call to Order by Chair

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

2. Roll Call

Members Present

Katie Petrucione for Carmen Chu, City Administrator, Chair

Mike Makstman, City Chief Information Officer, Executive Director, Department of Technology

Nathan Sinclair, Acting Chief Information Security Officer, Department of Technology

Daniel Cawley in for Benjamin McCloskey, Acting Director, Mayor's Budget Office

Calvin Yan for Aaron Peskin, President, Board of Supervisors

Edward De Asis for Angela Calvillo, Clerk, Board of Supervisors

ChiaYu Ma for Greg Wagner, Controller

Kate Howard for Carol Isen, Director, Department of Human Resources
Jennifer S. Hopkins for Dennis Herrera, General Manager, Public Utilities Commission
Michael Lambert, City Librarian, Public Library
Michelle Geddes for Mary Ellen Carroll, Director, Department of Emergency Management
Lisa Walton for Jeffrey Tumlin, Director, Municipal Transportation Agency
Natalie Toledo for Trent Rhorer, Executive Director, Human Services Agency
Eric Diiulio, Public Member

COIT Staff

Danny Thomas Vang
Julia Chrusciel
Damon Daniels

3. General Public Comment

Chris Ward Clein advised that staff who have access to sensitive information can lead to a data misuse incident.

4. Approval of the Meeting Minutes from October 17, 2024 (Action Item)

Kate Howard noted that Sophia Kittler had started as Director of the Mayor's Budget Office by the October COIT Meeting.

There was no public comment.

Kate Howard initiated a motion to approve the minutes with the edit, Daniel Cawley seconded. The motion was approved by Katie Petrucione, Mike Makstman, Nathan Sinclair, Daniel Cawley, Calvin Yan, Edward De Asis, ChiaYu Ma, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, and Natalie Toledo.

5. Review and Approval of the Amended Digital Accessibility and Inclusion Standard (Action Item)

Danny Thomas Vang, Cyd Harrell, Debby Kaplan, and Hellena Ruiz presented on the proposed amendments to the Digital Accessibility and Inclusion Standard (DAIS).

Committee members asked the following questions:

- Where do other departments plan to delegate the coordinator role? Will it be in their IT teams?

Committee members made the following suggestions:

- Include the Department of Technology as one of the divisions that the Office of Contract Administration will work with in regard to developing a process for accessibility compliance in procurement and contracting

There was no public comment.

Mike Makstman initiated a motion to approve the amended standard with the suggestion, Jennifer S. Hopkins seconded.

The motion was approved by Katie Petrucione, Mike Makstman, Nathan Sinclair, Daniel Cawley, Calvin Yan, Edward De Asis, ChiaYu Ma, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Lisa Walton, and Natalie Toledo.

6. Chair Update

There was no chair update.

There was no public comment.

7. CIO Update

Mike Makstman introduced Jane Gong, the Department of Technology's new Director of Emerging Technologies. He also gave an update on formalizing retention for Teams and email messages, and unmet cost saving targets set by the Mayor's Office for email and cell phone usage. Jane Gong presented on Chapter 22J, a new AI legislation introduced by Supervisor Ronen.

Committee members asked the following questions:

Chapter 22J

- Is this legislation covering all AI, or just GenAI?
- When does the implementation timeline officially commence?
- Will the list of vendor questions have to go out with a RFP, before the contract is complete?
- How would this operate with systems required by the State of California?

Retention Policy

- Isn't the existing retention setup two weeks for Teams chats?

Cost Savings, Email and Cell Phone Usage

- Is an email and phone line required for each employee?
- How would Sunshining work with a personal device?
- Would the proposal to use personal phones be subject to labor and bargaining?
- Has there been thought placed into the administrative cost of managing expanded resources?
For example, whether the overhead costs may lead to less value in the end.

There was no public comment.

8. Adjournment

The meeting adjourned at 11:13 AM.