



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, March 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, Acting Director, Department of Human Resources

Dr. Grant Colfax, Director, Department of Public Health

Michael Carlin, Acting 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

Charles Belle, Public Member

Nnena Ukuku, Public Member

1. Call to Order by Chair

City Administrator Carmen Chu called the meeting to order at 10:03 am.

2. Roll call

Members Present

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)

Ken Salmon (for Michael Carlin)

Michael Lambert

Michelle Geddes (for Mary Ellen Carroll)

Jeff Littlefield (for Ivar Satero)

Lisa Walton (for Jeffrey Tumlin)
 Natalie Toledo (for Trent Rhorer)
 Charles Belle
 Nnena Ukuku

COIT Staff

Matthias Jaime
 Emma Fernandez
 Julia Crusciel

Guests

Ken Bukowski	Georg Wolf	Paul Peterson
Andrea Lynn	Grace Ybanez	Penni Eigster
Ian Law	Guy Clarke	Ramsey Williams
Michael Liang	Heidi Hamilton	Rebecca Mayer
Angela Calvillo	Jade Wang-Angelastro	Rishma Khimji
Alex Shoyket	Jody Tyrus	Robert Eickwort
Alicia Wong	Joe Reilly	Roberto Lombardi
Basil Price	John McClellan	Sarah Burns
Brad Baker	Justin Graham	Sean Cunningham
Brad Taylor	Keith Kawas	Sekhar Nagasundaram
Brian Roberts	Kevin Lin	Sohail Warsi
Calen McEldowney	Kevin Quan	Steve De Hart
Caylin Wang	Kirk Kirkpatrick	Steve Forbes
Christine Nath	Marcus Santiago	Sunny Bhatia
Claudia Gorham	Mark Corso	Susan McConkey
Colleen Burke-Hill	Mathew Larson	Tammy Lundy
Dale Riley	Michael Bahler	Teresa Scism
Dan Rozzano	Michael Makstman	Vladimir Rudakov
Daniel Hopkins	Michael Solomon	Wayne Li
Dee Prasad	Mike Dougherty	William Sanson-Mosier
Dina Quesada	Mitchell Spector	David Pilpel
Eryl Karr	Nima Iyengar	

3. Approval of Meeting Minutes from February 18, 2021 (Action Item)

The minutes were approved.

Mr. David Pilpel made public comment to request inclusion in the minutes as a guest and to suggest inclusion of department of guests.

4. Chair Update

City Administrator Carmen Chu updated the committee on three legislative items related to COIT.

The Board of Supervisors held a hearing on the state of the digital divide in San Francisco on March 11. COIT presented alongside the Mayor's Office of Housing &

Community Development, the Department of Technology, and other city departments. The hearing can be viewed on the SFGovTV website.

The FY 2022-26 ICT Plan was submitted to the Mayor and Board of Supervisors on March 1. The Budget and Finance Committee will hear the item in an upcoming meeting. In addition, Supervisor Haney has asked for additional background information on how the City is supporting innovation and human-centered design practices. COIT, Digital Services, the Office of Civic Innovation, and the Department of Technology will speak to these issues.

Supervisor Peskin has introduced an amendment to Section 19B or the Acquisition of Surveillance Technology Ordinance that clarifies what types of technologies are required to go through the approval process and establishes a timeline for submission of Surveillance Technology Policies to the Board of Supervisors. The City Administrator's Office plans to submit all COIT approved Surveillance Technology Policies to the Board.

5. CIO Update

Chief Information Officer Linda Gerull provided an overview of how the city's technology teams have supported vaccine delivery. You can view an example of a multi-language Vaccine Education Public Service Announcement produced by the Department of Technology and narrated by City Administrator Chu [here](#).

Chief Digital Services Officer Carrie Bishop provided an update on how sf.gov has shared information on the vaccine rollout with residents. The Digital Services team created a portal on sf.gov to notify residents about vaccine eligibility. Sf.gov also has a filterable list of vaccine sites, showing languages, mode, eligibility, accessibility, and availability. Sf.gov is able to integrate to show appointment eligibility with Walgreens, CVS, and Primary Health. Shifting eligibility criteria and lack of reliable information from outside appointments are challenges the team is working through.

Chief Information Officer of the San Francisco Department of Public Health Eric Raffin presented on the technology solutions used in the COVID vaccine strategy. The Department of Public Health has used Epic, the new electronic health record system, to support vaccine delivery, supporting mobile capability and geolocation. The Department of Public Health has also used data modeling to ensure efficient vaccine distribution. As of March 13, about 30% of San Francisco residents had received one dose of a vaccine and more than 70% of residents over 65 had received a dose.

6. Major IT Project Update: Public Safety Radio Replacement

Michelle Geddes provided an update on the status of the Public Safety Radio Replacement Project. The remaining project funding requested from COIT is to cover finance payments that are required until 2026. Phases 1 and 2 of the cutover are complete; all dispatching is being done on the new radio systems.

Mr. David Pilpel made public comment to suggest applying lessons learned from this project to other departments with radio systems.

7. Discussion on Citywide Technology Policies and Standards

COIT Policy Analyst Emma Fernandez presented an overview of existing COIT policies and priorities for developing policies in the areas of technology standards, accessible design, and data management.

Mr. David Pilpel made public comment to suggest COIT policies on virtual meeting standards, website content and design, and telecommunications updates. He suggested reviewing policies and standards once a year.

8. Surveillance Ordinance: Security Cameras (Action Item)

COIT Director Matthias Jaime presented an overview of the use of security cameras across city departments, and the previous discussion about the technology use at public meetings of the Privacy and Surveillance Advisory Board. Sixteen departments adopted a standard citywide template policy drafted by COIT and provided department-specific information in the policy appendix: Airport, Arts Commission, Asian Art Museum, Child Support Services, City Administrator, Emergency Management, Fire, Homelessness and Supportive Housing, Human Resources, Human Services Agency, Port, Public Health, Recreation and Parks, Rent Board, Technology, and War Memorial. Three departments developed their own department-specific policy, informed by the template: Municipal Transportation Agency, Public Library, and Public Utilities Commission. These policies cover cameras that are used for security in areas accessible to the public and that are owned and operated by the City. Policies for other types of cameras will be heard in future meetings.

Mr. David Pilpel made public comment to support advocacy around changing state law for a one-year retention period for camera footage.

The citywide policy with 16 department appendices and the policies for Municipal Transportation Agency, Public Library, and Public Utilities Commission were approved to be shared with the Board of Supervisors for review.

9. Public Comment

There was no public comment.

10. Adjournment

The meeting adjourned at 11:36 am.