



# 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 21, 2021

10:00 am – 12:00 pm

WebEx event

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#### **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

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

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**

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

#### **2. Roll call**

##### **Members Present**

Carmen Chu

Linda Gerull

Anna Duning (for Ashley Groffenberger)

Percey Burch (for Shamann Walton)

Todd Rydstrom (for Ben Rosenfield)

Carol Isen

Eric Raffin (for Dr. Grant Colfax)

Ken Salmon (for Michael Carlin)

Michael Liang (for 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

**COIT Staff**

Emma Fernandez  
 Julia Chrusciel

**Presenters**

Rey LaChaux  
 Carrie Bishop  
 Deborah Kaplan  
 Randy McClure  
 Mark Corso  
 Marcus Santiago  
 Sohail Warsi  
 Sean Cunningham  
 Robert Miller

**Guests**

Ken Bukowski	Michael De Benedetti
Sally Ma	Michael Makstman
Kate Howard	Michael Solomon
Brad Taylor	Mitchell Spector
Crispin Hollings	Nahrein David
Cynthia Ngo	Nav Madhwan
Dan Rozzano	Nima Iyengar
Dee Prasad	Rand Miyashiro
Georg Wolf	Randy Brooks
Grace Ybanez	Tajel Shah
John Reinecke	Terri Herko
Keith Kawas	Wayne Li
Mathew Larson	Will Goldberg
Michael Bahler	Xing Hua Wen

**3. Approval of Meeting Minutes from April 15, 2021 (Action Item)**

The minutes were approved.

**4. Chair Update**

City Administrator Carmen Chu welcomed new COIT committee members Executive Director of the Human Rights Commission Sheryl Davis and Clerk of the Board of Supervisors Angela Calvillo. City Administrator Chu announced that COIT Director Matthias Jaime has left his role since the last COIT meeting. The City's hiring process for the next Director is ongoing.

## **5. CIO Update**

City Chief Information Officer Linda Gerull and Digital Equity Manager Rey LaChaux presented an overview of the City's work to close the digital divide and promote digital equity. The City's Digital Equity Strategic Plan can be found [online](#)<sup>1</sup>.

Deborah Kaplan made public comment to inform the committee about the Technology Needs Assessment Report published by the Mayor's Office on Disability and the Human Service Agency's Department of Disability and Aging Services on digital service needs of residents with disabilities and older adults.

## **6. Digital Cities Community Engagement Update (Discussion)**

COIT Policy Analyst Emma Fernandez presented an overview of a citywide project led by COIT to develop a city governance structure for digital cities technology.

## **7. Digital Accessibility and Inclusion Standard (Action Item)**

COIT Policy Analyst Emma Fernandez, Chief Digital Services Officer Carrie Bishop, and Deputy Director of the Mayor's Office on Disability Deborah Kaplan presented a new policy standard for accessibility of the City's digital content.

This item was continued to the November 18 COIT meeting agenda.

David Pilpel made public comment to recommend assessing what documents should be included in the standard requirements.

## **8. Data Custodian and Stewardship Policy (Action Item)**

City Chief Information Officer Linda Gerull presented a new policy to clarify data ownership roles within the City.

The policy was unanimously approved.

## **9. Surveillance Technology Policy: Public Library Hootsuite (Action Item)**

San Francisco Public Library Chief Analytics Officer Randy McClure presented an overview of the proposed technology Hootsuite, which would be used by the Library to schedule and monitor social media postings across platforms.

The San Francisco Public Library's Surveillance Technology Policy for Hootsuite was approved to be shared with the Board of Supervisors for review.

## **10. Surveillance Technology Policy: Fire Department Body Worn Camera (Action Item)**

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<sup>1</sup> [https://sfmohcd.org/sites/default/files/SF\\_Digital\\_Equity\\_Strategic\\_Plan\\_2019.pdf](https://sfmohcd.org/sites/default/files/SF_Digital_Equity_Strategic_Plan_2019.pdf)

San Francisco Fire Department Chief Financial Officer Mark Corso presented an overview of the Fire Department's use of a body worn camera by its Public Information Officer at large incidents.

The San Francisco Fire Department's Surveillance Technology Policy for Body Worn Camera was approved to be shared with the Board of Supervisors for review.

**11. Surveillance Technology Policy: Recreation and Parks Body Worn Camera (Action Item)**

Department of Recreation and Parks Head Park Ranger Marcus Santiago presented an overview of the Department of Recreation and Parks' use of body worn cameras by Park Rangers to record footage in case of an incident.

The Department of Recreation and Parks' Surveillance Technology Policy for Body Worn Camera was approved to be shared with the Board of Supervisors for review.

**12. Surveillance Technology Policy: Municipal Transportation Agency Automatic License Plate Reader (Action Item)**

Municipal Transportation Agency Technology Project Manager Sohail Warsi presented an overview of the Municipal Transportation Agency's use of automatic license plate readers to enforce parking restriction and transit only lanes, calculate parking fees in City parking garages, and identify vehicles that are the subject of an investigation.

The Municipal Transportation Agency's Surveillance Technology Policy for Automatic License Plate Reader was approved to be shared with the Board of Supervisors for review.

**13. Public Comment**

There was no public comment.

**14. Adjournment**

The meeting adjourned at 11:54 am.