



## Notice

### Regular Meeting of the Committee on Information Technology City and County of San Francisco

**Thursday, September 15, 2022**

**10:00 am – 12:00 pm**

Meeting will be broadcast online via WebEx event

To view the online presentation, join the meeting using this link:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e16a1408351e2be0daad1036268358d24>

Members of the public may use email address [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org) to join the WebEx meeting if needed.

To offer public comment, call in to phone number 415-655-0001 using access code 2480 113 1688 and press \*3.

## Agenda

### 1. Call to Order by Chair

### 2. Roll Call:

Carmen Chu, City Administrator, Chair

Linda Gerull, Chief Information Officer, Department of Technology

Anna Duning, Acting 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

Michael Makstman, Chief Information Security Officer, Department of Technology

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

### 3. General Public Comment

This item is to allow members of the public an opportunity to comment generally on matters within the Committee's purview but not on today's agenda.

### 4. Approval of the Consent Agenda (Action Item)

All matters listed hereunder constitute a Consent Calendar, are considered to be routine action items by the Committee on Information Technology, and may be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee, the public, or staff so requests, in which event the

matter shall be removed from the Consent Calendar and considered as a separate item at this or a future hearing.

**4.1** Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e)

**4.2** Approval of Meeting Minutes from June 16<sup>th</sup>, 2022

**5. Chair Update**

**6. CIO Update**

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

COIT Director Jillian Johnson will present proposed amendments to the Digital Accessibility Inclusion Standard, passed by COIT in November 2021, extending the timeline by which City Departments must comply with the Standard and clarifying language on which type of content must comply.

**8. Surveillance Technology Policy: Emergency Management - Audio Recorder - Gunshot Detection Hardware and Services (Action Item)**

Section 19B of the City & County of San Francisco's Administrative Code requires all departments with surveillance technologies to develop a Surveillance Impact Report and Surveillance Technology Policy for their ongoing authorized use. Each Surveillance Technology Policy must be approved by COIT before they are reviewed by the Board of Supervisors.

The Department of Emergency Management will present their Gunshot Detection Hardware and Services Surveillance Technology Policy and Surveillance Impact Report for review.

**9. Surveillance Technology Policy: Human Services Agency - Social Media Monitoring Technology - Social Media Monitoring Software (Action Item)**

The Human Services Agency will present their Social Media Monitoring Software Surveillance Technology Policy and Surveillance Impact Report for review.

**10. Acquisition of Surveillance Technology: Annual Surveillance Report Extensions (Action Item)**

A Department that obtains Board approval for a Surveillance Technology Policy under 19B must also submit an Annual Surveillance Report for that policy to COIT and the Board of Supervisors within 12 months of Board approval, and annually thereafter on or before November 1. COIT may grant an extension of the deadline for good cause.

COIT Director Jillian Johnson will present an extension request on behalf of all Departments with Board-approved Surveillance Technology Policies, allowing them to submit their first Annual Surveillance Report on November 1, 2022.

**11. Acquisition of Surveillance Technology: Delegating Authority to Grant Extensions (Action Item)**

The Committee will consider a proposal to delegate to the Chair and/or the Chair's designee the authority to grant extensions to requesting Departments as stipulated under Section 19B.

COIT Director Jillian Johnson will present.

## **12. Adjournment**

# Sunshine Ordinance

---

## Know Your Rights Under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

**For more information on your right under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.**

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, Fax: (415) 554-5784  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Accessible Meeting Information: COIT encourages participation by persons with disabilities. Meeting locations are wheelchair accessible. To request an accommodation such as real time captioning, ASL interpretation, materials and handouts in electronic format or other accommodations, please contact (415) 554-4568 or [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org). Providing at least 72 hours advance notice will help to ensure availability.

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics>.