**Meeting Minutes**
Committee on Information Technology Meeting

**Thursday, June 15, 2023**
10:00 am – 12:00 pm
WebEx Online Event

**Members**
Carmen Chu, City Administrator, Chair
Linda Gerull, Chief Information Officer, Department of Technology
Michael Makstman, Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's Office of Innovation
Aaron Peskin, President, Board of Supervisors
Angela Calvillo, Clerk, 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
Jeffrey Tumlin, Director, Municipal Transportation Agency
Trent Rhorer, Executive Director, Human Services Agency
Sheryl Davis, Executive Director, Human Rights Commission
Charles Belle, Public Member

1. **Call to Order by Chair**

Katharine Petrucione called the meeting to order at 10:03 AM. Jillian Johnson provided instruction on how to give public comment, and conducted the roll call.

2. **Roll Call**

<u>Members Present</u>

Katharine Petrucione for Carmen Chu, City Administrator, Chair
Linda Gerull, Chief Information Officer, Department of Technology
Michael Makstman, Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's Office of Innovation
Calvin Yan for Aaron Peskin, President, Board of Supervisors
Edward De Asis for Angela Calvillo, Clerk, Board of Supervisors
Jack Wood for Ben Rosenfield, Controller

Kate Howard  for Carol Isen, Director, Department of Human Resources
Eric Raffin  for Dr. Grant Colfax, Director, Department of Public Health
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
Rene Leedeman for Ivar Satero, Director, San Francisco International Airport
Lisa Walton for Jeffrey Tumlin, Director, Municipal Transportation Agency
Natalie Toledo for Trent Rhorer, Executive Director, Human Services Agency

COIT Staff
Jillian Johnson
Julia Chrusciel
Danny Thomas Vang

## 3. General Public Comment

A public commenter expressed concern with the proliferation and use of AI.
David Pilpel acknowledged the upcoming retirement of Norm Goldwyn.

## 4. Approval of the Meeting Minutes from April 20, 2023 (Action Item)

Linda Gerull initiated a motion to approve the minutes; Sophia Kittler seconded.
The motion was approved by Katharine Petrucione, Linda Gerull, Michael Makstman,
Sophia Kittler, Calvin Yan, Edward De Asis, Jack Wood, Kate Howard, Eric Raffin, Jennifer
S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Natalie
Toledo.

## 5. Review Surveillance Technology Policy - Human Services Agency - Audio Recorder - Call Recording Technology (Action Item)

Alex Leontiev presented their Call Recording Surveillance Technology Policy and Surveillance
Impact Report for review.

Linda Gerull and Calvin Yan asked the following questions:
- What is the retention on recordings?
- For benefits that members of the public are getting for an extended amount of time, are they considered to be open for the duration of service delivery?

There was no public comment.

Michael Makstman initiated a motion, Eric Raffin seconded.
The motion was approved by Katharine Petrucione, Linda Gerull, Michael Makstman,
Sophia Kittler, Calvin Yan, Edward De Asis, Jack Wood, Kate Howard, Eric Raffin, Jennifer
S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Natalie
Toledo.

## 6. Review Surveillance Technology Policy - Multiple Departments - Social Media Monitoring Technology (Action Item)

Julia Chrusciel presented on a Social Media Monitoring Surveillance Technology Policy and Surveillance Impact Report on behalf of multiple City Departments.

The following was recommended by members:
- Include language on "print media", in tangent with digital media
- Consider narrowing the definition of "cost" to the administration of technology rather than the use of technology

Sophia Kittler, Kate Howard, and Calvin Yan asked the following questions:
- How does social media monitoring technology differ from using search engines, such as Google?
- If a department personnel recalls a message on social media, can they look up that information without being in violation of this policy?
- If other departments wanted to use social media monitoring technology in the future, how would they be added?
- In Appendix A, why do some departments have personnel costs, but no software cost?

During public comment, David Pilpel asked if there was an opportunity to limit the list of program options to avoid dealing with conflicting policies.  He recommended that COIT staff be consistent with the use of job classifications for who has access to social media monitoring technology, and stated that the implications of the use of AI and other technology has not been addressed by the committee.

Sophia Kittler initiated a motion to move the policy forward with the amended language on the environment clause, Michael Makstman seconded.
The motion passed by Katharine Petrucione, Linda Gerull, Michael Makstman, Sophia Kittler, Calvin Yan, Edward De Asis, Jack Wood, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Natalie Toledo.

## 7. Chair Update

There was no update from the chair.
There was no public comment.

## 8. CIO Update

Linda Gerull covered the work that the Department of Technology will be doing in the upcoming year, with an emphasis on driving down legacy system costs.

Mehran Entezari asked the following questions:
- When speaking about city infrastructure, does that include network speed?  Were there issues with cabling and wiring within city buildings?

During public comment, David Pilpel noted that he is not able to find the draft citywide mobile device policy online and requested that the committee direct him to where it can be found, or to send a copy via mail.  He also stated that that it is difficult to reach city employees via phone since the onset of COVID.

## 9.  Adjournment

The meeting adjourned at 10:55 AM.