Draft Minutes
Committee on Information Technology Meeting

Thursday, September 21, 2023
10:00 am – 12:00 pm
City Hall 305, 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

1. **Call to Order by Chair**

   Katharine Petrucione called the meeting to order at 10:04 AM. Jillian Johnson provided instruction on how to give public comment, and conducted the roll call.

2. **Roll Call**

   Members Present

   Katharine Petrucione for Carmen Chu, City Administrator, Chair
   Michael Makstman for Linda Gerull, Chief Information Officer, Department of Technology
   Nathan Sinclair for Michael Makstman, Chief Information Security Officer, Department of Technology
   Damon Daniels for Sophia Kittler, Director, Mayor's Office of Innovation
   Calvin Yan for Aaron Peskin, President, Board of Supervisors
   Angela Calvillo, Clerk, Board of Supervisors
   Todd Rydstrom for Ben Rosenfield, 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
Rene Leedeman for Ivar Satero, Director, San Francisco International Airport
Lisa Walton for Jeffrey Tumlin, Director, Municipal Transportation Agency
Alex Shoyket for Trent Rhorer, Executive Director, Human Services Agency

<u>COIT Staff</u>
Jillian Johnson
Julia Chrusciel
Danny Thomas Vang

3. General Public Comment

There was no public comment.

4. Approval of the Meeting Minutes from June 15, 2023 (Action Item)

There was no public comment.

Kate Howard initiated a motion to approve the minutes, Jennifer S. Hopkins seconded. The motion was approved by Katharine Petrucione, Michael Makstman, Nathan Sinclair, Damon Daniels, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Alex Shoyket.

5. Review and approve the Citywide Mobile Device Policy – (Action Item)

Michael Makstman presented their Mobile Device Policy that was developed in order to help manage mobile devices, such as smartphones and tablets, used for City business and to protect City data.

Committee members asked the following questions:
• Is there room to extend the implementation timeline?
• Has there been consideration for personal devices that are used for city business?

There was no public comment.

Rene Leedeman initiated a motion to adopt the policy, Todd Rydstrom seconded. The motion was approved by Katharine Petrucione, Michael Makstman, Nathan Sinclair, Damon Daniels, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Alex Shoyket.

6. **Review Surveillance Technology Policy - Fire Department - Social Media Monitoring Technology - Social Media Monitoring Software - (Action Item)**

   Mark Corso presented their Social Media Monitoring Software Surveillance Technology Policy and Surveillance Impact Report for review.

   Committee members asked the following questions:
   - How would this interact with the Neighborhood Emergency Response Team (NERT)?
   - Has the department seen an uptick in the public sharing information about emergencies via social media channels?
   - What does the department do if social media is used in the event of an emergency? Is there a protocol in place?

   There was no public comment.

   Kate Howard initiated a motion to approve, Michael Makstman seconded.
   The motion was approved by Katharine Petrucione, Michael Makstman, Nathan Sinclair, Damon Daniels, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Alex Shoyket.

7. **Review Surveillance Technology Policy - Police Department - Data Forensics Technology - Data Extraction Tool for Computers and Cell Phones - (Action Item)**

   Asja Steeves presented their Data Extraction Tool for Computers and Cell Phones Surveillance Technology Policy and Surveillance Impact Report for review.

   There was no public comment.

   Michael Makstman initiated a motion to approve, Jennifer S. Hopkins seconded.
   The motion was approved by Katharine Petrucione, Michael Makstman, Nathan Sinclair, Damon Daniels, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Alex Shoyket.

8. **Review Amendments to Surveillance Technology Policy - Police Department - Automated License Plate Reader (Action Item)**

   Asja Steeves presented amendments to their Automated License Plate Reader Surveillance Technology Policy. Their current policy was approved by the Committee on January 21, 2021 and later adopted by the Board on July 27, 2021.

   Committee members asked the following questions:
   - With the amendments, are there any parallels with the MTA and their license reader?
   - What does the department mean by "data hosting", under the section titled prohibited uses?

   There was no public comment.

Michael Makstman initiated a motion to approve, Michael Lambert seconded.
The motion was approved by Katharine Petrucione, Michael Makstman, Nathan Sinclair, Damon Daniels, Calvin Yan, Angela Calvillo, Todd Rydstrom, Kate Howard, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Rene Leedeman, Lisa Walton, and Alex Shoyket.

9. Chair Update

Jillian Johnson provided an update to the generative artificial intelligence guidelines that Mayor Breed asked the City Administrator to develop. She also announced that recruitment will commence in the upcoming weeks for the two public seats on the committee, with an interest in people with privacy expertise.
Finally, Calvin Yan discussed Chapter 19B on the Acquisition of Surveillance Technology and potential amendments.

There was no public comment.

10.   CIO Update

Michael Makstman presented on the benefits of shared services across departments, and how it can help meet budget reductions in technology.

There was no public comment.

11. Adjournment

The meeting adjourned at 10:55 AM.