



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, November 16, 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

Carmen Chu called the meeting to order at 10:08 AM. Jillian Johnson provided instruction on how to give public comment, and conducted the roll call.

2. Roll Call

Members Present

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

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
Jonathan Kaplan 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
Damon Daniels

3. General Public Comment

David Pilpel expressed his appreciation of the work that the committee does amongst all of the transitions occurring in the city.

4. Approval of the Meeting Minutes from September 21, 2023 (Action Item)

There was no public comment.

Kate Howard initiated a motion to approve the minutes, Michael Makstman seconded. The motion was approved by Carmen Chu, Linda Gerull, Michael Makstman, Sophia Kittler, Calvin Yan, Edward De Asis, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Jonathan Kaplan, Lisa Walton, and Natalie Toledo.

5. Review Surveillance Technology Policy - Police Department - Drone or Unmanned Aerial Systems (Action Item)

This item will be continued at a later date upon request of the Police Department.

Committee members asked the following questions:

- Does the policy need to go back to PSAB?

There was no public comment.

Sophia Kittler initiated a motion to continue the item at a later date, Linda Gerull seconded.

The motion was approved by Carmen Chu, Linda Gerull, Michael Makstman, Sophia Kittler, Calvin Yan, Edward De Asis, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Jonathan Kaplan, Lisa Walton, and Natalie Toledo.

6. Review Surveillance Technology Policy Amendments - City Administrator's Office - Security Cameras (Action Item)

Sophie Hayward, Rohan Lane, Peter Summerville, and Virginia Donohue Presented their amendments to the department's Security Camera Surveillance Technology Policy for review

and approval. The original policy was heard by the Committee in January of 2021 and approved by the Board of Supervisors in July 2021.

Committee members asked the following questions:

- Does the Public Defender need to be added to the internal data sharing section?

David Pilpel asked if an impact report is required for an amendment, and requested that two versions of an amendment are uploaded moving forward: one with track changes and one clean version.

Kate Howard initiated a motion to approve the amendments, Jennifer S. Hopkins seconded.

The motion was approved by Carmen Chu, Linda Gerull, Michael Makstman, Sophia Kittler, Calvin Yan, Edward De Asis, Kate Howard, Eric Raffin, Jennifer S. Hopkins, Michael Lambert, Michelle Geddes, Jonathan Kaplan, Lisa Walton, and Natalie Toledo.

7. Update on Generative AI Planning

Katharine Petrucione provided an overview of the generative AI landscape including practical guidelines gathered by the City Administrator's Office and next steps for the City from the Mayor's Office.

Committee members made the following comments:

- The guidelines are intended to be broad enough to be applicable to all departments, with flexibility to be applied within specific department use cases.
- There is no AI Division, or a central place for coordination, so this will require a collective effort.
- Contracts Administration and City Attorney are looking at what should be included in contracts, and what already exists, such as clauses on how vendors cannot use city data to train their models and must disclose if their product uses AI.

Committee members made the following suggestions:

- Create a subcommittee under COIT on AI, including subject matter experts from each department
- Ensure that leadership and directors are included in trainings and communications
- Place a high emphasis on training for staff, potentially collaborating with City College of San Francisco

David Pilpel suggested looking at how AI might interface with public record retention and classification.

8. Chair Update

Carmen Chu announced that COIT Director Jillian Johnson will be transitioning to a new role with the MTA.

9. CIO Update

Linda Gerull presented on a centralized, distributed cloud operating model across the city.

There was no public comment.

10. Adjournment

The meeting adjourned at 11:15 AM.