

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Regular Meeting

July 2, 2025, 7:00 p.m.

Quinlan Conference Room

10185 N. Stelling Road

DRAFT MINUTES

CALL MEETING TO ORDER

The meeting was called to order at 7:20 pm

ROLL CALL

Commissioners Present: Emma Shearin, Mukesh Garg, and Balaram Donthi

Commissioners Absent: Prabir Mohanty, Sudeep Kumar

Staff Present: Teri Gerhardt, CGCIO, Chief Technology Officer
Tommy Yu, CGCIO, Infrastructure Manager

APPROVAL OF MINUTES

1. Subject: Approve July 2, 2025, regular meeting minutes.

Presiding Officer Shearin made a motion to approve July 2, 2025, regular meeting minutes. Commissioner Garg second the motion.

Motion passes with Chair Mohanty and Vice Chair Kumar absent.

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the commission on any matter not on the agenda. Speakers are limited to three (3) minutes per person. In most cases, state law will prohibit the commission from making any decisions with respect to a matter not listed on the agenda.

NEW BUSINESS

2. Subject: Receive Presentation on Infrastructure Division overview

Infrastructure Manager Yu presented PowerPoint on file in the Agenda Records.

The Presentation consisted of an overview of team, Customer Service, System and Network Administration, Security, and Business Continuity.

As part of Helpdesk/Customer Service overview, IT Manager Yu reviewed core tasks such as On and Offboarding employees, front line support even after business hours, inventory control, etc.

Regarding System and Network administration, Manager Yu discussed management of email system accounts and network monitoring and alerts setup. Core tasks also include Local Area Network (LAN) management of firewalls, servers consisting of Active Directory, File and print servers, and databases.

Infrastructure is also responsible for Wide Area Network internet and connectivity to sites, Virtual Private Network (VPN) supporting telework and remote access(es), and backup and recovery of critical data systems.

As part of Business Continuity, Manager Yu gave a brief overview of Incident Responses for a breach, outage, and/or ransomware attacks. The City's Disaster recovery site located in Arizona was briefly discussed. Redundancy, Policies, Plans, and Procedures were discussed. Manager Yu concluded Business Continuity discussing Cyber Resilience by practicing Tabletop exercises simulating incident responses.

The Commission asked questions, and thanked Infrastructure Manager Yu for the informative Presentation.

3. Subject: Discuss and make a Recommendation to appoint a Commissioner to the reinstated Economic Development Committee

Presiding Officer Shearin opened the floor for nominations.

Commissioner Garg nominated Commissioner Donthi as a Commissioner to the reinstated Economic Development Committee for Council consideration. Commissioner Donthi accepted the nomination.

Presiding officer Shearin made a motion to appoint Commissioner Donthi to the reinstated Economic Development Committee. Commissioner Garg second the motion.

Motion passes with Chair Mohanty and Vice Chair Kumar absent.

4. Subject: WCAG 2.1 AA Accessibility and what it means for Cupertino

Chief Technology Officer Gerhardt provided an overview of the WCAG 2.1 AA Accessibility requirements.

As part of discussion, CTO Gerhardt relayed public agencies are legally required to ensure that their digital content and services are accessible to all individuals, including those with visual, auditory, cognitive, and mobility impairments. These requirements stem from federal mandates such as the Americans with Disabilities Act (ADA), Section 508 of the

Rehabilitation Act, and various state-level laws. The recognized global benchmark for digital accessibility is the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.

The Commission was briefed on the U.S. Department of Justice (DOJ) issuing a final rule clarifying and strengthening digital accessibility obligations under the ADA for state and local governments on April 24, 2024. This rule establishes April 24, 2026, as the compliance deadline for jurisdictions with populations of 50,000 or more, which includes Cupertino.

To ensure the City meets the April 2026 deadline and provides equitable digital access to all users, Cupertino must move forward with a comprehensive accessibility audit and remediation effort as soon as possible. This will include manual site evaluations, PDF remediation, staff training, and structured implementation support aligned with legal standards and industry's best practices.

To meet the federal deadline, staff has Contracted a qualified accessibility consultant for:

- A comprehensive manual accessibility audit
- Remediation of the City's top 100 most-viewed PDFs
- Staff training on creating accessible digital content
- Targeted support hours for issue resolution

The Commission thanked Chief Technology Officer Gerhardt for the informative update.

OLD BUSINESS

5. Receive Cybersecurity Working Group report from Commissioners Donthi and Kumar

Commissioner Donthi provided an update on the Cyber Event subcommittee meetings to the Commission. The summary discussed event date and location, as well as the proposed Panelists.

The Commission asked questions, thanking Commissioner Donthi for the report.

6. Review TICC 2025 Schedule and Work Plan

The Commission reviewed the Schedule and Work Plan. Changes were made to the Meeting Schedule.

STAFF AND COMMISSION REPORTS

7. Subject: Review 2025 Mayor's Meeting calendar

No updates provided.

8. Receive Commissioners Report

General updates provided.

ADJOURNMENT

Presiding Officer Shearin adjourned the meeting at 8:26 pm.

SUBMITTED BY:

APPROVED BY:

Marilyn Pavlov, Commission Secretary

Emma Shearin, Presiding Officer