Draft Minutes
COIT Privacy and Surveillance Advisory Board Meeting
City and County of San Francisco

Thursday, June 27, 2024
1:30 PM – 3:30 PM
City Hall Room 305 and Webex Online Event

Members
Mike Makstman – Chair, Interim City Chief Information Officer, Executive Director, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital and Data Services
Jane Gong – Deputy Chief Digital Services Officer, Digital and Data Services
Tania Jogesh – Senior Data Scientist, Digital and Data Services
Molly Peterson – Contract Reform Manager, Office of the City Administrator
Georg Wolfl – IT Audit Manager, Controller's Office

1. **Call to Order by Chair**

   Molly Peterson called the meeting to order at 1:48 PM, provided instructions on how to give public comment, and conducted the roll call.

2. **Roll call**

   Guy Clarke – IT Governance Director, San Francisco International Airport
   Jane Gong – Deputy Chief Digital Services Officer, Digital and Data Services
   Tania Jogesh – Senior Data Scientist, Digital and Data Services
   Molly Peterson – Contract Reform Manager, Office of the City Administrator
   Georg Wolfl – IT Audit Manager, Controller's Office

   COIT Staff
   Julia Chrusciel
   Danny Thomas Vang
   Damon Daniels

3. **General Public Comment**

   There was no public comment.

4. **Approval of Meeting Minutes from February 22, 2024 (Action Item)**

   There was no public comment.

   Guy Clarke made a motion to approve the minutes, Jane Gong seconded.
   The minutes were approved by Guy Clarke, Jane Gong, Tania Jogesh, Molly Peterson, and Georg Wolfl.

5. **Department Updates & Announcements**

   Molly Peterson welcomed Tania Jogesh to the subcommittee.

6. **Surveillance Technology Policy Amendment Review: Automated License Plate Readers (Action Item)**

   Guy Clarke and Eugene Chang presented on behalf of the San Francisco International Airport on their Ground Transportation Management Systems (GTMS) and Park Assist – Parking Guidance System Amendments.

   There was no public comment.

   Georg Wolfl made a motion to move this item forward to COIT, Jane Gong seconded.
   The motion was approved by Jane Gong, Tania Jogesh, Molly Peterson, and Georg Wolfl. Guy Clarke abstained.

7. **Surveillance Technology Policy Review: Location Management Systems (Action Item)**

   Asja Steeves, Adam Lobsinger, and Eric Batchelder presented on behalf of the Police Department on their Electronic Location Tracking Devices.

   Suggestions from members of the subcommittee include:
   - Include language on California Penal Code 1534 (B)(1)
   - Reference DGO 505, the departments vehicle pursuit policy
   - Include theft abatement operations as an authorized use case
   - Label technology as Level 3 if there is no PII, otherwise it should be Level 4

   There was no public comment.

   Guy Clarke made a motion to table this item to a future meeting, Georg Wolfl seconded.
   The motion was approved by Guy Clarke, Jane Gong, Tania Jogesh, Molly Peterson, and Georg Wolfl.

8. **Adjournment**

   The meeting adjourned at 2:37 PM.