



# Committee on Information Technology

## Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

### **Draft Minutes**

## Privacy and Surveillance Advisory Board Meeting City and County of San Francisco

Friday, January 14, 2022

9:00 am – 11:00 am

Webex Event

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### **Members**

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration

Jillian Johnson – Director, Committee on Information Technology

Mark de la Rosa – Director of Audits, City Service Auditor, Controller's Office

Maria McKee – Director of Research & Planning, Juvenile Probation

Kenneth Bukowski – Deputy City Administrator, Office of the City Administrator

Mike Makstman – Chief Information Security Officer, Department of Technology

Guy Clarke – IT Governance Director, San Francisco International Airport

Nnena Ukuku – Public Member

### **1. Call to Order by Chair**

Mr. Ken Bukowski called the meeting to order at 9:03 am.

### **2. Roll call**

Ken Bukowski

Jillian Johnson

Mark de la Rosa

Maria McKee

Mike Makstman

Guy Clarke

Nnena Ukuku

### **COIT Staff**

Julia Chrusciel

Emma Fernandez

### **Guests**

Mark Corso

Colleen Burke-Hill

Keaboka Molwane

Al Palafox

Roland Tolosa

### **3. Approval of Minutes**

The minutes of October 22, 2022 were approved without changes.

### **4. Department Updates & Announcements**

Ken Bukowski introduced PSAB members and guests to Jillian Johnson, who joined the Committee on Information Technology this week as its Director.

### **5. Review and Approval of Surveillance Technology Policy: Cameras (Action Item)**

Mark Corso presented on Thermal Imaging Cameras on behalf of the Fire Department. Board members discussed whether this type of camera technology should be considered surveillance technology. It was recommended that exclusion of this type of technology be further discussed when amendments to the ordinance are being considered.

A motion was made to vote on the policy and it was unanimously approved.

### **6. Review and Approval of Surveillance Technology Policy: Cameras (Action Item)**

Colleen Burke-Hill presented on Third-Party Cameras on behalf of the War Memorial Department. A motion was made to vote on the policy and it was unanimously approved.

### **7. Review and Approval of Surveillance Technology Policy: Cameras (Action Item)**

Keaboka Molwane and Guy Clarke presented on Third-Party Cameras on behalf of the San Francisco Airport Department. Board members requested the department provide template tenant contract documents, regulations, and other relevant documents of public record which discuss use of cameras, which the department agreed to provide. The board decided not to vote on the item until they can review the requested documents.

### **8. Review and Approval of Surveillance Technology Policy: Biometric (Action Item)**

Mila Baranov presented on the SCRAM Continuous Alcohol Monitoring (CAM) Device on behalf of the Juvenile Probation Department.

A motion was made to vote on the policy. Maria McKee recused herself from the vote. Nnena Ukuku abstained from the vote. Ken Bukowski, Mike Makstman, Jillian Johnson, Mark de la Rosa, and Guy Clarke voted to approve. The policy was approved.

### **9. Public Comment**

There was no public comment.

### **10. Adjournment**

The meeting adjourned at 9:52 am.