



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, October 22, 2021

9:00 am – 11:00 am

WebEx Events Meeting

Members

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

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

Ms. Taraneh Moayed called the meeting to order at 9:03 am.

2. Roll call

Ken Bukowski

Taraneh Moayed

Maria McKee

Mike Makstman

Guy Clarke

Nnena Ukuku

COIT Staff

Julia Chrusciel

Emma Fernandez

Guests

Ilaria Salvadori

Micheal Sanders

Deborah Landis

Colleen Burke-Hill

Francesca Cicero
Derek Hom
Gabriel Calvillo
Leo Samuelson
Mila Baranov
Steve Arcelona
Valeri Shilov

3. Approval of Minutes

The minutes of September 24, 2021 were unanimously approved without changes.

4. Department Updates and Announcements

There were no updates or announcements.

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

Ilaria Salvadori presented on Time Lapse Camera Technology on behalf of the City Planning Department.

PSAB concluded by stating that the policy must: detail how SD cards are processed, indicate where the footage is stored, address what scrubbing technology will be used, explain how raw data will be stored and disposed, detail exactly how the technology will be used, and explain how the public will be informed of its use at each location.

A vote was postponed until the above changes are made.

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

Valeri Shilov presented on the Nest Camera technology on behalf of the Department of Elections.

The policy moved to a vote. Ken Bukowski, Taraneh Moayed, Mike Makstman, Guy Clarke, and Maria McKee voted to approve. Nnena Ukuku abstained.

The policy was approved.

7. Review and Approval of Surveillance Technology Policy: Third Party Cameras (Action Item)

Colleen Burke-Hill presented about Third-Party Cameras on behalf of the War Memorial Department and asked for feedback regarding the language of the form so she can bring it back to executive leadership.

The document will be circulated to PSAB members for further comment. No action was taken at this time.

8. Review and Approval of Surveillance Technology Policy: Location Management Systems (Action Item)

Derek Hom presented on SCRAM GPS Ankle Monitor Bracelet technology on behalf of the Juvenile Probation Department.

The motion was made to vote on the policy. Maria McKee recused herself from the vote. Ken Bukowski, Taraneh Moayed, Mike Makstman, Guy Clarke, and Nnena Ukuku voted to approve.

The policy was approved.

9. Public Comment

There was no public comment.

10. Adjournment

The meeting adjourned at 10:30 am.