



# 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, May 13, 2022

9:00 am – 11:00 am

WebEx Online Event

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#### **Members**

Mike Makstman – Chair, Chief Information Security Officer, Department of Technology

Guy Clarke – IT Governance Director, San Francisco International Airport

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

Jillian Johnson – Chair, Director, Committee on Information Technology

Michelle Littlefield – Chief Data Officer, Data SF and Digital Services

Taraneh Moayed – Assistant Director, Office of Contract Administration

Nnena Ukuku – Public Member

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

Mike Makstman called the meeting to order at 9:03 am.

#### **2. Roll Call**

Jillian Johnson

Guy Clarke

Michelle Littlefield

Mike Makstman

Nnena Ukuku

#### **COIT Staff**

Julia Chrusciel

#### **Guests**

Christine Nath

Jessica Hing

Jeff Choy

Efrain Longart

Mark Corso

Hector Aguilar

### **3. Department Updates & Announcements**

Jillian Johnson announced that Mike Makstman is now the PSAB chair.

### **4. Approval of Minutes from March 25, 2022 and March 31, 2022 (Action Item)**

Guy Clarke made motion to approve the minutes and Jillian Johnson seconded the motion.

The minutes of March 25, 2022 and March 31, 2022 were approved without changes.

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

Jessica Hing presented their changes to the Spotery Application policy on behalf of the Department of Recreation and Parks. Jeff Choy Jr. and Efrain Longart also attended on behalf of the department of Recreation and Parks.

Jillian Johnson made a motion to bring the policy to a vote with a few small amendments to clarify language. Guy Clarke seconded the motion.

PSAB recommended that policy, with amendments, move forward for COIT review.

### **6. Review and Approval of Surveillance Technology Policy: Camera, Non-Security (Action Item)**

Mark Corso presented on Mounted Cameras on Mobile Command Vehicle on behalf of the Fire Department. Hector Aguilar also attended on behalf of the Fire Department.

The Fire Department was asked to make the following changes before they bring the policy back to PSAB for further review: (a) refine emergency event definitions, (b) add clarity around how the technology is used at special events, (c) be specific about the data storage and hard drive in the vehicle, and (d) clarify the protocol for data sharing and the receiving entities for internal and external data sharing.

### **7. Discussion: Annual Surveillance Report Draft Documents**

Julia Chrusciel presented on COIT's Annual Surveillance Report draft and outlined discussion questions for input from the PSAB members.

### **8. Public Comment**

There was no general public comment.

### **9. Adjournment**

The meeting adjourned at 10:37 am.