



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 27, 2022

9:00 am – 11:00 am

WebEx Online Event

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

Mark de la Rosa

Michelle Littlefield

Mike Makstman

Taraneh Moayed

COIT Staff

Julia Chrusciel

Guests

Bill Kolb

Randy McClure

Veronica Oldenburg

3. Approval of Minutes from May 13, 2022

The minutes of May 13, 2022 were approved without changes. Guy Clarke made a motion to bring the minutes to a vote and Jillian Johnson seconded the motion. Jillian Johnson, Guy Clarke, Mark de la Rosa, Michelle Littlefield, and Michael Makstman voted to approve the minutes and Taraneh Moayed abstained.

4. Department Updates & Announcements

Jillian Johnson announced that the Privacy and Surveillance Advisory Board Meeting for Friday, June 10 will be cancelled and the next scheduled meeting will be held on Friday, June 24.

5. Surveillance Technology Policy Review: Local Area Network (Action Item)

Randy McClure and Bill Kolb presented on Today's Business Solutions Computer Time and Print Management on behalf of the Public Library.

The PSAB members requested the following changes: the notice computer user receive at logon should clarify that staff can access any documents printed or scanned by users for up to 24 hours and why; confirm that staff only have access to documents uploaded to the solution and not to the user's general computer activities; make clear that though the vendor offers to store client data the Library does not intend to use vendor's storage; and clarify with the city attorney how exigent requests will be handled during the 24-hour period.

Jillian Johnson made a motion to recommend the policy document to COIT contingent upon the inclusion of the requested changes and Taraneh Moayed seconded the motion. Mike Masktman, Guy Clark, Mark de la Rosa, Jillian Johnson, Michelle Littlefield, and Taraneh Moayed voted to move the policy to COIT review, pending the changes recommended by the Privacy and Surveillance Advisory Board members.

6. Surveillance Technology Policy Review: Audio Recorders (Action Item)

Guy Clarke and Veronica Oldenburg presented on the Gunshot Detection Solution on behalf of the Airport.

Taraneh Moayed asked what federal regulations govern the use of this technology. Veronica Oldenburg said that, because the location of this technology is pre-security, it is primarily governed by city and state law, whereas post-security technology is governed by federal regulations.

PSAB members advised that the department needed to clarify what the standard is for a "disturbance," which would trigger the system to shift focus, and how the gunshot detection solution system complements the security camera system which is used by the Airport.

Generally, Taraneh Moayed requested that COIT ask its city attorney about what kind of personal information, if any, can be released through public records requests.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting adjourned at 10:44 am.