



## Notice

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

**Tuesday, November 7, 2023**

**3:00 – 5:00 pm**

City Hall Room 305

Meeting is also broadcast online via WebEx Event

To view the online presentation, join the meeting using this link:

<https://sfpublic.webex.com/sfpublic/j.php?MTID=mc38f29169db820e3e03f98195618bc42>

Members of the public may use email address [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org) to join the WebEx meeting if needed.

If you wish to offer public comment, call in to phone number 415-655-0001 using access code 2661 635 3299. Callers may also be prompted to enter code COIT (2648 from video systems).

## Agenda

### 1. Call to Order by Chair

### 2. Roll Call

Mike Makstman – Chair, Chief Information Security Officer, Office of Cybersecurity

Guy Clarke – IT Governance Director, San Francisco International Airport

Mikela Clemmons – Technical Director, Digital Services

Jillian Johnson – Director, Committee on Information Technology

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

Molly Peterson – Contract Reform Manager, Office of the City Administrator

Georg Wolfli – IT Audit Manager, Controller's Office

### 3. General Public Comment

This item is to allow members of the public an opportunity to comment generally on matters within the Board's purview but not on today's agenda.

### 4. Approval of Meeting Minutes from August 24, 2023 (Action Item)

### 5. Department Updates & Announcements

### 6. Surveillance Technology Policy Review: Drones (Action Item)

Section 19B of the City & County of San Francisco's Administrative Code requires all departments with surveillance technologies to develop a Surveillance Impact Report and Surveillance Technology Policy for their ongoing authorized use.

The following department returns to present its policy for the use of:

- Police Department: Drones/ Unmanned Aerial Vehicles

### 7. Surveillance Technology Policy Review: Security Camera Amendments (Action Item)

The following department will present amendments to its policy for the ongoing use of:

- City Administrator's Office: Security Camera Amendments

## **8. Adjournment**

# Sunshine Ordinance

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## Know Your Rights Under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

**For more information on your right under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.**

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, Fax: (415) 554-5784  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Accessible Meeting Information: COIT encourages participation by persons with disabilities. Meeting locations are wheelchair accessible. To request an accommodation such as real time captioning, ASL interpretation, materials and handouts in electronic format or other accommodations, please contact (415) 554-4577 or [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org). Providing at least 72 hours advance notice will help to ensure availability.

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics>.