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

Tuesday, November 7, 2023
3:00 PM – 5:00 PM
City Hall Room 305 and Webex Online Event

Members
Mike Makstman – Chair, Chief Information Security Officer, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital Services
Jillian Johnson – Chair, 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 Wolfl – IT Audit Manager, Controller's Office

1. Call to Order by Chair

Mike Makstman called the meeting to order at 3:03 PM, provided instruction on how to give public comment, and conducted the roll call.

2. Roll call

Mike Makstman – Chair, Chief Information Security Officer, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital Services
Jillian Johnson – Chair, Director, Committee on Information Technology
Molly Peterson – Contract Reform Manager, Office of the City Administrator
Georg Wolfl – IT Audit Manager, Controller's Office

COIT Staff
Julia Chrusciel
Danny Thomas Vang

3. General Public Comment

There was no public comment.

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

There was no public comment.

Molly Peterson made a motion to approve, Jillian Johnson seconded.
The minutes were approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Molly Peterson, and Georg Wolfl.

5. Department Updates & Announcements

Department updates were moved after the action items to ensure that there was sufficient time for discussion.

Julia Chrusciel presented on the Annual Surveillance Report and the Surveillance Technology Inventory.

Questions posed by members of the subcommittee include:
- Are there opportunities to combine the pending policies?
- Can the subcommittee provide support on prioritization of the pending policy list?

There was no public comment.

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

Asja Steves presented on behalf of the Police Department on their updated policy for the use of Drones/ Unmanned Aerial Vehicles

Questions posed by members of the subcommittee include:
- A new type of funding was added to procure surveillance technology, does the impact report govern how the department pays for said technology?

Recommendations posed by members of the subcommittee include:
- Specify that the abatement program is for "targeted action" rather than surveillance or patrolling, potentially clarify it in the definitions section

There was no public comment.

Jillian Johnson made a motion to move this item forward with the amendment, Molly Peterson seconded.
The motion was approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Molly Peterson, and Georg Wolfl.

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

   Sophie Hayward, Vivian Po, Rohan Lane, Peter Summerville, and Virginia Donohue presented on behalf of the City Administrator's Office on their updates for Security Camera Amendments.

   Questions posed by members of the subcommittee include:
   - Are all of the processes and technology the same?
   - What do you use for storage, and how long do you keep data for?
   - Can you explain the technical difference between TIDA lessees and contracted operators?
   - Is the developer obligated to follow the policy?

   Recommendations posed by members of the subcommittee include:
   - Ensure that cameras are marked on buildings
   - Include policy language in permitted uses on the lease

   There was no public comment.

   Molly Peterson made a motion to move this item forward, Guy Clarke seconded.
   The motion was approved by Mike Makstman, Guy Clarke, Mikela Clemmons, Jillian Johnson, Molly Peterson, and Georg Wolfl.

8. **Adjournment**

   The meeting adjourned at 3:57 PM.