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

Thursday, January 25, 2024
1:30 PM – 3:30 PM
City Hall Room 305 and Webex Online Event

Members
Mike Makstman – Chair, Acting City Chief Information Officer, Executive Director, Department of Technology
Guy Clarke – IT Governance Director, San Francisco International Airport
Mikela Clemmons – Technical Director, Digital and Data Services
Jane Gong – Deputy Chief Digital Services Officer, Digital and Data Services
Michelle Littlefield – Chief Data Officer, Digital and Data 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 1:33 PM, provided instruction on how to give public comment, and conducted the roll call.

2. **Roll call**

   Mike Makstman – Chair, Interim City Chief Information Officer, Executive Director, Department of Technology
   Guy Clarke – IT Governance Director, San Francisco International Airport
   Jane Gong – Deputy Chief Digital Services Officer, Digital and Data Services
   Michelle Littlefield – Chief Data Officer, Digital and Data Services
   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
   Damon Daniels

3. **General Public Comment**

   Public commenter Jessica expressed appreciation for the work of the subcommittee and suggested enhancing privacy protocols and investigative processes.

4. **Approval of Meeting Minutes from November 7, 2023 (Action Item)**

There was no public comment.

The minutes were approved by Mike Makstman, Guy Clarke, Jane Gong, Molly Peterson, and Georg Wolfl. Michelle Littlefield abstained from the vote.

5. Department Updates & Announcements

Mike Makstman thanked former COIT Director Jillian Johnson for her contributions to PSAB, welcomed Jane Gong as a new member of the subcommittee, and introduced Damon Daniels as the latest member to join COIT Staff. Julia Chrusciel gave an update on the status of the Annual Surveillance Report

There was no public comment.

6. Surveillance Technology Policy Amendment Review: Security Cameras (Action Item)

Guy Clarke and Joyce Mamiya presented on behalf of the Airport on their Pre-Security Camera Amendments.

Recommendations posed by members of the subcommittee include:
- Be explicit in the policy that the technology does not have facial recognition capability
- Include data protection terms and conditions that might apply to contractors with this data, in the section titled "Sanctions for Violations"

There was no public comment.

Molly Peterson made a motion to move this item forward with the aforementioned clarifications, Michelle Littlefield seconded.

The motion was approved by Mike Makstman, Jane Gong, Michelle Littlefield, Molly Peterson, and Georg Wolfl. Guy Clarke abstained from the vote.

7. Surveillance Technology Policy Review: Web Content Filtering Technology (Action Item)

Shane Thomas and Elisa Baeza presented on behalf of the Juvenile Probation Department on their Web Filtering Software.

Recommendations posed by members of the subcommittee include:
- Include language about sharing data in instances related to a court order or justice partner, under "Internal and External Data Sharing"
- Specify that only the destination website is captured, not user data

There was no public comment.

This item will be continued at a future PSAB Meeting.

8. Adjournment

The meeting adjourned at 2:33 PM.