



# 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, March 11, 2022

9:00 am – 11:00 am

WebEx Online Event

---

#### **Members**

Jillian Johnson – Chair, Director, Committee on Information Technology

Guy Clarke – IT Governance Director, San Francisco International Airport

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

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

Mike Makstman – Chief Information Security Officer, Department of Technology

Taraneh Moayed – Assistant Director, Office of Contract Administration

Nnena Ukuku – Public Member

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

Jillian Johnson called the meeting to order at 9:03 am.

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

Jillian Johnson

Guy Clarke

Mark de la Rosa

Michelle Littlefield

Mike Makstman

Nnena Ukuku

#### **COIT Staff**

Julia Chrusciel

#### **Guests**

Randy McClure

Christine Nath

Jessica Hing

Jeff Choy

Efrain Longart

Sohail Warsi

Robert Miller

Sean Cunningham

Philip Cranna  
Sid Jimenez  
Sarah Hellman  
Stephanie Stuart

**3. Approval of Minutes from January 28, 2022**

The minutes of January 28, 2022 were approved without changes. All approved except for Michelle Littlefield, who abstained.

**4. Department Updates & Announcements**

Jillian Johnson thanked Taraneh Moayed for serving as chair. Taraneh will be stepping down as PSAB chair, but will remain as a PSAB member. Jillian noted that she will take over as the chair. Jillian also welcomed Michelle Littlefield as a board member.

Jillian also reminded the PSAB members that the 19B Ordinance prohibits the use of face recognition technology by City departments, but does not prohibit departments from using or purchasing software and/or devices that are essential to city functions and that include face recognition technology as a separate irremovable feature.

**5. Review and Approval of Surveillance Technology Policy: Cameras – Non-Security (Action Item)**

Randy McClure returned to present the changes made to the on Sensource Patron Counter System policy on behalf of the San Francisco Public Library.

Jillian Johnson asked the PSAB members if there was a motion to approve. Mike Makstman moved to approve the policy, which was seconded by Guy Clarke. The policy was unanimously approved to move forward to the COIT committee.

**6. Review and Approval of Surveillance Technology Policy: Location Management Services (Action Item)**

Christine Nath, Jessica Hing, and Jeff Choy presented on the Spotery Application used for tennis reservations on behalf of the Recreation and Parks Department.

The PSAB board requested that the department request a one-year maximum for data retention from Spotery and ask that the department attach a privacy policy, work with the vendor on an auto-delete function for data collected. They also asked the department to provide a sample of the data which the department expects to have in their reports used to follow up on violations of tennis court rules. The policy will be revisited when these changes are made.

**7. Review and Approval of Surveillance Technology Policy: Security Cameras (Action Item)**

Sohail Warsi presented on Taxi Cab Dashboard Cameras on behalf of the Municipal Transit Authority.

Jillian Johnson asked if the PSAB members if there was a motion to approve. Mike Makstman moved for approval for the policy and Guy Clarke seconded. The policy was unanimously approved to move forward to COIT approval.

**8. Public Comment**

Mike Makstman made a commendation of the service of Maria McKee, a former the Privacy and Surveillance Advisory Board member who recently left the board.

There was no public comment.

**9. Adjournment**

The meeting adjourned at 10:23 am.