



# 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, September 24, 2021

9:00 am – 11:00 am

WebEx Event

---

#### **Members**

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration

Blake Valenta – Analytics Strategist, DataSF, City Administrator's Office

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

Maria McKee – Director of Research & Planning, Juvenile Probation

Kenneth Bukowski – Deputy City Administrator, Office of the City Administrator

Michael Makstman – Chief Information Security Officer, Department of Technology

Guy Clarke – IT Governance Director, San Francisco International Airport

Nnena Ukuku – Public Member

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

Chair Taraneh Moayed called the meeting to order at 9:02 am.

#### **2. Roll call**

Taraneh Moayed

Blake Valenta

Mark de la Rosa

Maria McKee

Kenneth Bukowski

Michael Makstman

Guy Clarke

Nnena Ukuku

#### **COIT Staff**

Emma Fernandez

#### **Department Representatives**

Christine Nath

Marcus Santiago

Sohail Warsi

Shawn McCormick

Sid Jimenez

Robert Aicardi  
Sean Cunningham  
Robert Miller

**Public Members**

Luca Basilone  
Brian Roberts

**3. Approval of Minutes from September 10, 2021 (Action Item)**

The minutes from September 10, 2021 were approved unanimously.

**4. Department Updates and Announcements**

Deputy City Administrator Ken Bukowski announced that the October 8 PSAB meeting has been cancelled, and that agenda items planned for that meeting will be moved to the following meeting on October 22. COIT continues to discuss with the City Attorney's Office questions around which technologies are included in the Ordinance and around third party cameras.

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

Christine Nath and Marcus Santiago presented the Department of Recreation and Parks' body-worn cameras policy.

The Department clarified that evidence retained for longer than one year is stored locally, and that data is shared with the Public Defender's Office only in case of a subpoena.

The committee unanimously approved the policy subject to an amendment to clarify data sharing with the Public Defender's Office under subpoena.

**6. Review and Approval of Surveillance Technology Policy: Automatic License Plate Readers (Action Item)**

Sohail Warsi presented the revisions to the Municipal Transportation Agency's automatic license plate readers policy based on feedback at the last PSAB meeting.

The committee unanimously approved the policy.

**7. Public Comment**

There was no public comment.

**8. Adjournment**

The meeting adjourned at 9:37 am.