

# Community Surveillance Working Group

## Meeting Minutes

Thursday, June 13<sup>th</sup>, 2024

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Rene Peters

Wendy Novotne

Carolyn Riley

### Working Group Members Present:

Alex Maestretti

John Chen

Kayleigh McNeil

### City Staff:

Eleonor Bounds, Vinh Tang, Sarah Carrier

Member of the Public

### In Attendance:

BJ

Cynthia

*Surveillance Working Group meeting minutes are not an exact transcript and represent key points and the basis of discussion*

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### Agenda:

**Introductions**

**SIR Process& Key Dates Recap**

**Sharepoint Access**

**Next CSWG Meeting**

- Introductions
- SIR Process and Key Dates Recap
  - June 4<sup>th</sup>, WG members emailed the SIRS for RTCC and CCTV.
  - Privacy and Civil Liberty Assessment (PCLIA) to be completed by group by 6 week period, July 16<sup>th</sup> (Key date slide #4)
  - CTO will respond to assessment
- Working Group Review:
  - Bylaws: review process,
    - What would you like as a WG that would be helpful to support the process?
    - WG members individually review, then take notes and then discuss at next meeting, co-chairs would be responsible for summarizing opinions of members, then compile and complete assessment document (Vinh email from June 4<sup>th</sup>) . Obviously there will be an iterative draft of the PCLIA, if there are dissenting opinions they can be captured in the document as well.

Input from members:

- Rene: month and three days, first thought, what is the meeting schedule for offline/online work? Thinking within 33 days how is this going to work logistically?
- Alex: Would love to see the process go through once before providing opinions/comments
- Carolyn: would like to see process. Is that enough time. If we want to extend it after we start working on it, can we extend it? Lets see how we work in/on the documents?
- John **\*chat\***: I agree with Carolyn and I suggest meeting with police and would like to figure out the better time to do that in the process
- Vinh to send last PCLIA to group (ACTION) average 3 -5 pages. (Kayleigh arrival)
  - Need to elect two co-chairs, need to take lead on summarize comments etc and start drafting the PCLIA
- Rene: fair to say time pressure recognition, what are options for timeline//fallbacks
- Vinh: have folks had time to review the SIR?
- In terms of scheduling meetings:
- Alex: as we review the doc, is it possible to add comments.
- Vinh: the SIR shared was a PDF, if want us to we can provide the word doc,
- Rene: There should be a shared document, need to be mindful of records.
- Kayleigh- in the past, the two co chairs would be responsible for getting comments from members and adding to doc. Previously would have comments sent to the co chair – unsure about SP.
- So shared document with 3 ppl is considered a quorum, meeting. OPMA requirements

- Kayleigh: previously because the wg has operated bare bones, co chairs can be delegating duties and approach differently. Doesn't have to be the way it's always been done. As long as theres a way to ensure everyone can collaborate
- Alex: can we have an
- Carolyn, with the amount of time it can be overwhelming to have an opinion and then document it in the comment
- Wendy, if preference is to send individually that works. If want to collaborate as a group could do that as well.
- Carolyn: if someone puts a comment down, to have time to discuss as a group might want to have a discussion with the group. Will there be opportunity to discuss this?
- Slide 6 Scheduling next meeting: vote on co-chairs: 30 mins to vote on co-chairs
  - Kayleigh: could we vote on that today? Ok lets do it
- Co-chair nomination (slide 7) questions around responsibility of co-chairs. Is there anyone who would like self- nominate (Carolyn)
  - Rene: propose one equity focus, one at large – would like to throw hat in ring.

Kayleigh: chime in on Johns point, happy to provide any knowledge/experience as to process. Unsure of bandwidth, does anyone else want to do this?

- Kayleigh, better serves wg to have co chairs to be equity focused. No need to have an at large person to be a co chair.
- **Vote: all WG members aye (unanimous) : Kayleigh and Rene**
- Set Deadline for six members to provide opinions/comments/etc
- Co-chairs to compile into document
- Please email Vinh if need to present at next meeting
  - Set date for input: July 1<sup>st</sup> or June 28<sup>th</sup> , not a final product – maybe reminder week prior.
- Wendy, if could review sooner – could be better. The collab may take longer so maybe move this up.
- Kayleigh: since in the past, the tech has been retroactive, since this is a big deal we want to make sure that we have enough time to be as thorough as possible with this set of technologies. Maybe we send a meeting earlier. This is much different than the past.
- Vinh- complete review of SIR 24/25
  - Meeting June 24<sup>th</sup> to be set by Vinh, need to come up with date for co-chairs to compile and share out first draft of assessment. No date yet
  - Confirming access: Alex ok. Carolyn ok, Wendy ok, Kayleigh ok, need to check with John.
  - **Kayleigh to start job and KC prosecutors office. Is this a conflict of interest? ACTION ITEM**

- Cynthia chat: related, will the 5 non-at-large CSWG members please each say which "equity-focused organizations serving or protecting the rights of communities and groups historically subject to disproportionate surveillance" they represent?
- Public comment:
  - Cynthia: may not be aware of change of the law. Wanted to say it was good to have intros from ppl. Am still confused about which equity orgs people are representing. What equity org do you all represent? Bios to website.
  - Carolyn – look out for my questions.
  - Vinh: intro to Nick. Sooner than later, it would be good for next meeting to let us know whether you would like someone from SPD/Privacy team to present at next meeting? Please let Vinh know asap.
  - Nick – self intro. Happy to support however.
  - Kayleigh: just want to chime in and assume that it will be helpful to have someone from SPD to answer questions.
  - Vinh to send out meeting times for week of June 24<sup>th</sup>. Please try complete reading by that week.