

## Dec 12, 2024 | 📅 Surveillance Oversight Advisory Board Public Meeting

**Time: 2-3:30PM EST**

Attendees: Benjamin Weber Conley, Christopher Teresa Anderson Robinson, Hilary An Le alejandro "aleja" jimenez jaramillo

### DECISIONS

- Next Planned Meetings
  - **Early March** - Remote Meeting to finish finalizing Board Procedures (drafting recommendation, public engagement)
  - **Mid July** - Hybrid, with the expectation that the Annual Reporting for Calendar Year 2024 will shape most of the agenda
  - Meeting cadence will be re-visited after these convenings
- Agenda Development
  - Agenda will be developed by board asynchronously
    - Topics considered for inclusion may include:
      - Topics identified by Board Members
      - Topics identified by City Council/Mayor
      - Feedback or questions received by [surveillance@boston.gov](mailto:surveillance@boston.gov) e-mail
  - Each topic approved for inclusion by simple majority
  - Agenda finalized **two weeks in advance of next meeting**

### ACTION ITEMS

- **aleja jimenez jaramillo**
  - Schedule next remote board meeting for mid-March
  - Draft public comment model for Board to review + discuss next meeting
  - Research and summarize how recommendation-writing boards operate across City Hall and beyond

### MEETING NOTES

- Meeting Logistics + Mechanics
  - Confirm meeting cadence
    - Two options to start
      - Regularly scheduled
      - Only convene when invoked by Mayor or City Council
    - Next report set to be released in July, want to meet before then

- Consider the case where a regular meeting happens and then something necessitating this group to meet happens after - do we want to have a policy in place to meet outside of that cadence? Or can we possibly schedule a regular meeting that is aligned with the reporting calendar?
  - For context, the Wu administration intends to provide reporting out early enough for City Council to review and provide feedback or input by May 31 going forward on an annual basis
- Is there a mechanism for something regular, two weeks in advance if there is an agenda we meet, but if not, we don't meet?
- **Decision**
  - Quarterly meeting scheduled around a late June/early July date
  - Internal agenda development in advance of meeting
  - Determination 2 weeks in advance of whether or not there is a compelling reason to meet
  - In the case of a "snap" meeting requested by City Council or the Mayor, facilitator will work to schedule a meeting as soon as possible that meets Board scheduling needs and within any time window specified by the requestors
    - If a "snap" meeting is requested by City Council or the Mayor, within two weeks of the next scheduled meeting, the requestor's concerns will be incorporated into the agenda for the standing meeting
- Agenda formation
  - How do we determine what is on agenda? How do we express disagreement?
- **Decision:**
  - Agenda will be developed asynchronously in advance of meetings and will include topics solicited from City Council/Mayoral invocation of this group meeting, feedback or questions received by [surveillance@boston.gov](mailto:surveillance@boston.gov) e-mail, and topics identified by Board Members
  - Board members will review agenda to confirm interest in topics to discuss
  - Agenda will be finalized/approved two weeks in advance by at least a quorum of Board members - that will serve as meeting confirmation
  - In the case of a "snap" meeting, the facilitator will develop an agenda that describes/details why the Mayor or City Council asked this group to meet
- Discuss meeting location, including:
  - Points to consider
    - Online vs. in-person meetings
    - Where in-person meetings would be held

- Desire to rotate between venues
- Discussion
  - Particularly for meetings after City Council review annual surveillance reporting, would like to maximize community accessibility - so perhaps ensuring in-person meetings during the June/July meeting?
  - Support for hybrid model in general, so maybe we stick to remote for all non-June/July meetings
  - For in-person meetings, we definitely want it to be hybrid as well, having a virtual option makes in-person meetings more accessible
  - If we decide to do an hybrid vs. remote determination along the same timeline as agenda confirmation, we want to make sure we can adjust scheduling for board members that were planning to be remote
  - Who are in-person meetings for?
    - Would the public be fine if all board members were remote and there was just an in-person space for community members?
  - The mid-summer/June/July meeting might be good to plan to gather together physically in person if we do want to make that commitment
- Planned schedules for 2025
  - Early March
    - Agenda determined asynchronously by Board and approved/finalized two weeks in advance
  - **May 31 - City Council Review of Annual Report Released**
  - July
    - Hybrid - Board Members expected in person
    - Agenda likely highly informed by Report Review
- Determine format of public comment in Board Meeting
  - Public comment could mimic the format of City Council, where members of the public sign up to give testimony at the end of the meeting
  - Could decide to hear public comment before discussion
  - Want to avoid turning this into a Q&A for technical questions this board might not be able to answer, also want to avoid having any board member's organizational affiliation pre-determine how the public approaches board members
  - Useful to know what questions the public have, but would prefer to avoid having to answer questions that are addressed in the report itself
  - Want to have the ability to raise issues, but not Q&A

- Could potentially do a digital public comment period that helps us to triage questions that the public has that can actually be addressed by this board vs. by City Council
  - Don't think we should be in the Q&A space, want to focus more on voicing opinions?
  - If live public comment, would want it to be limited either by time or character count (if digital)
  - Want to try and clarify the scope of what the board can do to clarify what types of public comment are appropriate for this particular board
  - If we have the public comment move throughout the meeting (e.g. one meeting at the beginning, another meeting at the end), we want to communicate that very clearly to the public and that we are reserving the ability to change that meeting to meeting
    - E.g. if someone is hearing about public testimony by word of mouth and they are not accessing a centralized information source, it might prevent them from showing up to give public input if we change our approach meeting to meeting
  - **Next steps**
    - aleja to draft up public comment model for the group to review and approve next meeting
    - Will borrow from other models practice across City Hall
    - Will include clear constraints by time or character count on how the public can give input
    - Will also seek to clarify the nature of appropriate comment in terms of what this Board actually is responsible for and can do
- Deliberation
  - What processes or procedures does this body want to follow to:
    - Things to consider
      - Draft recommendations for the Mayor
      - Finalize recommendations for the Mayor
    - Discussion
      - May not be strict "Yes/No" vote -> might be giving some general thoughts or less explicit recommendation
    - **Process**
      - The Board receives a request to advise the Mayor on a particular case
      - The Board discusses the request, with facilitator taking notes
      - A few ways to move towards recommendations:
        - Do we want to elect a chair that can manage or oversee the process?
        - The facilitator finds a way to document how Board members felt about comments made through the meeting

- This approach would help highlight how different individual members feel, but want to try to move to opinions developed by the group
  - The Board could potentially offer a few different options to consider without formally saying the Mayor should commit to one
  - It may also be fine to offer a range of recommendations that describe the level of support for each one
    - “All board members agree this should be done”
    - “X board members support option #1, Y board members support option #2”
  - Need to determine what is the minimum threshold for support required to make a “recommendation”
    - Recommendations sent to Mayor
      - **Next Steps:** aleja to check in with how recommendation-writing boards operate across City Hall and beyond, share back summary with Board
- **Action Item for aleja**
  - Schedule next remote meeting for March
  - Schedule hybrid meeting for July
- Public Engagement
  - Per the definition of the Advisory Board in the Ordinance, discuss what “hosting further discussion” might look like
    - How this body supports information-sharing about surveillance technology and compliance with the Ordinance with the public
    - Whether these discussions include community and Board opinions on surveillance technologies approved by the Council

## **Conference Call Information**

City of Boston is inviting you to a scheduled Zoom meeting.

Topic: Surveillance Oversight Advisory Board Meeting - December 12, 2024

Time: Dec 12, 2024 01:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88160853547>

Meeting ID: 881 6085 3547

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