

**Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Friday, January 17, 2025
Workshop Meeting Minutes**

Committee Members Present:

Al Romano
Curtis Kelly
Greg Reid
Michael Hussey
Jon Stanley

Others Present:

Detective Ben Davis, Staff

Committee Members Absent:

None

Call to Order:

Chair Romano called the workshop to order at 9:35am

Public Comment Period

Chris A. Gorski, 36 Cliff Avenue

Chris reiterated the purpose of an advisory committee is to draft policy.

Chris has created some draft policies for the committee's review. Chris spoke about policies and writing towards future goals.

Chris also created a draft RFP that includes an annual review meant to have ongoing concrete privacy practices instead of a single one off audit. It's important to keep doing audits to track progress and ensure any needed changes are made. Chris wants us to recommend to the town an annual audit of town IT systems be conducted.

Workshop Discussion

Curt asked for AI to repeat the discussion with Town Manager Fox and Chair Jordan. AI outlined the discussion and stated the charge hasn't changed and our status as a public committee has not changed. The way forward is to engage a third party company for a potential audit/informational review. The committee may have the ability to review the audit results in executive session. The committee would report out in summary fashion. We may recommend an annual or every other review to ensure compliance.

Mike stated this has never been done in the town before and standards and practices change every year so an annual review makes sense.

AI confirmed that we are using the word "audit" and "review" interchangeably. Our work on recommending RFP will be part of the town council's agenda on February 10th.

Greg stated a lot of what Chris said is correct, but he doesn't believe this group's charge is to audit the town IT department. Greg asked Chris what his IT role was in his professional career and he outlined his experience. Greg believes our objective is to work with IT to understand the type of data to ensure its being captured and disseminated correctly.

Curt spoke about agreements and insurance brought up by Jon and how the committee should incorporate that.

The committee discussed and worked on reviewing and editing the draft RFP and discussed drafting a cover letter to the Town Council. AI will work on a cover letter which will be sent to the town council along with the draft RFP.

Additional Public Comment

Chris A. Gorski was allowed to speak again and asked what privacy policies are we trying to write because we don't have the audit? Chris believes policies can be written without the audit.

Next Meeting

Thursday February 13, 2025 6:00pm, Town Hall Jordan Conference Room

Adjournment

10:45am

Respectfully Submitted,

Ben Davis