

COMMISSION ON PERSONAL PRIVACY
107 South Broadway, Room 1021
Los Angeles, CA 90012

(213) 620-5269
ATSS 640-5269



To: All Commissioners *TC*
From: Thomas F. Coleman
Re: Commission Meeting, August 14 & 15
Date: August 7, 1981

I am enclosing a copy of the letter of confirmation for hotel reservations at the Holiday Inn-Capitol Plaza. If you do not find your name on this letter and you wish to stay at the Holiday Inn, it will be necessary for you to contact the Inn yourself. The phone number is (916) 446-0100. Please ask for Belinda York to assist you.

I would like to remind each Commissioner coming to Sacramento via the airport that we will only reimburse travel to and from the airfield via the airport limousine. (approx. cost \$3.20 each way) This limousine service will take you directly to the Holiday Inn Capitol Plaza, where you may leave your luggage with a bellperson. On Friday, August 14, Commissioner Lucero has arranged to have coffee and donuts available from 8:30 a.m. to 9:30 a.m. at Office Bldg. #8, in room 102 for your convenience. Check-in time at the hotel is not until 3:00 p.m., so please walk directly to Office Bldg. #8 to enjoy coffee and donuts. I am sorry that Sacramento maps did not arrive in time to send with this memo, however, you may obtain them from the desk clerk at the Inn. Please see the Friday, August 14, agenda for directions to Office Bldg. #8.

If air travel is hindered in any way, please make alternate plans for getting to Sacramento. There are trains available from Los Angeles and San Diego (via Los Angeles) to Sacramento. Our monitoring of air flights to SMF indicates there has so far not been disruption of service, however, please be prepared.

If you have any further questions or need any additional information feel free to contact the Commission office. Please keep in mind that the staff will not be in the office on Thursday, August 13, as we will be in Sacramento the day before the meeting. Should it be necessary for any Commissioner to contact the staff they may leave messages at the Holiday Inn.

COMMISSION ON PERSONAL PRIVACY
107 South Broadway, Room 1021
Los Angeles, CA 90012

(213) 620-5269



TO: All Commissioners
FROM: Thomas F. Coleman, Executive Director
RE: Schedule for Committee Meetings (Friday, August 14, 1981)
DATE: August 7, 1981

9:30 a.m. All Commissioners gather in Room 102 (auditorium)
to of Office Building #8 (O.B.-8) which is located at
10:00 a.m. 714 P Street. Important materials for the meetings
will be distributed at this time by the staff. Coffee
and donuts will be available in this room at 8:30 A.M.

10:00 a.m. Meetings of various Committees will occur in assigned
to rooms of the same building. Commissioners whose Committees
1:00 p.m. are meeting in the afternoon are encouraged to attend one
or more of the morning sessions.

1. Alternate Relationships and Families - - Room 360

Los Angeles staff available to meet with this
Committee from 10:00 a.m. to 10:40 a.m. Ellen McCord
available to meet with this Committee from 11:00 a.m.
to 11:30 a.m.

2. Aging and Disability - - Room 217

Los Angeles staff available to meet with this
Committee from 10:45 a.m. to 11:25 a.m. Ellen McCord
available to meet with this Committee from 10:00 a.m.
to 10:30 a.m.

3. Corrections, Probation and Parole - - Room 1358

Los Angeles staff available to meet with this
Committee from 11:30 a.m. to 12:10 p.m. Ellen McCord
available to meet with this Committee from 10:30 a.m.
to 11:00 a.m.

4. Employment Discrimination - - Room 890

Los Angeles staff available to meet with this
Committee from 12:15 p.m. to 1:00 p.m. Ellen McCord
available to meet with this Committee from 11:30 to
12:00 noon

Schedule for Committee meetings
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1:00 p.m. Lunch Break (Cafeteria in this building stops
to serving food at 1:30 p.m. so if you intend to eat
2:30 p.m. at this facility please keep this in mind.)

2:30 p.m. Meetings of various Committees will occur in
to assigned rooms of the same building. Commissioners
5:30 p.m. whose Committees are meeting in the morning are
encouraged to attend one or more of these sessions.

5. Criminal Justice - - Room 360

Los Angeles staff available to meet with this
Committee from 2:30 p.m. to 3:15 p.m. Ellen McCord
available to meet with this Committee from 4:00 p.m.
to 4:30 p.m.

6. Education and Counselling - - Room 217

Los Angeles staff available to meet with this
Committee from 3:30 p.m. to 4:15 p.m. Ellen McCord
available to meet with this Committee from 3:00 to
3:30 p.m.

7. Medical and Mental Health Services - - Room 1358

Los Angeles staff available to meet with this
Committee from 4:30 p.m. to 5:15 p.m. Ellen McCord
available to meet with this Committee from 3:30 p.m.
to 4:00 p.m.

5:30 p.m. Adjourn meetings. Check in at Holiday Inn.
Dinner arrangements have been made. Dinner will be
hosted for Commissioners and their personal guests
and for staff and their personal guests. Ample time
will be allowed for changing and resting before dinner.

Staff Presentations at Committee Meetings

As mentioned in the preceding pages, staff members are available to attend each Committee meeting at a designated time. Each staff member wishes to discuss his or her role and relationship with each Committee. Commissioners and Committee Chairs may wish to discuss with the staff the administrative and research needs which are anticipated in the future.

Thomas F. Coleman, Executive Director, will specifically address the responsibilities of each Committee with respect to one or more interagency agreements which are the basis for the Commission's funding.

Cathy Gardner, Research Assistant, will distribute research materials which have been gathered by the staff for each particular Committee, and will discuss research needs of Committees and the present abilities of the staff to meet those needs.

Dick Caudillo, Administrative Assistant, will distribute budget proposals and will discuss the level of administrative assistance which the staff can give to the work of the Committees and to the Commissioners.

Ellen McCord, Departmental Liaison, will distribute material concerning state departments within the executive branch, and particular programs within those departments, in which each Committee should be interested. She will discuss her role with each Committee and the services she can perform as Departmental Liaison.

COMMISSION ON PERSONAL PRIVACY
107 South Broadway, Room 1021
Los Angeles, CA 90012

(213) 620-5269



TO: All Commissioners
FROM: Thomas F. Coleman, Executive Director *TC*
RE: Schedule and Agenda for Commission Meeting
(Saturday, August 15, 1981)
DATE: August 7, 1981

Location of Meeting

The meeting of the entire Commission will be held in the atrium of the Gregory Bateson Building in downtown Sacramento. That building is located between 8th and 9th and Q and P streets. Entrances to the building are found on both 8th and 9th streets.

Time of Meeting

The meeting will begin promptly at 9:30 a.m. and will end at 4:30 p.m. At an appropriate time we will break for 90 minutes for lunch.

Agenda

1. Opening remarks by Chairperson
2. Presentation of budget proposals by Executive Director
3. Confirmation of dates of future Commission meetings
4. Discussion of public hearings by Commission or Committees
5. Reports by Committee Chairpersons
6. Discussion and decision regarding Data Collection Committee
7. Discussion and adoption of operating procedures for:
 - a. Committees
 - b. Committee Reports
8. Discussion and adoption of policies on:
 - a. Reasonable reimbursement for Commissioners
 - b. Disclosure of Commission records
9. Discussion regarding requirements of open meeting law

Staff Recommendations

Staff recommendations on various agenda items will be distributed to all Commissioners by Friday morning, August 14, 1981.

COMMISSION ON PERSONAL PRIVACY
107 South Broadway, Room 1021
Los Angeles, CA 90012

(213) 620-5269



TO: All Commissioners
FROM: Thomas F. Coleman, Executive Director
RE: New address, phone number; present staff
DATE: July 31, 1981

The new offices for the Commission staff are located in the Los Angeles Field Office of the State Personnel Board. The address and phone number appear at the top of this stationery. Please note them for your future use.

A memo was sent to each Committee Chairperson regarding a proposal for Committee operations and timetables. A copy is enclosed for your information. We welcome your comments and suggestions.

Our present staff now includes:

Executive Director - Thomas F. Coleman

The Executive Director is responsible for the overall direction and supervision of the project and staff.

Administrative Assistant - Dick Caudillo

Under the supervision of the Executive Director, the administrative assistant: maintains commission files, office systems and procedures; answers telephones and refers calls; screens and refers incoming mail; schedules appointments; monitors budget; handles logistics for Commission meetings; conducts other administrative duties for Commissioners and staff.

Research Assistant - Cathy Gardner

Under the supervision of the Executive Director, the research assistant: recruits student interns and volunteers; assists Committee Chairs/Executive Director in identifying and developing issues; assists Committee Chairs in preparing Committee reports; conducts research and delegates research projects to appropriate researchers in coordination with departmental liaison; supervises and assists researchers; monitors progress of substantive work of Committees.



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RE: . New address, phone number; present staff

Departmental Liaison - Ellen McCord

Under the supervision of the Executive Director, the Departmental Liaison: identifies relationship of Commission study to programs and personnel within the executive branch of state government; maintains liaison with agency secretaries, department directors and program managers; assists Committee Chairpersons and Executive Director in developing a working relationship with appropriate personnel within the appropriate departments.

Note: Ellen is located in Sacramento. You may reach her by phone at (916) 322-2809. Please direct any correspondence for her to our Los Angeles address.

DEPARTMENT OF FINANCE

SACRAMENTO



MAY 6 1981

Honorable Walter W. Stiern, Chairperson
Joint Legislative Budget Committee
c/o Mr. William G. Hamm, Legislative Analyst
925 L Street, Room 650
Sacramento, CA 95814

COMMISSION ON PERSONAL PRIVACY--STAFF AND FINANCIAL RESOURCES

The Department of Finance has recently received a proposal from the State and Consumer Services Agency which would provide staff and financial resources to initiate the Commission on Personal Privacy. Although this proposal may not technically require reporting pursuant to Section 28 of the Budget Act, we are submitting this letter to notify the Legislature of our intended action and progress regarding this program.

The Commission on Personal Privacy was established in response to the growing concern by private citizens and organizations over misuse of personal information and invasion of personal privacy with regard to a wide range of actions and decisions by both the government and the private sector. The Commission was established by Executive Order (B74-80) on October 9, 1980 and is comprised of 25 members--15 appointed by the Governor, five by the Speaker of the Assembly, and five by the President Pro Tem of the Senate. All appointments have been made. Burt Pine of Los Angeles is the Chairperson.

The purpose of the Commission is to study the problems of discrimination based upon invasions of the right of personal privacy in both the public and private sectors, documenting the extent of such problems, exploring in what forms the problems are manifested, noting existing remedies, and making recommendations for legislative, administrative, and other appropriate actions.

The State and Consumer Services Agency has been assisting in the planning and implementation of the Commission. In identifying the nature and extent of the concerns surrounding the personal privacy issue, Agency staff identified a considerable number of State departments acknowledging potential problems with regard to their activities in gathering, maintaining, using, and sharing personal information and the inherent potential for improperly violating an individual's right to privacy. Several departments concluded that the matter was both: (1) of compelling importance; and (2) within their scope of responsibility to study and to take corrective action. The Agency, therefore, in the interest of insuring a coordinated and cost-effective approach proposed that a single study encompassing the specific needs of the several concerned departments be conducted under the auspices of the Commission on Personal Privacy.

Honorable Walter W. Stiern

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The State Personnel Board has been designated to coordinate the overall effort and to provide administrative support to the Commission. Each of the eight participating departments will enter into an interagency agreement with the State Personnel Board (on behalf of the Commission on Personal Privacy) to provide funding for its portion of the study. The departments have initiated interagency agreements totalling \$150,000 for this effort, in addition to \$20,000 earmarked by the State Personnel Board. (See Attachment)

The Commission on Personal Privacy will also be receiving a grant of approximately \$45,000 for which a Section 28 letter will be submitted for legislative approval under separate cover and upon final approval of the grant.

In following this approach, we believe that a comprehensive study can be completed in a timely cost-effective manner. A final report of the Commission's findings and recommendations will be provided to the Legislature and the Governor by December 31, 1982.

If you have any questions or need additional information regarding this matter, please call Alfred S. Roxburgh, Principal Program Budget Analyst, at (916) 445-5332 (leased line 485-5332).

Original signed by
Mary Ann Graves
MARY ANN GRAVES
Director of Finance

Attachment

cc: Honorable Charles Imbrecht, Vice Chairperson, Assembly Ways and Means Committee
Mr. William G. Hamm, Legislative Analyst (2)
✓Ms. Alice Lytle, Secretary, State and Consumer Services Agency
Mr. Ron Kurtz, Executive Officer, State Personnel Board
Mr. Jim Neff, Legislative Secretary to the Governor, Governor's Office
Honorable Burt Pines, Chairperson, Commission on Personal Privacy

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COMMISSION ON PERSONAL PRIVACY
1800 N. Highland Avenue, Suite 106
Los Angeles 90028

(213) 464-6689



To: All Commissioners
From: Thomas F. Coleman, Executive Director
Date: July 16, 1981
Re: August Commission Meeting

The next meeting of the Commission will be held in Sacramento on Friday August 14 and Saturday August 15. The proposed schedule for August 14 is from 9:30 a.m. to 5:00 p.m.; and for August 15 from 9:00 a.m. to 2:00 p.m.

Per diems will be granted for one nite only to Commissioners from out of town, and can be requested along with travel advances from Pat Wakayama at the State Personnel Board in Sacramento by telephoning (916) 445-3721.

Reservations for air travel for Los Angeles area Commissioners have been made as follows:

Depart LAX on PSA Flt.#181 at 6:55 a.m. arrive SMF 8:05 a.m.
on 8-14-81

Depart SMF on PSA Flt.#782 at 8:45 p.m. arrive LAX 9:52 p.m.
on 8-15-81

The following Commissioners are booked on these flights and will have to secure their tickets by 8-7-81 to guarantee a seat:
Burt Pines, Wallace Albertson, Nora Baladerian, Kay Coulson, George Eskin, Stanley Fleishman, Stephen Schulte, Steve Smith, Gayle Wilson and Barbara Waxman.

San Diego Commissioners have been booked on the Following:
Depart SAN on PSA Flt.#111 at 6:40 a.m. arrive SMF 8:44 a.m.
on 8-14-81

Depart SMF on PSA Flt.#782 at 8:45 p.m. arrive SAN 10:55 p.m.
on 8-15-81

The following Commissioners are booked on these flights and will have to secure their tickets by 8-7-81 to guarantee a seat:
David McWhirter and Faustina Solis.

Commissioners who find these flights inconvenient may

secure different schedules. However, it is imperative that all Commissioners use Pacific Southwest Airlines and book at least 7 days in advance to take advantage of their new discount fares.

San Francisco Commissioners will be required to either drive to Sacramento or to request round-trip or one way bus tickets from Pat Wakayama as referenced above. The Commission budget does not allow for air transportation from San Francisco to Sacramento.

Commissioners from Fresno are encouraged to get to Sacramento the best way they can. Travel in and out of Fresno is not easy!

We will be happy to secure reservations for each Commissioner at the Holiday Inn located on the Capitol Plaza at 300 'J' Street. The cost is \$32.00 per nite for a double or single. Those Commissioners who wish to do so may double up and save an extra \$16.00 of their per diem.

The Commission budget does not allow for taxi fare from the airport to the city. However, the Airport Limousine Service will drop you off at the Holiday Inn and return you to the airport for a modest \$3.20 each way.

Because the Chairperson is out of town until August 3, we must wait until then to send out the agenda. You should receive the agenda and details regarding the meeting site by August 6.

Please block out August 14 and 15 on your calendar. I look forward to seeing each of you in Sacramento.