



County of Ventura Information Technology Committee Meeting

November 1st, 2021



Notice of Virtual Meeting

Due to the closure of the Government Center to public access, the Information Technology Committee meeting now offers virtual meeting access via Zoom.

<https://us06web.zoom.us/j/86871905205?pwd=WVA4d3ZPOFVVeXh3UkVLZjBaaDJ4QT09>

Meeting ID: 868 7190 5205

Passcode: 689420

Public comments or questions may be submitted to the following County email address which will be monitored prior to the public comments section of the agenda.

ITCPublicComment@ventura.org

Committee Members

Updated as of 10/21/21

Organization	Committee Member	Proxy
Board of Supervisors	Matt LaVere (Chair)	Lourdes Solorzano
Board of Supervisors	Bob Huber	Joel Angeles
CEO	Mike Powers	
CEO	Mike Petit	
Auditor-Controller	Jeff Burgh	Joanne McDonald
County Counsel	Tiffany North	Christine Renshaw
Fire	Mark Lorenzen	John Spykerman Dustin Gardner
HCA	Barry Zimmerman	Bach Nguyen
HSA	Melissa Livingston	Jennie Pittman
ITSD	Terry Theobald	
RMA	Kim Prillhart	Jennifer Orozco
Sheriff	Bill Ayub	Jeremy Paris

Agenda

- Welcome
- Approval of Minutes
- Public Comments
- Committee Comments
- Agenda Review
- AB 361 Resolution
- New Projects Approved by the ITC Subcommittee
- Project Status Review Updates
- CIO Report
- Review of Action Items
- Closing Comments/Agenda Items for Next Meeting
- Adjourn

RESOLUTION NO. _____

**RESOLUTION OF THE VENTURA COUNTY BOARD OF SUPERVISORS
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF
SUPERVISORS FOR A 30-DAY PERIOD PURSUANT TO GOVERNMENT CODE
SECTION 54953, SUBDIVISION (e), OF THE RALPH M. BROWN ACT**

WHEREAS, the County of Ventura ("County") is committed to preserving and nurturing public access and participation in meetings of the Ventura County Board of Supervisors ("Board");

WHEREAS, Government Code section 54953, subdivision (e), of the Ralph M. Brown Act, authorizes the legislative body of a local agency to use remote teleconferencing in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions;

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing;

WHEREAS, such conditions now exist in Ventura County, specifically, Governor Gavin Newsom declared a state of emergency in response to the COVID-19 pandemic on March 4, 2020 ("State of Emergency");

WHEREAS, on September 21, 2021, Dr. Robert Levin, Ventura County Health Officer, issued a recommendation to continue practicing social distancing measures throughout Ventura County communities, including to continue to implement 100 percent remote meetings of all legislative bodies in Ventura County, to prevent and minimize the spread of COVID-19 ("Recommendation to Promote Social Distancing");

WHEREAS, the Board does hereby find that it has reconsidered the circumstances of the State of Emergency, the State of Emergency remains active and continues to directly impact the ability of its members and attendees to meet safely in person, and that the Ventura County Health Officer, Dr. Robert Levin, continues to recommend measures to promote social distancing to minimize the spread of COVID-19 including that all legislative bodies in Ventura County continue to meet remotely, as further explained in his Recommendation to Promote Social Distancing, which has not been rescinded and remains in effect;

WHEREAS, the Board does hereby find that it shall conduct its meetings without

compliance with Government Code section 54953, subdivision (b)(3), as authorized by subdivision (e), of Government Code section 54953, and that the Board shall comply with the requirements set forth in Government Code section 54953, subdivision (e)(2); and

NOW, THEREFORE, BE IT RESOLVED, by the Board as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. County staff supporting the Board are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings of the Board in accordance with Government Code section 54953, subdivision (e), and other applicable provisions of the Brown Act.

Section 3. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 19, 2021 or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the Board may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon motion of Supervisor _____, seconded by Supervisor _____, and duly carried, the Board of Supervisors hereby adopts this resolution on ____ day of _____, 2021.

Linda Parks, Chair
Board of Supervisors

ATTEST: MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

By: _____
Deputy Clerk of the Board

New Projects Approved by ITC Subcommittee

Project Approved on: October 20th, 2021

Project Name: Security Awareness Platform – KnowBe4

Agency: Information Technology Services Department

Project Goal(s): Goal of the project is to reduce the risk of clicking on links or attachments in County emails by users of County email system. This will be accomplished through a more robust security awareness training solution designed to offer multiple online training courses, provide additional security awareness material, develop customized campaign templates, and track/monitor capabilities to verify entity awareness progress.

One Time Costs: \$138,213.82

Annual Recurring Costs: None

Projected Cost Savings: There are no savings, but rather a reallocation of labor and cost changes from one platform to another (\$85,833 projected).

Project Duration: 5 months

New Projects Approved by ITC Subcommittee

Project Approved on: October 27th, 2021

Project Name: Check Point Infinity

Agency: Information Technology Services Department

Project Goal(s):

Goal for this project is to:

- Deployment of the Check Point Endpoint Security client to all county workstations and supported servers.
- Replacement of all end-of-life Check Point hardware.
- Deployment of the Maestro hyper-scale security cluster in the HOA data center.
- Migration of email security from Cisco Email Security to Check Point CloudGuard.

One Time Costs: \$2,232,375

Annual Recurring Costs: Annual Subscription \$2,179,875

Projected Cost Savings: No cost savings

Project Duration: 18 months

Project Status Review

7 projects on schedule and on budget (7 previously)

- New Land Information System Upgrade (Tyler Technologies) – County Clerk-Recorder
- Budget Software System – County Executive Office Finance
- Automated Invoice Management & Document Digitization/Therefore – General Services Agency
- Fire Radio Dispatch Console System Upgrade (Motorola MCC 7500E Consoles) – Fire Department
- VCHRP Payroll System 9.2 Upgrade – Auditor-Controller/County Executive Office Human Resources
- Visionlink Disaster Recover and Response Management System – Human Services Agency
- APPSIAN PeopleSoft Security – Auditor-Controller's Office/ County Executive Office Human Resources

Project Status Review (Continued)

6 active projects on budget and not on schedule (7 previously)

- FPD Automated Ambulance System Status Management – Fire Department
- Public Access Virtual Desktops – Ventura County Library
- Integrated Property Tax Assessment and Collection System – Assessor/Auditor-Controller/Treasurer-Tax Collector
- Kronos Time and Attendance System – Health Care Agency (*No Report Submitted*)
- Enterprise Content Management – Public Defender's Office
- VMware System – Health Care Agency

0 projects not within budget and not on schedule (none previously)

Project Status Review (Continued)

2 projects were completed and closed (5 previously)

- Cash Projection System – Auditor-Controller's Office
- Enterprise Content Manager – District Attorney's Office



CIO Report



Updates from CIO

- I. Action Items from prior meeting
- II. ITC Website
- III. IT Policies Update
 - Admin Manual Policy Update
 - Password and Digital Signature Policy from ITC Meeting held on 1/27/2021

ITC Website

GOVERNMENT

GOVERNMENT BUSINESS SERVICES ENVIRONMENT HEALTH & HUMAN SERVICES EMERGENCY SERVICES RESIDENTS VISITORS CONTACT US

INFORMATION TECHNOLOGY COMMITTEE

Meetings Minutes & Agendas

Submit Public Comment

Next Meeting: November 1st, 2021
Time: 2:00 pm
Location: Multi-Purpose Room Hall of Administration (3rd floor), 800 S Victoria Ave, Ventura, Ca. 93003

Join Zoom Meeting
<https://us06web.zoom.us/j/86871905205?pwd=VWVA4d3ZPOFVVeXh3JKVLZjBaaDJ4QT09>

Meeting ID: 868 7190 5205
Passcode: 689420
One tap mobile
+16699006833,86871905205#...*689420# US (San Jose)
+13462487799,86871905205#...*689420# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
Meeting ID: 868 7190 5205
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ITC Charter, Make-up, and Mission

The ITC was created by action of the Board of Supervisors on November 21, 1995. The ITC charter, as approved by the Board of Supervisors, is as follows:

- Review and presentation of long-range technology plans as prepared by the IT Services Department and approved by the County Executive Office.
- Review and presentation of the County's Information Technology Strategy as prepared by the IT Services Department and concurred in the County Executive Office.
- Review of proposed changes and additions to on-going operational policies, standards and guidelines as recommended by the IT Services Department and prior to issuance and enforcement on the part of the County Executive Office.

The ITC is comprised of ten County executives: two members of the Board of Supervisors, the County Executive Officer, the Auditor-Controller, the Sheriff, the Fire Protection District Chief, the Human Services Agency Director, the Resource Management Agency Director, the Health Care Agency Director, and the IT Services Department Director.

2021 ITC Meeting Dates

- November 1st, 2021
- August 18th, 2021
- May 13th, 2021
- Jan 27th, 2021

ITC Members & Proxies

Chairperson – Matt LaVere
Vice Chairperson – Terry Theobald
County Counsel – Tiffany North

Members:
Bob Huber
Michael Powers
Mike Pettit
Bill Ayub
Jeffery Burgh
Mark Lorenzen
Kim Prillhart
Barry Zimmerman
Melissa Livingston

Members Proxy:
Lourdes Solorzano
Jeremy Paris
Christine Renshaw
Joanne McDonald
Jennifer Orasco
Jennie Pittman
Joel Angeles
John Spjerkman
Dustin Gardner
Bach Nguyen

ITC Forms

- IPAQ Instruction Sheet
- IPAQ Updated 9-15-2021

GOVERNMENT

GOVERNMENT BUSINESS SERVICES ENVIRONMENT HEALTH & HUMAN SERVICES EMERGENCY SERVICES RESIDENTS VISITORS CONTACT US

ITC Homepage

Agendas & Minutes

Information Technology Committee Meeting Agendas & Minutes

Please select meeting date you are commenting on: *

November 2021

If public comment is in reference to an agenda item, please state which item and or state project name:

Name *

First Last

Phone *

Email *

Comments *

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SUBMIT

GOVERNMENT

GOVERNMENT

BUSINESS SERVICES

ENVIRONMENT

HEALTH & HUMAN SERVICES

EMERGENCY SERVICES

RESIDENTS

VISITORS

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Live Broadcasts and Upcoming Meeting Agendas

This webpage contains information to view Agendas, Meeting Materials, and Meeting Archives for:

- **Board of Supervisors' Meetings**
- Air Pollution Control Board Meetings
- Assessment Appeals Board Meetings
- Air Pollution Control District Hearing Board Meetings
- Fox Canyon Groundwater Management Agency (FCGMA)
- **Information Technology Committee (ITC)**
- Local Agency Formation Commission (LAFCo)
- Planning Commission
- Ventura County Consolidated Oversight Board (VCCOB)

Please watch the following [video tutorial](#) to assist you in navigating this webpage.

Links to [Agency Websites](#) and Agenda Notification [Subscription Sign-Up](#) are available at the bottom of this webpage.

TRANSLATE

Admin Manual Policy Update

COUNTY OF VENTURA	ADMINISTRATIVE POLICY MANUAL	INFORMATION MANAGEMENT CHAPTER V
<u>Originating Agency</u>	<u>Last Issued/Revised</u>	<u>Policy No. Chapter V – 001</u>
Information Technology Services Department	XX-202X	Information Technology Strategy, Governance, Policy, and Procedure Management
Policy Change Requires:	[x] Board of Supervisors Approval	
Form Change Requires:	[x] CEO Approval	

1.0 STRATEGY

Information Technology (IT) Services shall develop an IT Services strategic plan every five years to achieve the following goals:

- Improve the delivery of County services.
- Provide better service through operational improvement.
- Promote coordination of services within the County, and outside entities.
- Reduce and/or avoid costs while increasing revenues.
- Increase the effectiveness and quality of work life of County employees.
- Improve County decision-making.

This strategic plan shall be reviewed/updated every two years to maintain alignment with the County's overall mission, vision and the Countywide IT Strategy. As part of the strategic development, IT Services will also coordinate with County agencies to incorporate additional technology expectations into the plan. Once developed, a technology roadmap shall be created and updated annually to provide guidance on achieving the strategic plan.

2.0 GOVERNANCE

2.1 Governing Bodies

Countywide IT is governed by the following bodies:

- **Board of Supervisors (BOS)** – Structure and authority are outlined within the administrative manual (See <https://countyofventuraca.sharepoint.com/sites/CEO/AdminManual/default.aspx>).
- **County Executive Office (CEO)** – The CEO has the responsibility and authority to create information technology committees to plan and review project proposals. These committees are designed to help ensure consistency with the goals, guidelines, and policies of the County's IT Strategy and technology roadmap. The committees will be composed of representatives from the CEO, IT Services, and other agencies and/or departments as determined by the CEO.
- **Information Technology Committee (ITC)** – The ITC is responsible for determining project feasibility, inter-agency coordination, and providing oversight and monitoring of technology projects meeting certain dollar thresholds to ensure achievement of success criteria.
- **IT Services** – IT Services has the centralized responsibility for providing cost effective, appropriate technology solutions and serves as the manager of those centralized tools and

Policy Title: Information Technology Governance, Policy, and Procedure Management

resources. While agencies and/or departments are permitted to manage the use of technology to achieve their goals and objectives, utilization of those technologies shall be in alignment with the County's overall business strategy and established County policies. Consideration and collaboration with IT Services shall be done to identify any existing County technologies or services which may satisfy agency business requirements.

IT Services has been delegated the responsibility and authority for drafting IT standards, recommending County IT policies and guidelines, determining technological direction and strategies, Countywide network security, and ensuring departmental systems are implemented in accordance with the intent and direction of the CEO and the BOS.

2.2 Security Framework and Standards

The National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) will be utilized to provide guidance where IT policies are not defined. County IT policies will supersede any framework conflicts.

3.0 POLICY

IT Services is responsible for establishing and recommending Countywide IT policies and standards (policies), determining County IT strategies, and ensuring agency and/or departmental information systems are implemented in accordance with the intent and direction of the CEO and the BOS. The implementation of technology is seen as a joint responsibility shared by IT Services, the individual agencies, the CEO, and the BOS.

County IT Policies shall be created, as necessary, to provide guidance, promote consistency, and reduce overall risks to County agencies and/or departments.

To ensure County IT policies are accurate and reflective of current and applicable practices, laws, and regulations, policies shall be periodically reviewed and updated by IT Services.

3.1 Exceptions

Any exceptions to this policy are to be documented and shall be approved in writing by the agency head, or designated agency representative, and the Assistant Chief Information Officer.

4.0 STANDARDS

4.1 Policies and Procedures

While policies and procedures related to IT can be created at the agency and/or department level, all IT policies and procedures shall meet or exceed the requirements outlined within County IT policies. Agency and/or department level policies and procedures shall be managed by the designated agency representative.

The CEO has delegated responsibility to IT Services for Countywide IT policy enforcement and ensuring that the implementation of County IT policies is based on recommendations from IT Services, the Business Technology Committee (BTC), and the ITC.

Policy Title: Information Technology Governance, Policy, and Procedure Management

Where feasible, policies and procedures shall also adhere to industry standards, regulatory and/or statutory requirements. Any deviations from such compliance shall go through a formally documented risk assessment to ascertain the cost/benefit of the risk response (e.g., acceptance, mitigation, transference, and avoidance).

Due to the length, complexity, and frequency of updates resulting from evolving technology, Countywide IT policies and procedures – outside of this policy – shall be separately maintained by IT Services and made available in the "Form/Policies" section of the County's intranet system (See <http://myvcweb.co.ventura.ca.us/index.php/forms-and-policies>).

4.2 Review, Changes and Approval

IT Services shall review and approve County IT policies at least annually and will notate any changes made to the document. Countywide IT policy changes shall be updated by IT Services, reviewed by the BTC for recommendations and approved by the ITC or governing body of higher authority.

Agency and/or department IT policies and procedures shall be reviewed and approved by the agency and/or department at least annually to ensure document contents are still reflective of current practices and are in accordance with overarching policies, regulatory and/or statutory requirements.

Any changes to agency and/or department IT policies and procedures shall be approved by the respective business owner or agency head.

4.3 Interim Policies

In the event of an emergency, interim Countywide Information Technology policies can be approved for implementation by the Chief Information Officer. Policies of this nature shall be clearly identified as an "Interim Policy" and are effective until the next ITC meeting, or six months, whichever comes first. If formal review and approval cannot be obtained by the next ITC interim policies will be null and void.

5.0 HISTORY

Version	Change Date	Description of Change(s)	Changed by	Title	Agency
1.0	01/31/2021	Initial development of policy.	Kamil Manuel	CISO	IT Services

Closing Agenda Items

- Review of today's meeting action Items
- Closing Comments/Agenda Items for Next Meeting (2022 dates TBD)



Adjourn

Thank you for your time.

