ITC Meeting Minutes: 11/1/2021

2:00 pm
Zoom Meeting

COUNTY *of* VENTURA
Information Technology Services

Meeting called by IT Services	Type of Meeting: Information Technology Governance
Facilitator: Terry Theobald	Scribe: Mayra Campos

Attendees:	Mike Pettit – County Executive Office; Terry Theobald – Information Technology Services Department; Jeff Burgh – Auditor-Controller's Office; Supervisor Bob Humber – Board of Supervisors, District 4; Matt LaVere - Board of Supervisors, District 1; Lourdes Solorzano – Board of Supervisors, District 1; John Spykerman – Sheriff's Office; Christine Renshaw – County Counsel; Mark Lorenzen – Fire Department; Bach Nguyen – Health Care Agency, Melissa Livingston – Human Services Agency, Jennifer Orozco – RMA Administration; Joanne McDonald – Auditor Controller's Office
Presenters/Visitors:	Cynthia Elliott – Information Technology Services Department; Kamil Manuel - Information Technology Services Department

WELCOME:

- Meeting called to order at 2:05 p.m. by Terry Theobald. This meeting was held virtually via Zoom.
    - Reminder that ITC Meetings will be held virtually.
    - Please note that I.T. Services has created an inbox for public comments, itcpubliccomment@ventura.org. This information will also be posted to the ITC website. Deadline to submit public comments will be 5:00 p.m. day before scheduled ITC Meeting.
        o For today's meeting, we had no public comments submitted.
- Review of current active committee members and proxies. It was noted that Cory Rubright will be added as the ITC proxy for the Sherriff's Office.
- Review of Agenda.

APPROVAL OF MINUTES:

- August 18, 2021 ITC meeting minutes reviewed.
- Edits made: Correction in last name Huber and removed Jennifer Orozco as she was not present at meeting.
- Motion to approve minutes as written by Supervisor Bob Huber and second by Jeff Burgh.
- All other members in favor, motion carries.

PUBLIC COMMENTS:

- No public comments were submitted to the public comments email address.
- No public members present.

COMMITTEE COMMENTS:

- No committee comments presented.

AB 361 RESOLUTION:

- Resolution No. 1, AB 361, Authorizing Remote Teleconference Meetings of the Information Technology Committee for a 30-day period pursuant to Government Code Section 54953, Subdivision (e) for the Ralph M. Brown Act was presented to the Committee for approval. Motion for approval by Bob Huber Second by Matt LaVere. The Resolution was approved. (See Attached)

RECEIVE AND FILE REPORT ON NEW PROJECT(S) REVIEWED/APPROVED BY ITC SUBCOMMITTEE:

Terry Theobald provided an overview of the ITC projects that were recently approved by the ITC Subcommittee.

Project Name: Security Awareness Platform – KnowBe4
- Project approved on October 20, 2021
- 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

Project Name: Checkpoint Infinity

- Project approved on October 27, 2021
- Agency: Information Technology Services Department
- Project Goal(s): Goal for this project is to have the deployment of the Check Point Endpoint Security client to all county workstations and supported servers, the replacement of all end-of-life Check Point hardware, the deployment of the Maestro hyper-scale security cluster in the HOA data center and the 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

- Committee had no questions or comments regarding the discussed projects.

NEW PROJECTS FOR REVIEW AND APPROVAL BY THE INFORMATION TECHNOLOGY COMMITTEE:

- There are no new projects for committee to review and/or approve this quarter.

STATUS OF OPEN PROJECTS:

Terry Theobald provided a synopsis of the current ITC projects.

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 Recourses

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)*
  - Bach Nguyen shared that Kronos is moving forward. Engaged new consulting firm and has been helping with this new project, the scope slightly changed. Other than that, kickoff was a couple of months ago, small set back regarding vendor, target to go live with hospital 2/1/2022.
  - Regarding Kronos, Jeff Burgh inquired if the new scope was sent to ITC. Bach stated that it was not submitted. This new scope was a minimal change, it was to pass additional information to staff and to be able to see and request time off/sick leave.
- Enterprise Content Management – Public Defender's Office
- VMware System

No projects not within budget and not on schedule (one previously):
- None currently.

2 projects were completed and closed (5 previously)
- Cash Projection System – Auditor-Controller's Office

  - Jeff Burgh shared that the closed project, Cash Projection System is working great. It seamlessly pulls the data by a push of a button. Just used at last cash projection.

- Enterprise Content Manager – District Attorney's Office

- Committee had no other questions or comments regarding the discussed projects.

CIO REPORT:

ITC Website:
- Terry reviewed the ITC Website layout, it is very similar to the BOS model that is currently used.
- This is not yet approved, subject to further review by CEO office.
- No questions or comments from committee

Admin Manual Policy Update:

- Currently working with CEO's office regarding a proposal to make one governing policy that would include the 4 policies in admin manual and all other policies would be kept in another repository.
- Not looking for approval at this time.

REVIEW OF ACTION ITEMS:
- None

CLOSING COMMENTS/AGENDA ITEMS FOR NEXT MEETING:

Closing Comments:
- Jeff Burgh shared with committee that Kamil Manuel participated in the State Controller Conference and gave a presentation on Cyber Security, provided a personal thank you to Kamil. Jeff stated that it was great conference and that he would like Kamil to come back in April.
- Supervisor LaVere approved Terry Theobald to Sign Resolution No. 1.
- Terry requested that any meeting feedback be sent directly to him.

Agenda Items for Next Meeting:
- Committee had no agenda items to add.

- Meeting adjourns at 2:28pm, motioned by Bob Huber and second by Jeff Burgh, all in favor.
- Next Meeting is scheduled for 1/27/2022.