



# County of Ventura Information Technology Committee Meeting

January 27, 2022



# 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**

# Agenda

- Welcome
- Approval of Minutes
- Public Comments
- Committee Comments
- Agenda Review
- AB 361 Resolution
- New Projects Approved by the ITC Subcommittee
- Receive and File Report On Status of ITC Projects
- IT Policies for Review/Approval
- CIO Report
- Review of Action Items
- Closing Comments/Agenda Items for Next Meeting
- Adjourn

RESOLUTION NO. \_\_\_\_\_

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

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

WHEREAS, Government Code section 54953, subdivision (e), of the 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 Committee 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 Committee 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 Committee shall comply with the requirements set forth in Government Code section 54953, subdivision (e)(2); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Committee as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff supporting the Committee 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 Committee 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) December 1, 2021 or such time the Committee adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the Committee may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon \_\_\_\_\_ motion of \_\_\_\_\_, seconded \_\_\_\_\_, and duly carried, Ventura County Information Technology Committee hereby adopts this resolution on \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_

# New Projects Approved by ITC Subcommittee

NONE

# Upcoming Projects for the Committee

Project Name: **NextRequest Public Records Request Management System**

Agency: CEO/Clerk of the Board

Project Goal(s):

Goals for this project are to:

- Ensure compliance with Freedom of Information Act (FOIA) laws
- Provide new features including constituent self-service
- Reduce costs to support 200 FOIA requests annually

Project Name: **Energy Management System**

Agency: General Services Agency

Project Goal(s):

Goals for this project are to:

- Convert existing legacy systems to a more supportable platform and reduce cybersecurity risks
- Improve operations through streamlined and uniform workflows across 16 locations

# Project Status Review

## 8 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
- 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
- Checkpoint Infinity Security Upgrade – IT Services
- Virtual Desktop Infrastructure Modernization – Human Services Agency

# Project Status Review (Continued)

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

- FPD Automated Ambulance System Status Management – Fire Department
- 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
- Automated Invoice Management & Document Digitization/Therefore – General Services Agency

## 0 projects not within budget and not on schedule (0 previously)



# Countywide IT Policies for Committee Review

## DISASTER RECOVERY

### Policy Summary

Critical information systems require continuity of operations. Criticality is based on a formal risk assessment and is managed by the owning agency's continuity of operations plan (COOP). The plans for these systems include periodic reviews, staff training, easy accessibility during emergencies, and periodic testing to ensure the plans are executable.

### Standards

- Identification of critical systems and inclusion in existing agency COOP plans
- Creation, storage, protection, access controls, and availability of documents under any emergency
- Defined content requirements including approvals, revision history, clear roles, detailed recovery steps, and external references
- Recovery team training
- Biennial plan review and recovery plan testing

# Countywide IT Policies for Committee Review

## IT ASSET MANAGEMENT

### Policy Summary

Information technology (IT) assets capable of storing and processing County data must be accounted for and protected. Assets must maintain currently supported software and firmware. They are required to be patched and configured to meet, or exceed, the County's baseline security standards.

### Standards

- Quantifiable risk assessment will be performed by or in conjunction with IT Services
- Routine and emergency patches will be applied in a timely manner
- Asset configuration requirements are specified for system timeout, connecting peripheral storage devices, virus and malware protection software, data logging, username creation, local administrative access, and default internet browsers
- IT Services security assessment is required for non-standard 3<sup>rd</sup> party solutions to ensure adherence to security standards and sufficient application support

# Countywide IT Policies for Committee Review

## IT ASSET MANAGEMENT

### Standards (continued)

- County sensitive data should be encrypted, including detachable media devices. County data should not be stored locally on workstations or laptops. Routine backups required.
- Printers and Fax machines receiving sensitive data must be in a secured location or other measures taken to prevent sensitive data from being accessible to unauthorized persons
- Data loss prevention tools will be utilized for transport or release of sensitive data
- Backup copies /images of assets will be created periodically and retained for at least one year.
- Agencies shall perform an annual IT asset inventory and reconciliation review against County purchase records to ensure assets are accounted for
- All IT hardware and software must legally licensed and supportable. Agencies are responsible for compliance except where IT Services provides their support.
- Assets eligible for reuse in another department or being decommissioned/destroyed will be sanitized of their data and documented. Data stored / erased must conform to existing retention policies,

# Project Status Review (Continued)

## 1 project was completed and closed (2 previously)

- Public Access Virtual Desktops – Ventura County Library



# CIO Report



# Updates from CIO

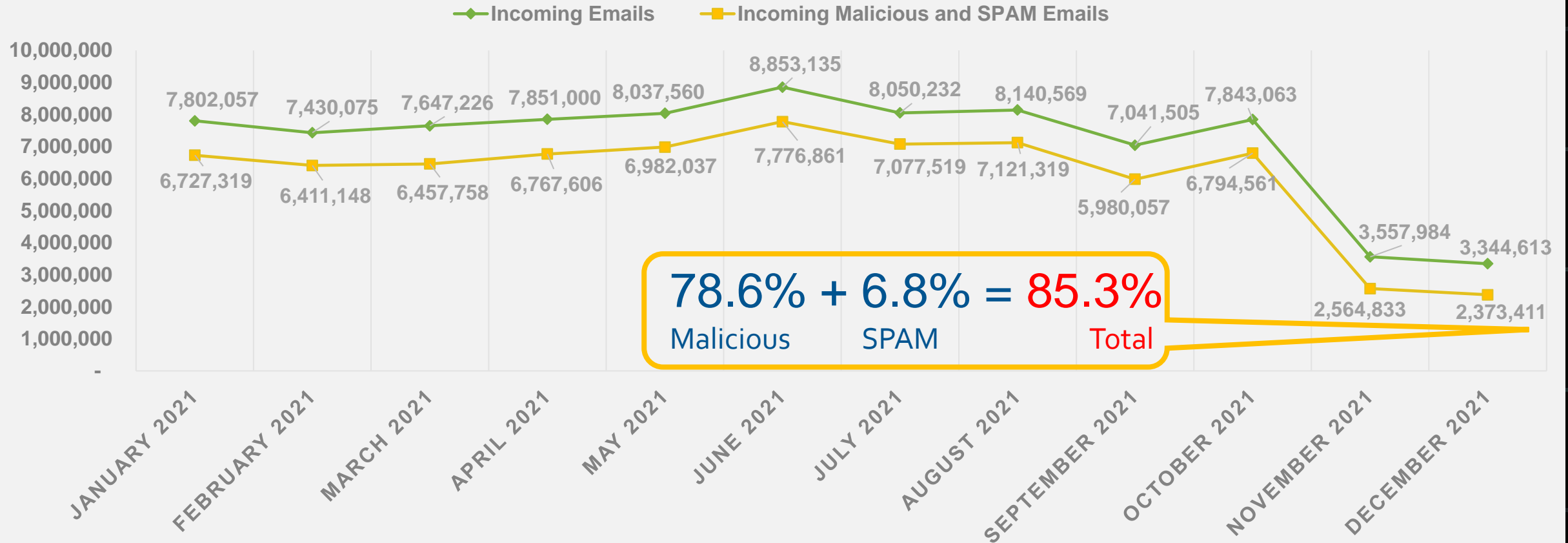
- I. Action Items from prior meeting
- II. Cybersecurity Update

# Cybersecurity Updates



# Cybersecurity - Emails

- Cisco Email Security Statistics (January through December 2021)





# Cybersecurity - Phishing

- Phishing Attacks Against the County (January through December 2021)

	Incident	Mailboxes Sent To	User Clicks	Compromised
January	11	31	2	1
February	19	111	8	0
March	21	87	10	0
April	11	210	10	1
May	18	46	5	0
June	17	153	22	0
July	28	299	23	0
August	27	195	12	0
September	21	111	13	0
October	21	196	12	0
November	11	122	5	0
December	6	28	0	0
<b>Totals</b>	<b>211</b>	<b>1589</b>	<b>122</b>	<b>2</b>

# Cybersecurity –Project Status

- **KnowBe4 security awareness platform**
  - **Phish Alert Button (PAB)**
  - **Users added to platform for training purposes**
- **Extended Security Updates (ESU) license renewal**
  - **Licenses provide critical security updates**
  - **HIGH Risk after 2022; agencies to migrate environments**
- **Microsoft 365 password complexity policy implementation**
  - **Part of approved policy**
  - **Working with agencies to assess impact**



# Cybersecurity –Project Status (cont.)

- **Endpoint Detection and Response (EDR)**
  - **Planned for implementation by July 2022**
  - **Memorandum to be sent**
  - **Replacing existing solutions to centralize and provide better protection**



# Closing Agenda Items

- Review of today's meeting action Items
- Closing Comments/Agenda Items for Next Meeting April 28, 2022



# Adjourn

Thank you for your time.

