



# Information Technology Committee

December 1, 2022



# Agenda

- Welcome
- Approval of Minutes
- Public Comments
- Committee Comments
- Administrative Policy Manual Chapter II-21, Code of Conduct for Members of Boards and Commissions
- Receive, Ratify, and File Report on New Projects Reviewed / Approved by CIO
- New Projects for Review and Approval by the Information Technology Committee
- Receive, Ratify, and File Report on Status of ITC Projects
- IT Policies for Review / Approval
- Business Technology Committee
- CIO Report
- Review of Action Items
- Closing Comments / Agenda Items for Next Meeting
- Adjourn

# Welcome



APPROVAL OF MINUTES



PUBLIC COMMENTS



COMMITTEE COMMENTS

# Administrative Manual

## Chapter II - 21

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	GENERAL INFORMATION CHAPTER II-21
Originating Agency: BOS	Last Issued/Revised July 12, 2022	CODE OF CONDUCT FOR MEMBERS OF BOARDS AND COMMISSIONS
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	

### POLICY

It is the policy of the Board of Supervisors to hold public meetings in accordance with the requirements of the Brown Act (Government Code section 54950 et seq.) and any other applicable governing legislation. The Board is committed to the highest standards of conduct by and among its elected and appointed county officials in the performance of their duties on County Boards and Commissions and the Board seeks to ensure that promoting the common good is the hallmark of the decision-making process. A code of conduct for County appointed board and commission members will help ensure public meetings are conducive to civil discourse, including with respect to controversial matters and disparate viewpoints which is the cornerstone of representative democracy and essential to effective decision-making.

### GENERAL PROVISIONS

#### I. Applicability of Code of Conduct

This Code of Conduct is adopted pursuant to Government Code section 25003 and shall apply to all Board and Commission members appointed by the County of Ventura Board of Supervisors (Hereinafter referred to as Appointee(s)).

Except as otherwise provided by law, the failure to strictly observe application of the Code of Conduct shall not affect the jurisdiction of the Board or Commission or invalidate any action taken at a meeting that is otherwise held in conformity with law.

#### II. Code of Conduct

- a. Discrimination: There shall be no discrimination of any individual because of race, color, national origin, religion (creed), gender, gender expression, age, sexual orientation, marital status, native language, functional limitation, or any other characteristic protected by law.

#### III. Each appointee shall adhere to the following principles:

1. Promote decisions that serve the public interest and promote the greatest public good.
2. Actively promote public confidence in county government through their actions.
3. Recognize and support the public's right to know the public's business.
4. Involve citizens in the decision-making process and welcome divergent points of view.
5. Respond to the public in ways that are complete, clear, and easy to understand.
6. Maintain a respectful attitude toward the public, employees, other public officials, and colleagues.
7. Respect and protect privileged confidential information (i.e., personnel matters, litigation).
8. Be a good listener, carefully considering all opinions and points of view.
9. Be informed on the background on issues before your commission or board.
10. Work in partnership with other governmental agencies, political subdivisions, and organizations to further the interest of the county. However, no board or commission member shall hold themselves out as representing the County to any state, county, city, special district or school district, agency or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by the Board of Supervisors.
11. Reference to an appointed position or title will only be used when attending official meetings or functions and in no case shall the appointed title be used to promote or advance personal or political interests.
12. Avoid outside interests that will interfere or conflict with maintaining an objective and impartial perspective.
13. Carefully guard against conflict of interest or its appearance in actions or decisions.
14. Accepting gifts, services, or any object of value from any source offered to influence a decision is prohibited.
15. Efforts to influence or attempt to influence other officials to act in a manner benefiting personal/financial interests are prohibited.
16. Evaluate recommendations (or decisions) to identify the best service, product, or alternative at minimal cost without sacrificing quality or fiscal responsibility.
17. Comply with all laws, ordinances, policies and regulations applicable to an appointed official and those governing the conduct of meetings.

# New Projects Approved by CIO Requiring Ratification from the ITC

- None



# Projects for Review /Approval by The ITC

- No New Projects to be Reviewed
- Brief Update on Pending Projects - None

# Projects Status Review

## 10 projects on schedule and within budget (12 previously)

- a. VCHRP Payroll System 9.2 Upgrade – Auditor-Controller / County Executive Office Human Resources
- b. Checkpoint Infinity Security Upgrade – IT Services
- c. VCIJIS 2.0 – Information Technology Services Department
- d. Cerner WELL Health – Health Care Agency
- e. Virtual Desktop Infrastructure Modernization – Human Services Agency
- f. Ambulatory Care Clinic Integration – Health Care Agency
- g. Experian eCare NEXT – Health Care Agency
- h. California Mental Health Services Authority (CalMHSA) Semi-Statewide Enterprise Health Record (EHR) Services – Health Care Agency
- i. VMware System – Health Care Agency
- j. APPSIAN PeopleSoft Security – Auditor-Controller’s Office / County Executive Office Human Resources

# Projects Status Review (Continued)

## **6 active projects within budget and not on schedule (5 previously)**

- k. Kronos Time and Attendance System – Health Care Agency
- l. Enterprise Content Management – Public Defender’s Office
- m. Integrated Property Tax Assessment and Collection System – Assessor / Auditor-Controller / Treasurer-Tax Collector
- n. Energy Management System Migration (HVAC) – General Services Agency
- o. Behavioral Health MHSA/VCSO SAS Data Exchange – Health Care Agency
- p. NextRequest – County Executive Office/Clerk of the Board

## **1 active project on schedule and not within budget (0 previously)**

- q. Cornerstone LMS – County Executive Office / Human Resources

## **1 active project not within budget and not on schedule (0 previously)**

- r. Integrated Library Systems (ILS) – Library



# Projects Status Review (Continued)

## 1 project was completed and closed (3 previously)

- s. Fire Radio Dispatch Console System Upgrade (Motorola MCC 7500E Consoles) – Fire Protection District

# Fire Radio Dispatch Console System Upgrade

## Fire Protection District

- Original Completion Date: 11/01/2022
  - Actual Project Completion Date: 11/01/2022
  - Original Budget: \$ 2,492,961.00
  - Actual Cost: \$ 2,492,961.00
- 
- Measurable Outcomes  
Part of upgrade to future radio system

# Countywide IT Policies for Committee Review / Approval

- Exception to Policy Request: Approve the District Attorney's Office to have their own separate/exclusive tenant in Harmony with its own separate and exclusive administrative rights.

# Business Technology Committee

## Review and Approve Changes to BTC Bylaws

- Change meeting frequency from monthly to quarterly.
- Meeting to be scheduled at least one month prior to quarterly ITC meeting.
- One special meeting to be scheduled in December for BTC business (elections, meeting schedule, etcetera).
- Chair/Co-Chair can call special meetings if necessary.



# CIO REPORT



# Updates from CIO

- Action Items from Previous Meeting
  - Terry to sign Resolution 4.
  - Terry to follow up with GSA on digitization of invoices for RMA Administration.
  - Kronos update.
  - Terry to work with Ms. Livingston and Mr. Pettit on updating ITC Submission Guidelines.
  - Terry will send out a revised memo regarding the updated recommendations for ITC Submission Guidelines.
  - Terry will bring proposed changes to ITC Submission Guidelines for review and vote.
  - Review and approve updated recommended ITC Submission Guidelines.
  
- Cyber Security Update



# Cybersecurity Updates



# Cybersecurity Updates Agenda

- Extended Security Updates
- Harmony Replacement Effort



# Cybersecurity Updates

## ▪ Extended Security Update (ESU)

### What Does it Do

- Provides critical and important updates to Windows 7 and Server 2008 machines

### Why it Matters

- Windows 7 and Server 2008 machine **vulnerabilities will be permanently exploitable**
- There are machines potentially externally exposed at this time

### ESU Information

- Offered since 2019; machines on ESU since 2020 (Extra Costs)
- Ending January 2023 with no further support from Microsoft
- Total County devices requiring migration: **131**
- Total County devices not upgraded as of 11.24.2022: **61**

### Progress Update

- Meetings/Discussions are being held with impacted agencies
- Risk reduction measures are being applied – **We need your support** as it could impact operations!



# Cybersecurity Updates

## ▪ Harmony Anti-Virus and Anti-Malware Replacement Project

### What Does it Do

- Provide a uniform replacement to Symantec and Malwarebytes
- Contains many features for workstations and servers

### Why it Matters

- This is a **foundational protection measure**
- Harmony license includes central, 24/7 vendor staffed monitoring

### What is the Impact

- Board approved solution that is now part of “the rate”
- Maintaining alternative solutions is **at agency costs** (redundant expense)
- License renewal for Symantec and Malwarebytes is coming in 2023 (agencies billed if no Harmony)

### Progress Update

- We are working with agencies on the migration effort – however, some may not be ready by license renewal date resulting in Symantec/Malwarebytes renewals being billed to agency
- Total devices not on Harmony: Approx. 5,500

# 2023 Meeting Dates, Review, and Closing

- ❑ Dates for 2023 ITC Quarterly Meetings
  - January 26, 2023
  - April 27, 2023
  - July 27, 2023
  - October 26, 2023
  
- ❑ Review of Today's Action Items
  
- ❑ Closing Comments / Agenda Items for Next Meeting



# Adjourn



Thank you for your time.