

**ITC Meeting
Minutes:
January 27, 2022**

3:00 pm
Zoom Meeting



Meeting called by IT Services
Facilitator: Terry Theobald

Type of Meeting: Information Technology Governance
Scribe: Cynthia Elliott / Terry Theobald

Committee Attendees: Mike Powers – County Executive Office; Mike Pettit – County Executive Office; Terry Theobald – Information Technology Services Department; Jeff Burgh – Auditor-Controller’s Office; Supervisor Bob Huber – Board of Supervisors, District 4; Matt LaVere – Board of Supervisors, District 1; Lourdes Solorzano – Board of Supervisors, District 1; John Spykerman – Fire Protection District; Christine Renshaw – County Counsel; Bach Nguyen – Health Care Agency; Jennie Pittman – Human Services Agency; Kim Prillhart – RMA Administration; Sean Britt – Sheriff’s Office

Presenters/Visitors: Cynthia Elliott – Information Technology Services Department; Kamil Manuel - Information Technology Services Department

WELCOME:

- Meeting called to order at 3:00 p.m. by Terry Theobald. This meeting was held virtually via Zoom.

APPROVAL OF MINUTES:

- November 1, 2021, ITC meeting minutes reviewed.
- Motion to approve minutes as written by Supervisor Bob Huber and second by Supervisor Matt LaVere.
- All in favor; motion passed.

PUBLIC COMMENTS:

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

COMMITTEE COMMENTS:

- No committee comments presented.

AGENDA REVIEW:

- Correction made to meeting date; changed 2021 to 2022.

AB 361 – RESOLUTION 2:

- Committee discussed continuation of virtual meetings and adopted Resolution 2 with the following updates to Resolution 1:
 - Section 3 – Date changed to February 27, 2022.
 - Effective Date – Year changed to 2022.
- First motion to approve was provided by Jeff Burgh.
- Second by Supervisor Matt LaVere.
- All in favor; motion passed.
- Supervisor Matt LaVere approved Terry Theobald signing Resolution 2.

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

- Terry briefly discussed two projects that are currently in the Subcommittee for Review:
 - NextRequest Public Records Management System – County Executive Office and Clerk of the Board
 - Energy Management System – General Services Agency

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.

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 Protection District
- 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 – Information Technology Services Department
- Virtual Desktop Infrastructure Modernization – Human Services Agency

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

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

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

- None currently.

1 project was completed and closed (2 previously)

- Public Access Virtual Desktops – Ventura County Library

COUNTYWIDE IT POLICIES FOR REVIEW:

Disaster Recovery:

- IT Services reviewed the Disaster Recovery Policy and recommended approval to Committee.
- Committee requested the following changes:
 - Exceptions to be approved by CIO.
 - Clarification re: link systems.
- First motion to approve was provided by Supervisor Bob Huber.
- Second by Supervisor Matt LaVere.
- All in favor; motion passed.

IT Asset Management:

- Implementation:
 - IT Services recommended approval.
 - When approved, item will go to the BTC and then to the Department Head prior to implementation.
 - Would roll-out in phases, beginning with IT Services.

- Changes to be made to the Policy:
 - Exceptions to be approved by CIO.
 - Section 2.2 frequency threshold (e.g., three months).
- First motion to approve with changes described was provided by Mike Powers.
- Second was provided by Jeff Burgh.
- All in favor; motion passed.

CIO REPORT:

Action Items from Prior Meeting:

- None

Cyber Security Update:

- Kamil presented updated phishing details:
 - Phishing awareness platform.
 - The final year for Windows 7 security updates.
 - The password complexity policy.
 - Endpoint detection and response.

REVIEW OF ACTION ITEMS:

- No action items were identified.

CLOSING COMMENTS/AGENDA ITEMS FOR NEXT MEETING:

Closing Comments:

- Terry Theobald to Sign Resolution 2.

Agenda Items for Next Meeting:

- Committee had no agenda items to add.
- Meeting adjourned at 4:16 p.m.; motioned by Supervisor Bob Huber and second by Jeff Burgh, all in favor.
- Next Meeting is scheduled for April 28, 2022.