

**ITC Meeting  
Minutes:  
January 26, 2023**

3:00 pm  
Hall of Administration  
Multi-Purpose Room



Meeting called by IT Services

Type of Meeting: Information Technology Governance

Facilitator: Terry Theobald

Scribe: Debbie Conner

**Committee Attendees:** Jeff Gorell – Board of Supervisors, District 2; Janice Parvin – Board of Supervisors, District 4; Jeff Burgh – Auditor-Controller’s Office; Eric Buschow – Sheriff’s Office; Jose Rivera – Sheriff’s Office; Sevet Johnson – County Executive Office; Mike Pettit – County Executive Office; Christine Renshaw – County Counsel; Bach Nguyen – Health Care Agency; Terry Theobald – Information Technology Services Department; Kim Prillhart – Resource Management Agency

**Presenters/Visitors:** Mark Perryman – Board of Supervisors, District 2; Bruce Rokos – Board of Supervisors, District 4; Rachele Dean – District Attorney’s Office; Gene Mecagni – District Attorney’s Office; Erik Nasarenko – District Attorney; Bryan Friedman – County Executive Office; Robert Langley – General Services Agency (BTC); Raja Bamrungpong – Information Technology Services; Kamil Manuel - Information Technology Services Department

**WELCOME:**

- Terry Theobald confirmed quorum and called the meeting to order at 3:05 p.m.
- Terry discussed the role of the Chair, which is typically held by one of the Supervisors. Supervisor Gorell accepted the role of Chair, with Supervisor Parvin being a regular member. Both serve a term of one year.

**APPROVAL OF MINUTES:**

- December 1, 2022, ITC meeting minutes reviewed.
  - Motion to approve minutes as written.
  - First by Kim Prillhart and second by Jeff Burgh.
  - 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.

**AGENDA REVIEW:**

- No comments on agenda.

**RECEIVE, RATIFY, AND FILE REPORT ON NEW PROJECTS REVIEWED/APPROVED BY CIO:**

- None
- Terry reviewed the process for reviewing projects that are submitted as “urgent.”
  - Those projects will come to the CIO for review. CIO will reach out to appropriate ITC members. If it is agreed the item is urgent, it will be approved and brought to the next regularly scheduled ITC meeting for review and ratification.

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

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

## **UPCOMING PROJECTS:**

- Terry Theobald provided a brief update on a pending project – IT Disaster Recovery Solutions.
  - Disaster Recovery is currently at an offsite facility in Camarillo. The current DR Solution is typical of many agencies around the country.
  - ITS believes we need something more resilient than what is currently in place.
  - The DR project will be brought back to the ITC meeting for review and approval in April.
- There were no questions from Committee members about this upcoming project.

## **STATUS OF OPEN PROJECTS:**

- Before presenting a synopsis of current ITC projects, Terry provided a brief overview of the usual procedure for project status updates, which is a cursory review of projects, only delving into details if necessary or if Committee members have questions. The detailed Status Reports are provided to members prior to this meeting.
- Committee members did not have any questions about any of the projects.

### **No new projects (0 previously)**

### **9 active projects on schedule and within budget (10 previously):**

- VCHRP Payroll System 9.2 Upgrade – Auditor-Controller/County Executive Office Human Resources
- Checkpoint Infinity Security Upgrade – Information Technology Services Department
- VCIJIS 2.0 – Information Technology Services Department
- Virtual Desktop Infrastructure Modernization – Human Services Agency
- Ambulatory Care Clinic Integration – Health Care Agency
- Experian eCare NEXT – Health Care Agency
- California Mental Health Services Authority (CalMHSA) Semi-Statewide Enterprise Health Record (EHR) Services – Health Care Agency
- VMware System – Health Care Agency
- APPSIAN PeopleSoft Security – Auditor-Controller’s Office/ County Executive Office Human Resources

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

(\*Most that are not on schedule are due to COVID-related delays.)

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

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

- Cornerstone LMS – County Executive Office / Human Resources

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

- Integrated Library Systems (ILS) – Library

### **0 projects were completed and closed (1 previously)**

- Responding to a question from the Committee regarding measuring project outcomes, Terry informed when a project is completed, the project manager is required to provide a project closure report, which must include business outcomes. The report is to be submitted once business outcomes can be measured, which isn’t necessarily at the time the project is completed and closed.

**COUNTYWIDE IT POLICIES FOR REVIEW:**

- CIO provided synopsis of Information Technology Committee Charter.
  - This committee was formed in 1995 to address decentralized IT Services, concerns about how taxpayer funds were being spent, and to provide accountability. The County contracted with Deloitte & Touche to do an assessment, and in 2000, it was determined the Committee, comprised of ten members, would stay in place.
  - The main functions of the Committee were to facilitate review and coordination of all Information Technology throughout the County agencies, to have central governance of countywide policies, and to oversee all large projects. (This has been recently increased from 50K to 200K.) Another purpose of the ITC is to review future technology strategic plans.
  - This Committee does not have funding authority. It is solely focused on technology, redundancy, and efficiency.
- Review, Approve, and Vote on District Attorney’s request for Exception to Policy – Harmony / End Point Protection.
  - Motion to approve the District Attorney’s request for exemption on the condition the DA is subject to bi-annual ITS audits, which will be reported to the ITC. If any concerns are noted in the audit, this committee’s decision to grant exemption will be reconsidered.
  - First by Terry Theobald and second by Jeff Burgh.
  - All in favor; motion passed.
- Discuss District Attorney’s Office request to join ITC as a permanent member.
  - This request will need to be approved by the Board of Supervisors.
  - In the interim, the District Attorney’s Office is welcome to attend as a non-voting guest.
  - This item was tabled for review and is to be added to the next ITC meeting agenda.
- Kamil Manuel presented two policies, which were reviewed and approved by BTC. They will be redlined and submitted for review and approval at the next ITC.

**BUSINESS TECHNOLOGY COMMITTEE:**

- Robert Langley, BTC Chairperson, asked the committee to refer to the handout of the redlined version (County Counsel recommended changes) of BTC bylaws.
  - Robert reviewed the County Counsel-recommended changes to the BTC bylaws. The recommended changes bring the BTC into compliance with the Brown Act.
- Motion to approve changes to BTC bylaws.
- First by Jeff Burgh and second by Janice Parvin.
- All in favor; motion passed.

**CIO REPORT:**

Cyber Security Update:

- Kamil Manuel presented an update on Legacy Systems
- Terry Theobald provided an update on current cloud platform utilization.

**REVIEW OF ACTION ITEMS:**

- Add new member consideration / recommendation to the Board of Supervisors to the next ITC Agenda.
- Send out redlined policies (Policy No. COV-007 and Policy No. COV-002) for Committee members to review.
- Add Policy No. COV-007 and Policy No. COV-002 to the next ITC meeting agenda for approval.
- Provide update on policies in progress.

**CLOSING COMMENTS/ REQUESTED AGENDA ITEMS FOR NEXT MEETING:**

Closing Comments:

- No closing comments.

Requested Agenda Items for Next Meeting:

- No new recommended agenda items.

- Meeting adjourned at 4: 22 p.m. First motion by Janice Parvin; Second by Terry Theobald. All in favor.
- Next meeting is scheduled for April 27, 2023, at 3:00 p.m., Hall of Administration, Multi-Purpose Room.