ITC Meeting Minutes: April 27, 2023	3:00 pm Hall of Administration Multi-Purpose Room	COUNTY of VENTURA Information Technology Services

Meeting called by IT Services	Type of Meeting: Information Technology Governance
Facilitator: Supervisor Jeff Gorell	Scribe: Debbie Conner

Committee Attendees:	Jeff Gorell – Board of Supervisors, District 2; Joanne McDonald – Auditor-Controller's Office; Dustin Gardner – Fire Protection District; Eric Buschow – Sheriff's Office; Mike Pettit – County Executive Office; Christine Renshaw – County Counsel; Bach Nguyen – Health Care Agency; Melissa Livingston – Human Services Agency; Terry Theobald – Information Technology Services Department; Jennifer Orozco – Resource Management Agency
Presenters/Visitors:	Shannon Perreyclear – Auditor Controller's Office; Rachelle Dean – District Attorney's Office; Gene Mecagni – District Attorney's Office; Bryan Friedman – County Executive Office; Robert Langley – General Services Agency (BTC); Raja Bamrungpong – Information Technology Services

WELCOME:

- Supervisor Gorell welcomed all. Roll was taken, quorum was confirmed, and the meeting was called to order at 3:03 p.m.

APPROVAL OF MINUTES:

- January 26, 2023, ITC meeting minutes reviewed.
  - Motion to approve minutes as written.
  - Abstain, Joanne McDonald.
  - First by Terry Theobald and second by Mike Pettit.
  - 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 changes to the agenda.

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

- None

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

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

UPCOMING PROJECTS:

- There were no upcoming projects to report.

STATUS OF OPEN PROJECTS:

- Terry Theobald provided a briefing on the Status and Closure Reports of all projects:

No new projects (0 previously)

5 active projects within budget and on schedule (9 previously):
- Checkpoint Infinity Security Upgrade – Information Technology Services Department
- Ambulatory Care Clinic Integration and Experian eCare NEXT (combined into one project) – Health Care Agency
- California Mental Health Services Authority (CalMHSA) Semi-Statewide Enterprise Health Record (EHR) Services – Health Care Agency
- Energy Management System Migration (HVAC) – General Services Agency
- Kronos Time and Attendance System – Health Care Agency

7 active projects within budget and not on schedule (7 previously):
- Enterprise Content Management – Public Defender's Office
- Integrated Property Tax Assessment and Collection System – Assessor / Auditor Controller / Treasurer-Tax Collector
- NextRequest – County Executive Office / Clerk of the Board
- Cerner WELL Health – Health Care Agency
- VCIJIS 2.0 – Information Technology Services Department
- Behavioral Health MHSA / VCSO SAS Data Exchange – Health Care Agency
- APPSIAN PeopleSoft Security – Auditor-Controller's Office/ County Executive Office Human Recourses

1 project on schedule and not within budget (1 previously):
- Cornerstone LMS – County Executive Office / Human Resources

0 projects not within budget and not on schedule (1 previously):

4 projects were completed and closed (0 previously)
- Integrated Library Systems (ILS) – Library
- Virtual Desktop Infrastructure Modernization – Human Services Agency
- VMware System – Health Care Agency
- VCHRP Payroll System 9.2 Upgrade – Auditor-Controller/County Executive Office Human Resources

COUNTYWIDE IT POLICIES FOR REVIEW:

- Review, Approve, and forward the District Attorney's Office request to join ITC as a permanent member to the Board of Supervisors.

- Rachelle Dean presented rationale for the District Attorney's request to join the ITC as a permanent member.
  - Motion to approve District Attorney's request to join ITC as a permanent member.
  - First by Terry Theobald and second by Jeff Gorell.
  - All in favor; motion passed.

- Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.
  - Motion to approve COV-OO2.
  - First by Melissa Livingston and second by Dustin Gardner.
  - All in favor; motion passed.

  - Motion to approve COV-OO7.
  - First by Melissa Livingston and second by Mike Pettit.
  - All in favor; motion passed.

- ITC Bylaw's:
  - Draft of Information Technology Committee Bylaws presented to the Committee for review.
  - Draft bylaws will be brought back to the next quarterly meeting for review and approval.

BUSINESS TECHNOLOGY COMMITTEE:

- The BTC public-facing website has been launched.
- Review, approve, and forward recommendation from CIO to decommission the BTC to the Board of Supervisors.
  - Motion to approve forwarding CIO's recommendation to decommission the BTC to the Board of Supervisors.
  - First by Terry Theobald and second by Jeff Gorell.
  - All in favor; motion passed.

IT GOVERNANCE AUDIT CEO REPORT:

- Mike Pettit provided a briefing on the IT Governance Audit Report from the Auditor Controller's Office.
- The ACO made five recommendations, on which Mr. Pettit briefed the Committee.

CIO REPORT:

Tik Tok:
- Terry Theobald presented on IT Services view on Tik Tok.
- The Committee suggested IT Services work with the CEO's office regarding adding an advisory statement to the County's social media policy.

Artificial Intelligence (AI):

- Terry provided a handout on and briefed the Committee on Artificial Intelligence.

REVIEW OF ACTION ITEMS:

- Forward District Attorney's request to join ITC as a permanent member to the Board of Supervisors.
- Bring ITC Bylaws back to the next Committee meeting for review and approval.
- Add District Attorney to Membership list in ITC Bylaws, pending Board of Supervisors' approval of membership.
- Forward CIO's recommendation to decommission the BTC to the Board of Supervisors.
- Add Tik Tok advisory to current County social media policy.

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 4:18 p.m.
- Next meeting is scheduled for October 26, 2023, at 3:00 p.m., Hall of Administration, Multi-Purpose Room.