ITC Meeting Minutes: July 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: Terry Theobald	Scribe: Debbie Conner

Committee Attendees:	Jeff Burgh – Auditor Controller's Office; Chuck Hughes – District Attorney's Office; Sean Britt – Sheriff's Office; Sevet Johnson – County Executive Office; Mike Pettit – County Executive Office; Dustin Gardner – Fire Protection District; Christine Renshaw – County Counsel; Barry Zimmerman – Health Care Agency; Bach Nguyen – Health Care Agency; Melissa Livingston – Human Services Agency; Terry Theobald – Information Technology Services; Jennifer Orozco – Resource Management Agency
Presenters/Visitors:	Mark Perryman – Board of Supervisors, District 2; Bryan Friedman – County Executive Office; Raja Bamrungpong – Information Technology Services; Shannon Perreyclear – Auditor Controller's Office

WELCOME:

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

APPROVAL OF MINUTES:

- April 27, 2023, ITC meeting minutes reviewed.
  - o Motion to approve minutes as written.
  - o First by Jeff Burgh and second by Melissa Livingston.
  - o All in favor; motion passed.

PUBLIC COMMENTS:

- No public comments were submitted to the public comments email address.
- Mark Perryman – Present with question about agenda item 6a.

COMMITTEE COMMENTS:

- No Committee comments.

AGENDA REVIEW:

- No changes to the agenda.

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

- VCFMS Adv4 Upgrade and Cloud Transition – presented by Jeff Burgh, Auditor Controller.
  - o Motion to ratify approval of the project.
  - o First by Dustin Gardner and second by Chuck Hughes.
  - o All in favor; motion passed.

- Regional Radio Project – presented by Terry Theobald, Chief Information Officer.
  - o Motion to ratify approval of the project.
  - o First by Jeff Burgh and second by Sevet Johnson.
  - o All in favor; motion passed.

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

- Medical-Grade Network Upgrade – presented by Bach Nguyen, Health Care Agency Chief Information Officer.
  o Motion to approve the project.
  o First by Melissa Livingston and second by Terry Theobald.
  o All in favor; motion passed.

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 projects.
- Bach Nguyen provided a briefing on Health Care Agency projects.

3 new projects (0 previously)
- VCFMS – Adv4 Upgrade and Cloud Transition – Auditor Controller's Office
- Regional Radio Project – Information Technology Services
- VCMC Medical-Grade Network Upgrade – Health Care Agency

5 active projects within budget and on schedule (5 previously):
- Checkpoint Infinity Security Upgrade – Information Technology Services
- Ambulatory Care Clinic Integration and Experian eCare NEXT – 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 – Increase in project scope.
- Integrated Property Tax Assessment and Collection System – Assessor / Auditor Controller / Treasurer-Tax Collector – Terry announced this project has implemented into production.

6 active projects within budget and not on schedule (7 previously):
- Enterprise Content Management – Public Defender's Office
- NextRequest – County Executive Office / Clerk of the Board
- Cerner WELL Health – Health Care Agency
- VCIJIS 2.0 – Information Technology Services
- APPSIAN PeopleSoft Security – Auditor-Controller's Office/ County Executive Office Human Resources
- Kronos Time and Attendance System – Health Care Agency

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 (0 previously):

1 project was completed and closed (4 previously)
- Behavioral Health MHSA / VCSO SAS Data Exchange – Health Care Agency

COUNTYWIDE IT POLICIES FOR REVIEW:

- Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.
  o No policies for review and approval.

- ITC Bylaw's:
  o Motion to approve ITC Bylaws.
  o First by Jeff Burgh and second by Sevet Johnson.
  o All in favor; motion passed.

CIO REPORT:

Tik Tok:
- Terry Theobald reviewed IT Services view on Tik Tok, which he had presented at the last quarterly ITC meeting, April 27, 2023.
- Terry requested the Committee allow additional time for IT Services to update the County Social Media Use Policy to include an advisory statement on the use of Tik Tok and other platforms.

County Data Storage Location:
- In response to a customer inquiry on this topic, Terry recommended a County policy be created to stipulate where County agencies may store data, i.e., whether within the continental United States should be the mandated storage location or if storage for some agencies could be in other nations, and under what conditions.
- IT Services will research and compose a draft policy for this Committee to review.

REVIEW OF ACTION ITEMS:

- Social Media Policy revision.
- Draft Data Storage Location Policy.

CLOSING COMMENTS/ REQUESTED AGENDA ITEMS FOR NEXT MEETING:

Closing Comments:
- No closing comments.

Requested Agenda Items for Next Meeting:
- No requested agenda items for the next meeting.

- Motion to adjourn.
  - First by Jeff Burgh and second by Terry Theobald.
  - All in favor; meeting adjourned at 4:09 p.m.

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