

ITC Meeting
DRAFT Minutes:
October 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: Janice Parvin – Board of Supervisors, District 4; Chuck Hughes – District Attorney’s Office; Eric Buschow – Sheriff’s Office; Mike Pettit – County Executive Office; Christine Renshaw – County Counsel; Dustin Gardner – Fire Protection District; Bach Nguyen – Health Care Agency; Jennie Pittman – Human Services Agency; Terry Theobald – Information Technology Services; Kim Prillhart – Resource Management Agency

Presenters/Visitors: Mark Perryman – Board of Supervisors, District 2; Keith Taylor – Assessor; Kevin Coe – Information Technology Services/Public Works Agency; Shannon Perreyclear – Auditor Controller’s Office; Joseph Pope – Public Works Agency

WELCOME:

- Terry Theobald welcomed all. Roll was taken, quorum was confirmed, and the meeting was called to order at 3:00 p.m.

APPROVAL OF MINUTES:

- July 27, 2023, ITC meeting minutes reviewed.
 - Motion to approve minutes as written.
 - First by Dustin Gardner and second by Chuck Hughes.
 - All in favor; motion passed.

PUBLIC COMMENTS:

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

COMMITTEE COMMENTS:

- No Committee comments.

AGENDA REVIEW:

- No changes to the agenda.

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

- Just Appraised – presented by Keith Taylor, Assessor’s Office.
 - Motion to ratify approval of the project.
 - First by Kim Prillhart and second by Janice Parvin.
 - All in favor; motion passed.

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

- CityWorks Implementation – presented by Joseph Pope, Public Works Agency.
 - Motion to approve the project.
 - First by Eric Buschow and second by Mike Pettit.
 - 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.

1 new project (3 previously)

- Just Appraised – Assessor

6 active projects within budget and on schedule (5 previously):

- Checkpoint Infinity Security Upgrade – Information Technology Services
- California Mental Health Services Authority (CalMHSA) Semi-Statewide Enterprise Health Record (EHR) Services – Health Care Agency
- VCFMS Adv4 Upgrade and Cloud Transition – Auditor Controller’s Office
- VCMC Medical-Grade Network – Health Care Agency – Waiting for Board approval.
- Integrated Property Tax Assessment and Collection System – Assessor / Auditor Controller / Treasurer-Tax Collector
- Regional Radio Project – Information Technology Services

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

- Energy Management System Migration (HVAC) – General Services Agency- New ECD 12/2023
- Enterprise Content Management – Public Defender’s Office - New ECD 12/2023
- NextRequest – County Executive Office / Clerk of the Board - New **Roll Out 03/2024**
- Cerner WELL Health – Health Care Agency - New ECD 11/2023
- VCIJIS 2.0 – Information Technology Services
- Kronos Time and Attendance System – Health Care Agency - New ECD 06/2024
- Ambulatory Care Clinic Integration and Experian eCare NEXT – Health Care Agency – New ECD 02/2024 and 04/2024 respectively

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

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

2 projects were completed and closed (1 previously)

- APPSIAN PeopleSoft Security – Auditor-Controller’s Office/ County Executive Office Human Resources
- Cornerstone LMS – County Executive Office / Human Resources
 - o Motion to receive, ratify, and approve Status Report.
 - o First by Janice Parvin and second by Dustin Gardner.
 - o All in favor; motion passed.

COUNTYWIDE IT POLICIES FOR REVIEW:

- Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.
 - 1) Social Media – COV – 014
 - o Changes to the draft were discussed; policy will be revised per discussion and sent to the Committee for final review.
 - o Motion to approve with agreed upon changes.
 - o First by Terry Theobald and second by Jancie Parvin.
 - o All in favor; motion passed.
 - 2) Data Management – COV – 004
 - o Revisions will be made per Committee discussion; policy will be brought back to the next ITC for review and approval.

CIO REPORT:

IT Governance Audit Update from CEO; presented by Mike Pettit:

- Mike Pettit gave an update on audit recommendations and timeline for response actions on open items..
- Recommendations 4 and 5 are completed.

Artificial Intelligence Update:

- Terry Theobald presented on A.I.
- Terry concluded recommended establishing a County AI Advisory group, which would report back to the ITC on AI items such as growth, trends, County implementation, and policies.

Update on GDPR/CCPA/COPPA compliance:

- This action item was completed.

Dates for 2024 ITC Meetings:

- January 25, 2024
- April 25, 2024
- July 25, 2024
- October 24, 2024

REVIEW OF ACTION ITEMS:

1. Social Media Policy – COV-014 - Page 2. Move the last bullet point up in order.
2. Add “Nothing in this policy is intended to contradict State or Federal law.
3. Send a red-lined version with changes to the Committee for final review.
4. Committee suggestions for revisions to Data Management Policy - COV-004 shall be worked into the policy and brought back to the next ITC for review and approval.
5. Terry will work with CEO’s office on AI Advisory Group plan and bring recommendations back to the next ITC.
6. Terry will report back on status of Mark Perryman’s request for status on Continuum of Care Public Health Project.

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 Eric Buschow and second by Chuck Hughes.
 - All in favor; meeting adjourned at 4:33 p.m.

- Next meeting is scheduled for January 25, 2024, at 3:00 p.m., Hall of Administration, Multi-Purpose Room.