

**ITC Meeting
Minutes:
January 25, 2024**

3:00 pm
Hall of Administration
Multi-Purpose Room



Meeting called by IT Services

Type of Meeting: Information Technology Governance

Facilitator: Terry Theobald

Scribe: Joanna Peterson

Committee Attendees: Janice Parvin – Board of Supervisors 4th District; Jeff Burgh – Auditor Controller’s Office; William Britt – Ventura County Sheriff’s Office; Dustin Gardner, Ventura County Fire Protection Department; Chuck Hughes – District Attorney; Bach Nguyen – Health Care Agency; Jennifer Orozco – RMA; Jennie Pittman – Human Services Agency; Christine Renshaw – County Counsel

Presenters/Visitors: Shannon Perreyclear – Auditor Controller’s Office; Mike Kumazawa - CEO

WELCOME:

- Terry Theobald welcomed all. Roll was taken, quorum was confirmed, and the meeting was called to order at 3:01 p.m.

APPROVAL OF MINUTES:

- October 26, 2023, ITC meeting minutes reviewed.
 - o Motion to approve minutes as written.
 - o First by Janice Parvin and second by Jeff Burgh.
 - o 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:

- o No new projects

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

- o No new projects

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.

0 new project (1 previously)

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

- 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
- Regional Radio Project – Information Technology Services
- Just Appraised – Assessor
- Ambulatory Care Clinic Integration (CPM) and Experian eCare NEXT – Health Care Agency

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

- Energy Management System Migration (HVAC) – General Services Agency
- Enterprise Content Management – Public Defender’s Office
- NextRequest – County Executive Office/Clerk of the Board
- Cerner Artera (formerly WELL-Health) – Health Care Agency
- VCIJIS 2.0 – Information Technology Services Department
- Kronos Time and Attendance System – Health Care Agency
- CityWorks Implementation – Public Works Agency
- Integrated Property Tax Assessment and Collection System – Assessor/Auditor-Controller/Treasurer-Tax Collector

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

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

1 project were completed and closed (2 previously)

- Check Point Infinity – Information Technology Services

COUNTYWIDE IT POLICIES FOR REVIEW:

- Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.
 - 1) Data Management – COV – 004
 - o Motion to receive, ratify, and approve Status Report.
 - o First by Jeff Burgh and second by Dustin Garnder
 - o All in favor; motion passed.

CIO REPORT:

IT Governance Audit Update from CEO; presented by Terry Theobald:

- Terry Theobald presented the IT Governance Update on behalf of Mike Pettit.
- 3 Recommendations resulting from the audit:
 - o IT Governance framework established for the county based on Cobit that will be made into policy and added to the Administrative Handbook. To be completed Q1 2024.
 - o IT Strategic Plan – Currently working on objectives and IT roadmap. No completion date yet.
 - o Countywide IT Risk Management Policy – on track to finish June 2024. Will be sent to ITC members for review.

Artificial Intelligence Update:

- Terry Theobald provided a presentation on Microsoft Copilot and how it will work within and across the various O365 applications.

REVIEW OF ACTION ITEMS:

None

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 Janice Parvin and second by Jeff Burgh.
 - All in favor; meeting adjourned at 3:47 p.m.

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