

**ITC Meeting
Minutes:
April 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: Jeff Gorell – Board of Supervisors 2nd District; Janice Parvin – Board of Supervisors 4th District; Eric Buschow – Ventura County Sheriff’s Office; Dustin Gardner, Ventura County Fire Protection Department; Derek Fouarge – District Attorney; Bach Nguyen – Health Care Agency; Robert Mullane – RMA; Christine Renshaw – County Counsel

Presenters/Visitors: Shannon Perreyclear – Auditor Controller’s Office; Mike Kumazawa – CEO; Kamil Manuel – IT Services; John Partridge – IT Services

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:

- January 25, 2024, ITC meeting minutes reviewed.
 - Motion to approve minutes as written.
 - First by Supervisor Parvin and second by Dustin Gardner
 - 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:

- No new projects

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

- 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 projects (0 previously)

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

- 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
- CityWorks Implementation – Public Works Agency
- Integrated Property Tax Assessment and Collection System – Assessor/Auditor-Controller/Treasurer-Tax Collector

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

- Kronos Time and Attendance System – Health Care Agency
 - Bach Nguyen provided a status update on the project
- Enterprise Content Management – Public Defender’s Office
- NextRequest – County Executive Office/Clerk of the Board
- VCIJIS 2.0 – Information Technology Services Department

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

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

3 projects were completed and closed (1 previously)

- Energy Management System Migration (HVAC) – General Services Agency
- California Mental Health Services Authority (CalMHSA) Semi-Statewide Enterprise Health Record (EHR) Services – Health Care Agency
- Cerner Artera (formerly WELL-Health) – Health Care Agency

COUNTYWIDE IT POLICIES FOR REVIEW:

Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.

- Countywide IT Risk Management Policy
 - Motion to receive, ratify, and approve Status Report.
 - First by Supervisor Parvin and second by Supervisor Gorell
 - All in favor; motion passed.

CIO REPORT:

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

- Formal adoption of an enterprise IT governance framework
 - In Progress – IT has identified the framework to be utilized and is preparing the components for the County Administrative Manual to be brought before the Board in May/June 2024
- Direct the development of a current Countywide IT Strategic Plan that aligns with the County’s current objectives
 - In progress – Board adopted Countywide strategic plan on 10/17. IT working to bring the updated Countywide IT strategic before Fall 2024
- Direct the establishment of a County IT Risk Management policy and program specifying the requirement and process for assessing, responding to, and monitoring risks for IT systems Countywide
 - IT Service presented the draft Risk Policy to the ITC at the 4/25 meeting
- Direct the ITC to formally adopt bylaws specifying the rules and procedures for conducting the business of the committee
 - Completed
- Direct the implementation of a procedure to review and update County IT policies at planned intervals and when significant changes occur
 - Completed

Multifactor Authentication:

- Kamil Manuel provided a brief update on our Two Factor Authentication (2FA) product: DUO
 - Phase I – Standardize and apply 2FA for vendors and employees in the County for remote access via VPN and O365. Status: Wrapping up.
 - Phase II – Apply internal 2FA to all administrative users starting with Domain Admins per Access Management policy recently approved by ITC. Status: Starting up.
 - Phase III – Evaluate and Apply 2FA for all agencies utilizing CJJ data to align with CJIS requirements. Status: Not started. Will be brought back to the ITC at a future date

Workstation & Server Security Patching:

- Terry Theobald provided a brief update on wrapping up efforts to bring all Microsoft Windows server and desktop operating systems by calendar year end.
- Also, a reminder that Windows 10 will be sunseting end of 2025

Microsoft next generation Office 365:

- Terry provided a high-level overview of the next generation Microsoft Office product M365 and will be returning to the ITC at a later date with detailed analysis of M365 and recommendations.

REVIEW OF ACTION ITEMS:

- Include high level details for all off-schedule projects on future agendas
- Review Fire and Sheriff Computer Aided Dispatch (CAD) Windows operating systems support and report back on findings

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 Dustin Gardner
 - All in favor; meeting adjourned at 4:06 p.m.

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