ITC Meeting Minutes:
January 23, 2025

3:00 pm
Hall of Justice
Pacific Conference Room

COUNTY of VENTURA
Information Technology Services

Meeting called by IT Services	Type of Meeting: Information Technology Governance
Facilitator: Terry Theobald	Scribe: Joanna Peterson

Committee Attendees: Jeff Burgh – Auditor Controller; Eric Buschow – Ventura County Sheriff's Office; Theresa Cho – Health Care Agency; Chad Cook – Ventura County Fire Department; Jeff Gorell – Board of Supervisors 2nd District; Chuck Hughes – District Attorney; Melissa Livingston – Human Services Agency; Robert Mullane – Resource Management Agency; Bach Nguyen – Health Care Agency; Janice Parvin – Board of Supervisors 4th District; Mike Pettit – CEO; Christine Renshaw – County Counsel

Presenters/Visitors: Ozgur Aral – IAD; Mike Kumazawa – CEO; Shannon Perreyclear – Auditor Controller

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:

- July 25, 2024, ITC meeting minutes reviewed.
  - o Motion to approve minutes as written.
  - o First by Supervisor Parvin and second by Chuck Hughes
  - o All in favor; motion passed.

PUBLIC COMMENTS:

- None submitted to the public comments email address.

COMMITTEE COMMENTS:

- No Committee comments.

AGENDA REVIEW:

- Adjust agenda item 5A – to attribute project to ACO/HR rather than HCA

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

- Accela Land Management System Upgrade to Managed Services
  - o Presented by Terry Theobald, ITSD CIO
  - o Motion to approve
  - o First by Robert Mullane and second Chad Cook
  - o All in favor; motion passed

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

- None

UPCOMING PROJECTS:

- Countywide IT Systems Disaster Recovery Services
  - Terry Theobald provided a brief presentation on an upcoming project to be presented to the ITC at a later date

STATUS OF OPEN PROJECTS:

- Terry Theobald provided a briefing on the Status and Closure Reports of projects.
  - Advised the committee that moving forward the status reports would be listed on the agenda as Receive and File

0 new projects (0 previously)

4 active projects within budget and on schedule (4 previously):
- Retirement Health Premium Coverage Payments – ACO/HR
- Regional Radio Project – Information Technology Services
- Physician Documentation and Generative AI Solutions – Health Care Agency
- VCIJIS 2.0 – Information Technology Services Department

6 active projects within budget and not on schedule (8 previously):
- Integrated Property Tax Assessment and Collection System – Assessor / Auditor Controller / Tax Collector
- CityWorks Implementation – Public Works Agency
- Ambulatory Care Clinic Integration (CPM) and Experian eCare NEXT – Health Care Agency
- Enterprise Content Management – Public Defender's Office
- Kronos/UKG WFD Project – Health Care Agency
- Medical Grade Network – Health Care Agency

1 project on schedule and not within budget (0 previously):
- VCFMS Adv4 Upgrade and Cloud Transition – Auditor-Controller

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

1 project were completed and closed (1 previously)
- NextRequest – County Executive Office / Clerk of the Board

- Motion to approve
- First by Supervisor Parvin and second by Supervisor Gorell
- All in favor; motion passed

COUNTYWIDE IT POLICIES FOR REVIEW:

Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.
- AI Policy
  - Service Excellence AI Policy Working Group has met and is working to draft a policy to present to ITC for review

CIO REPORT:

.Gov Update

- Working on project for approximately six months.
- Have been able to convert some smaller websites with low traffic as proof of concept

	• Platform running properly to support email domains • Next step is to meet to determine public communication of rollout **IT Strategic Plan** • Terry provided a brief update on the Information Technology Services Strategic Plan for 2025 - 2028

REVIEW OF ACTION ITEMS:

	• Investigate Accela modules capable of supporting the Citizen Access Portal as a mobile app - ITSD • Determine which county systems are mission critical in the event of disaster - ITSD

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 Supervisor Parvin and second by Jeff Burgh ○ All in favor; meeting adjourned at 4:04 p.m.
	• Next meeting is scheduled for April 24, 2025, at 3:00 p.m., Hall of Justice, Pacific Conference Room