

CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

Board of Directors

Don H. Gaekle, Chair - (Large County Member), Assessor Stanislaus County, 1010 10th Street Suite 2400, Modesto, CA 95350
Phong La, Coordinating Assessor & Secretary, Assessor Alameda County, 1221 Oak Street, Room 145, Oakland, CA 94612
Tara K. Freitas, Treasurer (CAA Treasurer), Assessor/Clerk/Recorder Tulare County, 221 S. Mooney Blvd, Room 102-E, Visalia, CA 93291
Kristine Lee, (CAA President), Assessor/Clerk/Recorder Kings County, 1400 W. Lacey Blvd, Hanford, CA 93230
Kristen De Paul, (Small County Member), Assessor/Recorder Modoc County, 204 Court Street, Suite 106, Alturas, CA 96101
Jeff Prang, (Large County Member), Assessor Los Angeles County, 500 W. Temple Street, Room 225. Los Angeles, CA 90012
Shelly Scott, (Medium County Member), Assessor/Recorder/County Clerk Marin County, 3501 Civic Center Dr., Ste 208, San Rafael, CA 94903
John Tuteur, (Medium County Member), Assessor/Clerk/Recorder/Registrar Napa County, 1127 First Street, Suite A, Napa CA 94559
Kaenan Whitman, (Small County Member), Assessor/Recorder Tuolumne County, 2 South Green Street, 3rd Floor, Sonora, CA 95370

Friday September 22, 2023

9:00 AM

**California County Assessors' Information Technology Authority
Special Board Meeting**

Virtually by Zoom Meeting and open to the Public at the Board Member locations as noted above.

<https://zoom.us/j/99423631796?pwd=eW8yWTRFYlpURHFMdStVYzBlbnl2QT09>

Meeting ID: 994 2363 1796

Passcode: 617057

1. Call to Order, Roll Call and Agenda Discussion

Don Gaekle

Meeting called to order @ 9:03 AM

Don H. Gaekle: Y

Phong La: Absent (arrived later)

Tara K. Freitas: Y

Kristine Lee: Y

Kristen De Paul: Y

Jeff Prang: Absent (arrived later)

Shelly Scott: Y

John Tuteur: Absent (arrived later)

Kaenan Whitman: Absent

2. Approval Minutes of the 8/8/2023 Regular Quarterly Meeting

Don Gaekle

Phong La: Absent (arrived later)
Tara K. Freitas: Y
Kristine Lee: Y
Kristen De Paul: Y
Jeff Prang: Absent (arrived later)
Shelly Scott: Y
John Tuteur: Y
Kaenan Whitman: Absent
Don H. Gaekle: Y

Assessor DePaul moved
Assessor Scott seconded

3. Public Comment

Don Gaekle

Members of the public may comment on topics not listed on the agenda.

Time limit 3 minutes per speaker.

No Public Comment

4. CCAITA Interim Executive Director Report: (Discussion)

Rob Grossglauser

a. CCAITA Annual Report to the CA Department of Finance

October 1, 2023 is the deadline for the Annual Report to be finalized and submitted, Pinnacle is working on this and will submit it on time. Pinnacle has asked the Department of Finance re: template, DOF does not have template available yet and is accepting first submission will go beyond minimum information. Chair Gaekle will see the final Annual Report.

b. Executive Director Search - Request for Proposals

ED search was distributed publicly, and counsel did review before RFP was posted. 2 responses were received and have been shared with ED search subcommittee.

c. Prop 19 Database Project Manager – Request for Offer

Ad Hoc committee provided scope of services and RFO. Eligible to use CMAS- State Vending vehicle. RFO was distributed to 5 CMAS vendors as well. 1 submission was received with 3 candidates included.

d. New website/URL transfer/Email option for Board members

Alameda County is helping to transition website to CCAITA JPA.

.gov domain can happen at later date, technical on the backside are lengthy (DNS provider needed). The new website mirrors the site Alameda County created.

Original site will be closed when submissions are complete.

Assessor Scott: What about the safety of .org websites?

Rob: .gov site is safer and can work towards .gov site if board requests.

Assessor Gaekle: CCAITA email was created for Rob, is it possible to create CCAITA emails for Board Members?

Rob: This is an option for board members, if interested email Don/Rob requesting email.

5. Executive Director Ad Hoc Search Committee (Status Report)

John Tuteur

Search Committee report on Executive Director proposals received
Based on the recently closed Request for Proposal process. Possible
Recommendation of Board Action to enter a contract.

Discussion/(Action Item)

Assessor Tuteur:

The committee received 2 proposals; 1 California company and 1 New York company. Assessor Tuter is scheduling meetings with both firms for next week. The committee is working on interview questions. Compensation structure for the New York company is hourly and the compensation structure for the California company is monthly, the committee's initial hope is for hourly not monthly. Both companies are available to start November 1, 2023. Board members may request review proposals by contacting Assessor Tuter.

Assessor Gaekle: any board questions?

None

Assessor Gaekle: Noted Assessors La, Prang and Tuter are now present.

Questions from public:

None

6. Prop 19 Database Ad Hoc Advisory Committee

Peter Aldana

a. Committee Status Update

Assessor Aldana:

Draft project charter and draft budget have been submitted. Project Manager (PM) Request For Offer has received candidates, interviews to take place October 2-3, 2023.

Kan: When can Ad Hoc request approval of candidate?

Assessor Gaekle: After the committee completes the interview process they can come back to the full board with recommendations and the Board can act.

Kan: Committee will bring recommendation to next CCAITA meeting.

Assessor La: please include compensation options for PM.

Rob: CMAS is only on hourly basis and has a cap on hours. RE: PM, industry standard is hourly.

Assessor La: Can Alameda County staff sit in on Riverside panel?

Assessor Aldena: Yes

- b. Discussion of offers received for the recently closed Project Manager based on the recently closed Request for Offers process, and possible recommendation Of Board Action to enter a contract. **(Action Item)**

- c. Discussion and request for Board direction to pursue a Request for Quote for a System Integrator to develop a Proof of Value on a Statement of Work in line with Prop 19 Database Ad Hoc Committee scope of project. Projected \$1 Million cost.

Kan Wang: Bring System Integrator (SI) to establish portal site which will be edited as needed. This is a much-needed agile approach with a target date June 30, 2024. SI onboarding will take 2-3 months for prototype. \$1 million cost projected.

Assessor Gaekle clarifying question: Will vendor build prototype first then go out to bid for full construction of site?

Kan: Correct.

Rob: Given timeline this is only path forward for June 2024 deadline, Showing progress is important.

Assessor Aldena: Riverside has had lots of success with IT projects and this is the process that has worked for them.

Don: clarifying question, will the committee go forward with RFO or RFP?

Kan: Committee will use which option is faster.

Assessor Gaekle: Are there public comments?

Chris Regan: Gartner Inc: This is a common and trusted approach, especially given timeframe .

Assessor Gaekle: Are there Board comments?

Assessor Tuter: moved to approval board chair to work w appropriate committee and ED, to solicit proof of value as first step and to select vendor not to exceed \$1 million dollar cost. The committee will seek final approval from board for RFO or RFP, select system

integrator and counsel to review all contracts. Request for Offer=RFO

Assessor La seconded

(Action Item)

Phong La: Y

Tara K. Freitas: Y

Kristine Lee: Y

Kristen De Paul: Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: absent

Don H. Gaekle: Y

Passed unanimously with Assessor Whitman absent

7. Consideration of Unsolicited Proposal by Gartner Consulting

Rob Grossglauser

Unsolicited proposal for providing “Strategic Technology Solution Planning” services to CCAITA.

Presentation: Chris Ragan of Gartner Consulting

Rob: Chris Regan will present Gartner’s unsolicited request, unsolicited proposals can be submitted at any time.

An existing contract vehicle is needed if we worked with Gartner.

The board can make motion today to move forward or just hear presentation and not take action.

Chris Regan:

This is an unsolicited proposal; Gartner has been following the Assessor market for the last 12 years.

CAAITA JPA’s request is not simple, but very much needed.

Gartner is a research firm, independent and objective. Gartner does not bid on System Integrator services. Their role is to help clients make the best decisions for themselves.

Gartner is a leading IT business technology firm, but do not actually build the IT systems.

Gartner makes sure clients have defensible contracts. Security/risk management is also part of Gartner’s work.

An agile/incremental approach is recommended given the compacted timeline.

Vendor management/oversite role would be broken up into 3 phases:

Phase 1 (12-16 weeks) Preplanning: what do you have proof of concept for? What are the questions asked of vendors? Gartner identifies details needed while being independent and

objective. Gartner understands vendor marketplace and its complexity.

Phase 2: getting defensible contracts in order.

Phase 3: Implementation.

Assessor Lee: what is the difference between this role and Project Manager and Executive Director?

Chris: Gartner would work w PM/ED and bring content knowledge, expertise in IT space and their experience with doing this other California government agencies. Gartner brings 5,000 employees with deep and detailed knowledge on a range of issues.

Rob: What are the other roles outside Gartner?

Chris: ED helps to drive the project in a timely manner and can bring decisions to board. Project Manager takes care of scheduling and makes sure activities are happening, the “guts” of project. PM usually doesn’t have deep knowledge of the content/concept.

Subject matter expert: vendors, Assessor staff.

System integrator: Builds the system.

Gartner sits in the middle of these roles as an advisor.

Assessor Lee: PM should have knowledge of project; Prop 19 is a complex issue.

Assessor Aldana: Some of the benefits of using this service are the additional resource for PM and ED, Gartner consultants have deep knowledge that has been helpful, they are an independent & objective voice. Riverside has worked with Gartner previously.

Rob: This service can decrease CAAITA JPA’s risk profile.

Assessor Scott: What other counties has Gartner worked with?

Chris: Orange, San Deigo, LA, San Mateo, Sacramento, San Francisco, Riverside, San Bernadino plus more.

Assessor Tuter: Is a long-term retainer available or only hourly basis available? What is bid amount?

Chris: Gartner uses fixed fees only. Phase 2 and phase 3 are open to discussion re: pricing for phases 2 and 3.

Assessor Gaekle: Bid amount is in proposal page 46.

Assessor La: Would it make sense to have Gartner invited in selection of vendors? They could make sure the right questions are asked.

Chris: Yes, but Gartner is usually involved from the beginning of a project and are only bidding phase 1 at this point.

Assessor Gaekle: Public Comments: None

Note: Chris Regan logged off meeting for board discussion.

Assessor Tuter: Would like to hear from counties who have worked with Gartner re: their experiences. The fee seems reasonable, impressed with today's presentation and has heard good things about Gartner.

Assessor DePaul: Is there a reason to wait on this given our timeline?

Assessor Aldena: Was pleasantly surprised by amount of bid, thinks there is a value add for this project. Riverside worked with Gartner for their customer service road map. Riverside County has a contract with Gartner and it has been very useful.

Kan: Agrees working with Gartner in Riverside has been very helpful, they are subject matter experts. Gartner brings a technology lens to the work and there is often a gap of knowledge with County staff, Gartner can fill that gap. Gartner can advise clients if a vendor's information is legitimate/accurate.

Assessor La: Wants counsel to review contract before approval and make sure we know all details of the contract. Do we want to open this up to other vendors?

Rob: This is a special meeting which needs 24-hour notice, counsel was noticed of this.

Assessor DePaul: If we have contract with Gartner in place would it help show we are moving the project along?

Rob: Yes, would be helpful to use the existing pricing vehicle and could be included in the annual report.

Assessor DePaul: no money has been spent on any projects, only administrative costs.

Assessor DePaul: Moved to approve use of Gartner to move forward with a cost of \$562,000, starting with phase 1 and negotiating step 2.

Assessor Tuter: Seconded motion. Who does Gartner report to? Peter Aldana as chair of Prop 19 committee? Would propose amend if chair is open to that.

Assessor Gaekle: Are consulting services for Prop 19 project or CCAITA JPA generally?

Assessor Tuter: friendly amendment to the motion: direct ED to work with Assessor Aldena and Gartner on contract proposal with a fee that is no greater amount than what is included in

current proposal, and be brought back to CCAITA JPA Board by Friday, September 29 as action item.

Rob: What is the board process re: contracts? Are individual contracts negotiated by the board chair or the entire board?

Assessor Tuter: Understands Assessor La's concerns, wants to make clear we are using funds and will meet the October 1, 2023 deadline.

Assessor Gaekle: roll call

Phong La: Y

Tara K. Freitas: Y

Kristine Lee: Absent

Kristen De Paul: Y

Jeff Prang: Y

Shelly Scott: Absent

John Tuteur: Y

Kaenan Whitman: Absent

Don H. Gaekle: Y

6 aye votes, motion passed

Assessor Gaekle: next meeting will be Friday, September 29, agenda will be sent.

8. Adjourn: 10:41 am

Americans with Disabilities Act (ADA) Compliance: Board meetings are held via a hybrid model – the in-person options and also by teleconference. Individuals requiring special accommodations to participate in this meeting are requested to contact the Chair at gaekled@stancounty.com. Notification 48 prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to this meeting. Please note that Directors will be in person either teleconference location noted above unless permitted by AB 2449. Office addresses listed for each Director are for reference only.