

# CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

## Board of Directors

**Don H. Gaekle, Chair** - (Large County Member), Assessor Stanislaus County, 1010 10<sup>th</sup> Street Suite 2400, Modesto, CA 95350 (In-Person)  
**Phong La, Coordinating Assessor & Secretary**, Assessor Alameda County, 1221 Oak Street, Room 145, Oakland, CA 94612 (Attending Virtually)  
**Steve Bestolarides**, (Large County Member), Assessor/Recorder/County Clerk, 44 North San Joaquin Street, 2<sup>nd</sup> Floor, Suite 230, Stockton, CA 95202 (In-Person)  
**Tara K. Freitas, Treasurer** (CAA Treasurer), Assessor/Clerk/Recorder Tulare County, 221 S. Mooney Blvd, Room 102-E, Visalia, CA 93291 (In-Person)  
**Christina Wynn**, (CAA President), Assessor Sacramento County, 3636 American River Drive, Suite 200, Sacramento, CA 95864 (In-Person)  
**Kristen De Paul**, (Small County Member), Assessor/Recorder Modoc County, 204 Court Street, Suite 106, Alturas, CA 96101 (In-Person)  
**Shelly Scott**, (Medium County Member), Assessor/Recorder/County Clerk Marin County, 3501 Civic Center Dr., Ste 208, San Rafael, CA 94903 (In-Person)  
**John Tuteur**, (Medium County Member), Assessor/Clerk/Recorder/Registrar Napa County, 1127 First Street, Suite A, Napa CA 94559 In-Person)  
**Kaenan Whitman**, (Small County Member), Assessor/Recorder Tuolumne County, 2 South Green Street, 3<sup>rd</sup> Floor, Sonora, CA 95370 (In-Person)

**Tuesday, October 8, 2024**

**Regular Board Meeting**

**8:00-8:05am**

**Break**

**8:05-9:15am**

**Closed Session**

**9:15-10:45am**

**Open Session**

**10:45-11:45AM**

**California County Assessors' Information Technology Authority Board Meeting  
Vespera on the Beach – 147 Stimson Avenue, Pismo Beach, CA 93449  
This is a hybrid, in-person/virtual meeting.**

**Public access will also be available at:  
1221 Oak Street, Room 145, Oakland, CA 94612**

<https://zoom.us/j/92979257801?pwd=ti4jcXdos1alRsakdLswsitDEVFgwd.1>

Meeting ID: 929 7925 7801  
Passcode: 629510

## **1. Call to Order and Roll Call**

**Don Gaekle**

Don Gaekle: We have a quorum; we are going to go to a closed session and will reconvene at 10:45am. I am recognizing that Assessors DePaul, Wynn, Bestolarides, Whitman, and Gaekle are present right now. We are now in closed session.

Regular meeting starting at 10:45am:

Don Gaekle: Present

Phong La:

Steve Bestolarides: Present

Tara Freitas: Present

Christina Wynn: Present

Kristen DePaul: Present

Shelly Scott: Present

John Tuteur: Present

Kaenan Whitman: Present

Don Gaekle: Report out for Closed Session – we discussed future items and had sent out an evaluation form for our Executive Director to which we did not receive responses from. We will continue with that at our next meeting.

## **2. Public Comment**

**Don Gaekle**

Members of the public may comment on topics not listed on the agenda. Time limit 3 minutes per speaker.

## **3. Executive Director Report**

**Rob Grossglauser**

1. Update on Authority Auditor
2. RFP Development
3. Gartner Engagement

Rob Grossglauser: We are on track to continue to get out our RFP and also have an auditor underway and under contract. We should have their report by our next quarterly meeting. From the RFP development perspective, the goal is to make sure we have a solicitation that is clear to the vendor community to allow them to bring us various solutions whether that is open source, proprietary platform, and something detailed and robust. We have Gartner to assist us with developing the RFP. For the Gartner engagement, we have that divided up into three sections:

1. Analysis of the proof of value/ proof of concept
2. Development of solicitation
3. Scoring of the solicitation as it relates to the scoring of the vendors – the Board will be making the selection of vendors, but Gartner will have insight in this process.

Kan Wang: On the engagement with Gartner, the schedule for the RFP development will be around 8-11 weeks to have the RFP finalized so this will take us to the end of December. Assuming that this is all correct, in January we will have 5 weeks for vendors to submit proposals. This will put us in March and then in April, likely during the Spring conference we will have a finalized vendor for our project.

Joaquin Torres: Want to ensure we are diligent and working hard to reduce costs.

assist us on getting the best possible outcome with most cost-effective avenues.

John Tuteur: When is the DOF annual report due and what's the status of this?

Rob Grossglauser: That's the next agenda item so I will get to that shortly.

#### **4. Department of Finance Update**

**Rob Grossglauser**

1. Third Round of Funding
2. Year 2 CCAITA Report

Rob Grossglauser: We have our year 2 report to the DOF, and great news is that the DOF submitted to the State Controller's office approval for our third round of funding.

#### **5. Treasurer's Report**

**Tara Freitas**

Luz Alcazar: Balance as of October is \$212,776.44 and the Tulare County account is \$18,212,789. There is an estimate for interest for Tulare as we are still waiting for several things to be posted.

Don Gaekle: I am going to entertain a motion to approve the Treasurer's report.

John Tuteur: So moved.

Kristen De Paul: Seconded.

Don Gaekle: Y

Phong La: Y

Steve Bestolarides: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen DePaul: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

#### **6. Invoicing Processes**

**Luz Alcazar**

Luz Alcazar: As it relates to how we process our invoicing, I do have a background in accounting, 8 years in total. We have Quick Books set up and Bill.com to achieve an automated approval process so that we are not complicating the process. We are also working on addressing how to send checks efficiently and expeditiously. We have created a diagram of the workflow so that it is clear on who is working on certain items. I am happy to answer any questions and be a resource for everyone.

Phong La: What happened with those invoices that were paid before they were approved? Is it because we didn't inform the treasurer in time?

Rob Grossglauser: Yes, it was because we need to inform our vendors, like Just Appraised of our

invoicing processes.

## 7. Advisory Committee Updates

**Phong La & Peter Aldana**

Peter Aldana: For Prop-19, this project allowed us to enable cooperation across several counties to get this project underway. The project showcased effective workload and data collection with insight from stakeholder feedback. The successful outcome of the POC has poised the CAA in a great position to work on the next steps of development. With this, I recommend dissolving this Prop-19 committee as this development has been completed and until we have next steps confirmed.

Phong La: There is a lot more to be done as it relates gathering feedback from counties for the welfare and disabled veteran's exemptions. With that, I think we need to continue with the subcommittee. There is a lot of staff from several counties that have put in a lot of time and work into this that is still necessary.

Steve Bestolarides: I'd like to have the Board discuss this and come back.

## 8. Announcements

**Don Gaekle**

Don Gaekle: We will be losing a Board member at the end of the year. Christina Wynn, this is your last board meeting. Jeff Prang will be joining starting January 1<sup>st</sup> of 2025.

John Tutuer: For future agenda items, we will need to put the ad-hoc committee on future project back on the agenda as we need to start looking at the next steps.

## 9. Adjourn

**Don Gaekle**

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](mailto: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.