

CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

Board of Directors

Don H. Gaekle, Chair - (Large County Member), Assessor Stanislaus County
Phong La, Coordinating Assessor & Secretary, Assessor Alameda County
Tara K. Freitas, Treasurer (CAA Treasurer), Assessor/Clerk/Recorder Tulare County
Kristine Lee, (CAA President), Assessor/Clerk/Recorder Kings County
Kristen De Paul, (Small County Member), Assessor/Recorder Modoc County
Jeff Prang, (Large County Member), Assessor Los Angeles County
Shelly Scott, (Medium County Member), Assessor/Recorder/County Clerk Marin County
John Tuteur, (Medium County Member), Assessor/Clerk/Recorder/Registrar Napa County
Kaenan Whitman, (Small County Member), Assessor/Recorder Tuolumne County

Thursday, April 27, 2023

10:00 AM

Hybrid California County Assessors' Information Technology Authority Board Meeting
Hyatt Regency Sonoma Wine Country, 170 Railroad Street, Santa Rosa, CA 95401

Join Zoom Meeting

<https://us06web.zoom.us/j/85823100247?pwd=Qk1DZ05lUnlvSINVYjAzRXR6Q3Bodz09>

Meeting ID: 858 2310 0247

Passcode: 914107

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

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| 1. Call to Order and Roll Call | Don Gaekle |
| 2. Approval Minutes of the 1/19/2023 1st Quarter Meeting | Don Gaekle |
| 3. Admission of additional CCAITA member counties – Action Item
Action Item: Approve membership of counties that have approved and signed the JPA document after 1/19/2023. | Don Gaekle |
| 4. Public Comment | Don Gaekle |

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

Time limit 3 minutes per speaker.

5. **Discussion/Approval of CCAITA Counsel Agreement** **Phong La**

6. **Treasurer's Report** **Tara Freitas**
 - a. Secretary of State Filing and Account Status Report
 - b. Treasurer's report
 - c. 2023-24 Budget Update

7. **Discussion/Approval of Ad Hoc Advisory Committees: Action Items** **Phong La**
 - a. Recommended Board action to define the scope/authority, membership and quorum requirements of the Prop 19 Database Ad Hoc Advisory Committee.
 - b. Recommended Board action to define the scope/authority, membership and quorum requirements of the Exemptions On-Line Filing Ad Hoc Advisory Committee.

8. **Proposed CCAITA Insurance policies – Discussion/Approval** **Tara Freitas**

(Presentation by Mike Flanagan of Leavitt Group)

 - a. General Liability
 - b. Directors and Officers
 - c. Cyber Liability

9. **Bylaws Ad Hoc Advisory Committee – Action Item** **John Tuteur**

Proposed Bylaws – **Discussion/Approval**

10. **Procurement Policy Ordinance – Action Item** **Phong La**

Urgency Ordinance authorizing immediate adoption and use of CCAITA Procurement Policy – **Discussion/Approval**

11. **Procurement Ad Hoc Advisory Committee – Action Item** **Phong La**

Proposed CCAITA Procurement Policy – **Discussion/Approval**

12. **Report from Exemptions O-Line Filing Ad Hoc Advisory Committee** **Phong La**

13. Report from Prop 19 Database Ad Hoc Advisory Committee Peter Aldana

14. CCAITA Management Phong La

Discussion of need for, and recruitment of, an Executive Officer/Administrator and/or program manager(s) as provided in the JPA agreement.

15. Election/Appointment of Small, Medium & Large County Board Don Gaekle

Members

Pursuant to section 7.1(h) of the CCAITA Joint Exercise of Powers Agreement, the terms of CCAITA Board members appointed to represent small, medium and large counties after the Effective Date (November 15, 2022) will expire on June 30, 2023.

Representatives of member counties must be elected/appointed effective July 1, 2023, as follows, to ensure staggered terms:

- One each (small, medium, large) a representative to serve a one-year term
- One each (small, medium, large) a representative to serve a two-year term