

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 (In-Person)
Phong La, Coordinating Assessor & Secretary, Assessor Alameda County, 1221 Oak Street, Room 145, Oakland, CA 94612 (Virtual Attendee)
Tara K. Freitas, Treasurer (CAA Treasurer), Assessor/Clerk/Recorder Tulare County, 221 S. Mooney Blvd, Room 102-E, Visalia, CA 93291 (Virtual Attendee)
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)
Jeff Prang, (Large County Member), Assessor Los Angeles County, 500 W. Temple Street, Room 225. Los Angeles, CA 90012 (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 (Virtual Attendee)
Kaenan Whitman, (Small County Member), Assessor/Recorder Tuolumne County, 2 South Green Street, 3rd Floor, Sonora, CA 95370 (Virtual Attendee)

Board Meeting
Thursday, May 30, 2024
1:00 PM PST

California County Assessors' Information Technology Authority Special Board Meeting

This is a virtual meeting.

Public access will be available at the addresses shown above for each of the Board Members.

<https://zoom.us/j/91242455453?pwd=b2xCRmJwcGxKcks4S2xTSG9GTjhLQT09>

Meeting ID: 912 4245 5453

Passcode: 455720

- | | |
|---|-------------------|
| 1. Call to Order and Roll Call | Don Gaekle |
| Don Gaekle: Present
Phong La: Present
Tara Freitas: Present
Christina Wynn: Present
Kristen De Paul: Present
Jeff Prang: Present
Shelly Scott: Present
John Tuteur: Present
Kaenan Whitman: Present | |
| 2. Approval Minutes of the 4/25/2024 Board Meeting | Don Gaekle |
| 4/25 Meeting Minutes will be presented at a future board meeting. | |
| 3. Public Comment | Don Gaekle |

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

4. Treasurers Report

Tara Freitas

a. 2024-2025 Final Budget **Presentation & Discussion**

Rob Grossglauser: From an annual budget picture, what's before you today is an anticipated snapshot for 2024-2025 FY. These are estimates that are focused on anticipated revenue in interest, along with our third and final allocation from the state, and potential future investments. The PM's would be higher than what is on the document, but those are ballpark numbers based off of what the work currently is.

b. 2024-2025 Final Budget **Action Item**

c. Fund balance transfers **Discussion & Action Item**

Luz Alcazar: With the Just Appraised and Gartner invoices being large amounts, our discussions have been around increasing the balance on the Wells Fargo account – I would recommend we increase it from \$250k to \$650k so that we can pay the invoices when they come in on time.

Tara Freitas: Bulk of the funds are in the Tulare County Treasury so that's where the lag and delay is coming from. Some of the bigger funds are going to be from the Tulare account, but we should increase the number so that we can keep up with the activity.

John Tuteur: Motion to increase the Wells Fargo account to \$650k.

Kristen De Paul: Second the motion.

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen De Paul: Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

Don Gaekle: Going back to the final budget, do we have a motion to adopt the budget?

Phong La: Motion to approve final budget.

John Tuteur: Seconded the motion.

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen De Paul:Y
Jeff Prang: Y
Shelly Scott: Y
John Tuteur: Y
Kaenan Whitman: Y

Motion passes.

5. Report on Board Nominations from Members

Don Gaekle & John Tuteur

Pursuant to section 7.1(h) of the CCAITA Joint Exercise of Powers Agreement, and actions taken at the 6/1/2023 Special Board Meeting, the one-year terms of the following Board members will expire on June 30, 2024:

- **Kristen DePaul, Modoc** (Small County)
- **John Tuteur, Napa** (Medium County)
- **Jeff Prang, Los Angeles** (Large County)

Report on Small, medium and large county member nominations for Board of Directors as per discussion at the April 25, 2024 Meeting. Recommended Slate of member nominations (Attached) for new two-year terms.

John Tuteur: Per the Bylaws, we have staggered terms and three of those terms are up at the end of June 2024. Those are the 3 counties above. Steve Bestolarides has offered to replace the large county seat. Kristen De Paul has committed to remaining in her seat until she runs for Vice President in 2026. At that time we will have a vacant seat. For my seat, I will be serving another term. With that, the motion is to have Steve Bestolarides fill the large county seat until June 30, 2026, for Kristen De Paul to remain as the small county at least until December 31, 2025 and my seat to be held until June 2026.

Phong La: Seconded the motion.

Don Gaekle: I have not received any other nomination requests, so there are no other nominations on the floor.

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen De Paul:Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

6. Presentation: Unifying solution: Strategy Moving Forward

Chris Ragan

Report from Gartner on the discussions with the Prop 19 & Exemptions advisory committees and Authority members on the functionality needs and focuses of each project.

Chris Ragan: We have had many moving parts re: getting a solution finalized. The solution strategy guides a series of decisions for the future JPA that are to maximize county participation. This solution should enable process improvements to optimize benefits for all CA Counties. Gartner recommends the JPA develop a single system to enable exemptions and prop 19 future functionalities.

7. Project Managers Report

Justin Winn & Matt Kissinger

Status update on the CCAITA POV project with Just Appraised since the April 25, 2024, presentation.

Justin Winn: Our schedule, scope, and risk are all in the green meaning that we are on track and things are going as planned. For prop 19, our deliverable is complete, 19B is complete and 19P is complete and 19C is to begin on July 27th. Just Appraised has called the project “healthy” as we are on track to deliver by July 26, 2024 date.

John Tuteur: Are we doing a single RFP for exemptions and Prop 19, or are we doing two separate ones?

Justin Winn: We are leaning towards a single RFP but a decision has not been made final.

Matt Kissinger: As for the schedule, we are in the yellow as when we joined, a date for the RFP and award was put for September, but based off the timing, this might not happen. DVET use case is in the process of being signed off, the welfare use case is underway and going well. We are currently evaluating the software, the vendor/market, and the team as a whole as it relates to implementation.

Phong La: I’ve asked Just Appraised and Matt to provide a showing of the disabled veterans exemptions portal. They did a demo for me, and I gave them direct feedback. They promised a more robust presentation next time that will cover the items they missed last time. That presentation should be a pretty close version of the Disabled Veteran portal. Also, we will not be providing payment until the portal is to the level that it needs to be at.

Matt Kissinger: We are also looking to the public who are disabled vets who know this so we can gather feedback from the outside.

Christina Wynn: Who’s decided which SME’s are included in each project?

Justin Winn: If SME’s are working on both, they should be included in both

projects.

Rob Grossglauser: We can work with Justin and Matt and to distribute the SME list so that counties can respond. We also need to be sure that we don't have too many board members on the call as that will affect Brown Act rules. Staff is ok, but we need to be aware of the staff.

8. Executive Director Report

Rob Grossglauser

Report on the status of CCAITA progress and projects during the Period of April 25, 2024 – May 30, 2024

Rob Grossglauser: The follow-up from last month's announcement re: Kan, we have been working on continuing with engagement with him and what that looks like. We have also been working on a process that would provide more access to board members on what PMs are doing and what the status is. We've asked our PMs to provide weekly updates and a project prospectus.

John Tuteur: When is our next report to the Department of Finance?

Rob Grossglauser: October 2024. We will also know by June 15th if the last round of funding has been put into the budget.

9. Authority Recruitment of an Auditing firm

Don Gaekle

Proposals from of perspective auditing firms
Selection of an Authority Auditor

Discussion
Action Item

Rob Grossglauser: We distributed a snapshot of the firms that we are looking at for audit services. Only 2 of the 8 firms we reached out to have gotten back to us. They have provided bids for the JPA.

Tara Freitas: Hawks seems like a clear winner out of the two firms. Motion for Hawks.

John Tuteur: Second

Don Gaekle: Y
Phong La: Y
Tara Freitas: Y
Christina Wynn: Y
Kristen De Paul: Y
Jeff Prang: Y
Shelly Scott: Y
John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

10. Creation of a Future Project Ad-Hoc Committee

Don Gaekle

Update Discussion and action on creation of Ad-Hoc Committee for future project goals and strategy for CCAITA *Possible Action Item*

Don Gaekle: I've spoken to several board members on the created on this committee. Shelly Scott recommended you to be on this committee. Kaenan is this a committee that you'd like to be on?

Kaenan: Yes.

Steve Bestolarides: If there is no violation of Brown Act, I'd like to be part of this.

Don Gaekle: 4 members are max for Brown Act, so it's fine but this max's us out. Move to create the committee with Steve Bestolarides, Phong La, John Tuteur, and Kaenan Whitman.

John Tuteur: Seconded.

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen De Paul: Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

11. Discussion of Prop 19 Subcommittee Resources/Support

Peter Aldana

Options and Recommendation of Authority project oversight role replacement (Memo included) *Action Item*

Peter Aldana: Kan has been critical to the success of the CCAITA projects and is valuable going forward. The options I presented to you all was to replace him with someone from my office, but I don't have one. The other option was to have a replacement from another county which doesn't seem feasible. The last option was to contract for an outside consultant. Kan plans on doing private consulting so I ask that we retain his services as an independent consultant.

Don Gaekle: I agree that he has been integral to the project.

Phong La: We would not have gotten where we are today without Kan. I had to lean on him various times; he reviewed all proposals, made recommendations, and it would be a huge mistake for us to not find a way to have him involved in the project. Not having him would be a detriment.

Kristen De Paul: Can we make a motion on this to have Don and Rob enter in negotiations on this?

Don Gaekle: Yes, that would give us the flexibility to work on this.

Rob Grossglauser: I'd like to echo the comments made on Kan's value. He has been critical to getting where we are today. If it is the board's will to choose the third option, we should put options out there whether it be an RFP, direct contract, or a subcontract with Pinnacle and us working with Kan. Pinnacle is here to serve, so we will do whatever the board wants. There might be risks having him be part of Pinnacle's contract as if Pinnacle no longer works for the Authority since we are on a month-to-month basis, we'd have to take him out of the contract.

Chris Ragan: The third option makes the most sense. Kan has been invaluable in this effort. From a third-party advisor, I don't have any doubts that it meets the threshold of a sole-source path.

John Tuteur: Motion to authorize Executive Director and Chair Gaekle to explore expanding the Executive Director contract to include subcontract with Kan Wang for services.

Kristen De Paul: Second the motion.

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen De Paul: Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

12. Announcements

Don Gaekle

Don Gaekle: I will be going out for a medical procedure on June 27th and will be out for a month or so. I will not be at the August meeting in Lake Tahoe.

John Tuteur: This will be Assessor Prang’s last meeting, so I want to thank him and wish him the best.

13. Adjourn

Don Gaekle

Adjourned at 2:31pm.

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.