

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

Thursday, June 1, 2023

8:30 AM

**California County Assessors' Information Technology Authority Board Meeting
At Various Board Member Teleconference Locations as Noted Above and Virtually By
Zoom Meeting**

<https://us06web.zoom.us/j/89376429463?pwd=SnVhZHUrZTRGQjF5MFVVMjNhRU4rZz09>

Meeting ID: **893 7642 9463**

Passcode: **075789**

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| 1. Call to Order and Roll Call | Don Gaekle |
| 2. Approval Minutes of the 4/27/2023 2nd Quarter Meeting | Don Gaekle |
| 3. CCAITA member counties update – Possible Action Item
Action Item: Approve New County Members, if Any. | Don Gaekle |
| 4. Public Comment
Members of the public may comment on topics not listed on the agenda.
Time limit 3 minutes per speaker. | Don Gaekle |

5. **Treasurer's Report** **Tara Freitas**
- a. Treasurer's report
 - 1. Bank Account Status
 - b. 2023-24 Budget Update
6. **Discussion/Approval Professional Accountant: Action Items** **Tara Freitas**
- a. Recommended Board action to approve use of a professional accountant for tax filing. Estimated first year cost of \$3,500 at an hourly rate of \$185. Subordinate staff charges at a lesser hourly rate which varies. **Discussion/Approval**
7. **Bylaws Ad Hoc Advisory Committee – Action Item** **John Tuteur**
- a. Proposed Bylaws Adoption. Recommended Board action to approve and implement bylaws following initial presentation on April 27, 2023 and following the required waiting period – **Discussion/Approval**
8. **Ad Hoc Committee to Develop CCAITA Conflict of Interest Policy** **Don Gaekle**
- Creation of Ad Hoc Committee to create a Board conflict of interest policy. Propose three-member committee to work with Counsel to develop policy and return to the Board no later than the August quarterly meeting of the Board.
9. **Report from Exemptions On-Line Filing Ad Hoc Advisory Committee** **Phong La**
- Status update/discussion – No Action items
10. **Report from Prop 19 Database Ad Hoc Advisory Committee** **Peter Aldana**
- Presentation of scope of project and recommendation for program Management
11. **CCAITA Management** **Phong La**
- Update Discussion/Status on hiring an Executive Officer/Administrator and/or program manager(s) as provided for in the JPA agreement.

12. Closure of Nominations and Election/Appointment of Small, Medium & Large County Board members Don Gaekle

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. Board members must be elected/appointed effective July 1, 2023, to ensure staggered terms.

A Board Slate of nominees was presented to members on May 8, 2023, via email, with no subsequent nominations received from members. The slate is as follows.

Nominated to serve a one-year term effective July 1, 2023, and ending June 30, 2024:

Kristen De Paul, Modoc (Small County); **John Tuteur**, Napa (Medium County); **Jeff Prang**, Los Angeles (Large County)

Nominated to serve a two-year term effective July 1, 2023, and ending June 30, 2025:

Kaenan Whitman, Tuolumne (Small County); **Shelly Scott**, Marin (Medium County); **Don Gaekle**, Stanislaus (Large County)

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.