

# CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

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## Board of Directors

**Don H. Gaekle, Chair** - (Large County Member), Assessor Stanislaus County, 1010 10<sup>th</sup> 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, (Unable to attend 10-18-2023)  
**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, 3<sup>rd</sup> Floor, Sonora, CA 95370

**Wednesday October 18, 2023  
12:00 PM**

### **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/92347060056?pwd=RmZDYlAveitXT1VYdWh5cVRrb3E5Zz09>

Meeting ID: 923 4706 0056

Passcode: 955863

#### **1. Call to Order, Roll Call and Agenda Discussion**

**Don Gaekle**

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

Quorum reached

#### **2. Approval Minutes of the 9/28/2023 Special Meeting**

**Don Gaekle**

John Tuteur moved to approve 9/28/2023 minutes  
Tara Freitas seconded the motion

No corrections/comments to the minutes

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

Motion passed unanimously with 1 member absent

**3. Public Comment**

**Don Gaekle**

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

Don Gaekle: no public comments

**4. Gartner Consulting Contract for Services**

**Rob Grossglauser**

**Update.** Report on contract status pursuant to 9-28-2023  
Board direction and Authority to finalize and sign a contract for  
services with Gartner Consulting.

Rob Grossglauser: Update is as of Monday 10/18, legal council has come to file review and is  
of the opinion that the Gartner contract is ready for signature.

Don Gaekle: The Board has already approved signature following council's approval. Will  
move forward after the meeting.

**5. Proposition 19 Statewide Database Ad Hoc Committee Report**

**Peter Aldana**

**a. Project Manager Recommended Board Action**

Report/Recommendation for Board action to approve selection  
Of a Project Manager for the Prop 19 Statewide Database

Kan Wang: Update – committee has gone through the PM interview selection and has selected  
a candidate for approval to hire and bring on board. Awaiting board approval so we can move  
forward with the onboarding. Currently working with the Executive Director to create the RFO  
on the system integrator POV approach. Working on the details of the document so we can  
put it out for vendors to review and submit.

Don Gaekle: Clarifying Q: On the State vehicles, is that a prescribed hourly rate or are they up for negotiations?

Rob Grossglauser: They are hourly rates articulated within CMAS. Due to the individual resources being different, there is a variance on the rates. There is a proposal coming from TEKsystems articulated rates for all the candidates that were submitted, so whether or not there is an ability to get a discount, they have already baked in a discount rate. If we are in discussion of rates, as we get to the exemptions piece, if the authority chooses to move forward with 2 PM's, one for exemptions piece and one for the Prop 19, this would be a good time to go back to TEKsystems to negotiate for a discount.

Don Gaekle: Clarifying Q: Is It the recommendation from the Prop 19 committee that the board move forward approve the PM in the contract as stated, or is it for the board to discuss the compensation of the selected candidate?

Kan Wang: Three candidates were submitted by TEKsystems but one of them dropped out before the interviews. The Committee interviewed the two candidates and after deliberation, selected the leading candidate based on votes. As for the recommended rate, the RFO response already included the discount rate for Prop 19 recruitment. If the decision is to move forward with the Prop 19 without the exemption project, then the current rate is recommended. If the Board decides to go with Prop 19 and exemptions, then we recommend we go back to negotiate the discount.

John Tuteur: Clarifying Q: Can you describe who the candidate is?

Kan Wang: Justin came from private industry with a background in intel projects. There are no concerns on his ability to manage the JPA project. Candidate is very strong in his ability to talk about different stakeholders, size, operations, etc. The other candidate came from a neighboring county's property tax system. His experience was more localized and not as large.

Don Gaekle: Clarifying Q: What is the hourly rate?

Kan Wang: \$385 plus or minus a few dollars.

John Tuteur:

Motion: Move that Justin Winn be hired as Project Manager for the Proposition 19 Subcommittee at the hourly rate of \$388 to report to the Prop 19 Subcommittee Chair Assessor Aldana who will consult with the Chair of the Board of Directors and the Executive Director.

Kristen De Paul: Seconded the motion.

Phong La: Y

Tara K. Freitas: Y

Kristine Lee: Y

Kristen De Paul: Y

Jeff Prang: Absent

Shelly Scott: Y

John Tuteur: Y  
Kaenan Whitman: Y  
Don H. Gaekle: Y

Motion passed unanimously with 1 member absent

**b. Update Report on System Integrator for Proof of Concept**

Report on Activity previously approved by the Board

Rob Grossglauser: For today we will be having the independent architect, Gartner in place, but now we need a System Integrator to construct the portal and the tools necessary. It is difficult to start with a solicitation that is completely comprehensive on building out a system, but how can we move quickly at a pace that delivers something live and viable by June 2024. The best concept that's been discussed would be that the Board select a System Integrator to construct a pre-production environment that would have 2-3 counties working with this "test system" and that POV would be what the solicitation would speak to. I have constructed a draft to get the ball rolling with hourly rates that are not to exceed rates of \$1 million.

Don Gaekle: Are we looking for an approval in concept on that today?

Rob Grossglauser: If the solicitation is approved, then it is something we can get out at the end of this week.

Kevin Lechner: Requests the draft solicitation to be sent for review.

Don Gaekle: I have seen the draft and comments, and the concept looks fine.

John Tuteur: Not sure a motion is needed. We just need a document in hand and an idea of what it will look like by the in-person meeting on November 1.

Phong La: I have seen the proposal, and it looks great, but what we need to know from the IT guys is the amount of experience that they are putting into the solicitation is good enough. If they (Kan and Kevin) are good with the amount of years experience in the POV, then we need to approve the solicitation so we can have it finalized by the in-person meeting.

Kan Wang: The years of experience is important, but at the end of the day, I really hone into how they handle a project like this. A vendor can build anything, but if they can build what we ask and execute it maturely and well, then that's what we will hone into.

Kristen De Paul: Are we including both the exemptions and Prop 19 into the solicitation?

Phong La: Yes.

John Tuteur:

Motion: That the Executive Director, Prop 19 Subcommittee, Exemptions Subcommittee and Coordinating Assessor proceed with a solicitation for a Proof of Value by a System Integrator with a selection recommendation at the next meeting of the Board of Directors.

Kristen De Paul Seconded the motion.

Phong La: Y

Tara K. Freitas: Y

Kristine Lee: Y

Kristen De Paul: Y

Jeff Prang: Absent

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Don H. Gaekle: Y

Motion passed unanimously with 1 member absent.

**6. Exemptions Online-Filing Ad Hoc Advisory Committee**

**Phong La**

**a. Project Charter**

Discussion/Presentation of Project Charter

Phong La: We sent out the project charter to everyone; we are following the Prop 19 charter. We are going to San Joaquin County tomorrow morning to see their exemptions system and see if that is what we are looking for. We plan on using the same Project Manager and Gartner to get us started on the exemptions piece.

**b. Project Manager**

Rob Grossglauser: For clarification, I thought the Prop 19 was going to have its own dedicated resource and that the exemptions piece would have its own resource, i.e., the runner up PM.

Phong La: We will likely choose the same person to make it easier for everyone, but the board could vote to choose the runner up PM.

Rob Grossglauser: Most people were envisioning a full time capacity, so I am not sure if one individual can do both.

Kevin Lechner: I recommend that we should make a decision internally and then go to the Project Manager(s).

Peter Aldana: I don't want to compete with exemptions for one Project Manager's time - I want our person to be full-time. If we want to get this all done, then I would recommend one person on each project full time.

Don Gaekle: This is a decision that can be made down the road.

## **7. Adjourn to Closed Session**

**Don Gaekle**

### **a. Executive Director Search Ad Hoc Subcommittee Report and Possible Action to hire a CCAITA Executive Director**

Don Gaekle: Not going to be a closed session.

John Tuteur: Council and Rob put together a wonderful RFP. We received questions from one of the candidates and responded to those. We conducted virtual interviews with the two respondents and made our decision and my motion is as follows:

Motion: Upon the recommendation of the Ad Hoc Executive Director Search Committee, the Board authorizes the Chair of the Board and the Coordinating Assessor with the advice of counsel:

- 1) to negotiate contract and compensation terms with Rob Finley and Matt Robinson, or their designees, of Shaw Yoder Antwih Schmelzer & Lange (SYASL)
- 2) to include in negotiations aligning the fee for services with the anticipated level of work using quarterly realignment points for the first year of the contract, and
- 3) to bring the results of that negotiation back to the Board at a subsequent meeting for approval of the contract.

Shelly Scott seconded the motion.

Kristen De Paul: If we are not deciding until November 1<sup>st</sup> and Rob's contract expires on October 31<sup>st</sup>, are we not worried about a gap in services.

John Tuteur: We did discuss this, and Rob is aware of a potential extension for the time being. There will be a period of passing the baton between the two Executive Directors. I can add this as a last item of the motion.

FINAL Motion: Upon the recommendation of the Ad Hoc Executive Director Search Committee, the Board authorizes the Chair of the Board and the Coordinating Assessor with the advice of counsel:

- 1) to negotiate contract and compensation terms with Rob Finley and Matt Robinson, or their designees, of Shaw Yoder Antwih Schmelzer & Lange (SYASL)
- 2) to include in negotiations aligning the fee for services with the anticipated level of work using quarterly realignment points for the first year of the contract, and
- 3) to bring the results of that negotiation back to the Board at a subsequent meeting for approval of the contract.
- 4) Continue the contract with the Interim Executive Director until the transition is complete.

Rob Grossglauser: I see no problem with this, and our contract allows for a 3 month extension.

Shelly Scott seconded the motion.

Phong La: Y

Tara K. Freitas: Y

Kristine Lee: Y

Kristen De Paul: Y

Jeff Prang: Absent

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Don H. Gaekle: Y

Motion passed unanimously with 1 member absent.

**8. Return to Open Session and Report out of Closed Session**

**Don Gaekle**

Dispense with Item 8.

**9. Announcements**

**Don Gaekle**

John Tuteur: Are there updates on the Department of Finance regarding our annual report?

Rob Grossglauser: We have heard back from the DOF that they thought our report was “comprehensive.” I have not heard whether the Authority needs to submit an application for another round of funding.

Tara Freitas: Any idea on timing if we did need to submit for a second round:

Rob Grossglauser: The last go-around was October so I assume soon, but after we get confirmation of whether it’s needed, we can support the Authority in that if it is needed.

Don Gaekle: Announcement that the November 1 meeting has been moved up to 3pm. Next meeting will be hybrid.

**10. Adjourn**

**Don Gaekle**

Adjourned at 12:58pm.

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.

