

# 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 (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, 3<sup>rd</sup> Floor, Sonora, CA 95370 (Virtual Attendee)

## **Regular Quarterly Meeting Thursday, April 25, 2024 10:00 AM**

**California County Assessors' Information Technology Authority Board Meeting  
Hyatt Regency Hotel, 1 Old Golf Course Rd, Monterey, CA 93940  
This is a hybrid, in-person/virtual meeting.**

**Public access will also be available at:**

**Alameda County Assessor, 1221 Oak Street, Room 145, Oakland, CA 94612  
Tulare County Assessor, 221 S. Mooney Blvd, Room 102-E, Visalia CA 93291  
Napa County Assessor, 1127 First Street, Suite A, Napa CA 94559  
Tuolumne County Assessor, 2 South Green Street, 3<sup>rd</sup> Floor, Sonora, CA 95370**

<https://zoom.us/j/95755280384?pwd=N2FXWGFUUWhwNGxzcWs5MzFDNjQ3Zz09>

Meeting ID: 957 5528 0384  
Passcode: 884522

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

Don Gaekle: Present  
Phong La:  
Tara Freitas: Present  
Christina Wynn: Present  
Kristen DePaul: Present  
Jeff Prang: Present  
Shelly Scott: Present  
John Tuteur: Present  
Kaenan Whitman: Present

**Don Gaekle**

**2. Approval Minutes of the 2/14/2024 Special Meeting**

**Don Gaekle**

Motioned by Assessor Tuteur.  
Seconded by Assessor Scott.

Don Gaekle: Y  
Phong La:  
Tara Freitas: Y  
Christina Wynn: Y  
Kristen DePaul: Y  
Jeff Prang: Y  
Shelly Scott: Y  
John Tuteur: Y  
Kaenan Whitman: Y

Minutes Approved

**3. Public Comment**

**Don Gaekle**

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

No comment from public.

**4. Treasurers Report**

**Tara Freitas**

**a. 2<sup>st</sup> Quarter Financial Report                      Action Item**

Tara Freitas: Rob and Luz will be taking over this report since they are attending in person.

Rob Grossglauser: We have the overall treasurer’s report and the quarterly financial statement to give a better picture of income, invoices paid, and anticipated expenditures. Some of these include the agreement with Gartner, the POV contract, and the payments for the executive director and project managers. We are here to answer any questions regarding the reports.

Don Gaekle: Can we please go through the report so we can note it for the minutes?

Rob Grossglauser: From Jan-April, we had interest earnings through the Wells Fargo account of \$4.60 and the Tulare County account that is holding a majority of the JPA funds, saw an interest earned of \$158,637.58. For disbursements and invoices, they were \$209,845 and current amount in the Wells Fargo is \$231,420.27 and in the Tulare County account is \$19,950,154.92.

Don Gaekle: Calling for a motion to approve the Treasurer’s report.

Don Gaekle: Y  
Phong La: Y  
Tara Freitas: Y  
Christina Wynn: Y

Kristen DePaul: Y  
Jeff Prang: Y  
Shelly Scott: Y  
John Tuteur: Y  
Kaenan Whitman: Y

Motion Passes - Report approved.

**b.** 2024-25 Final Budget

**Discussion**

**Tara Freitas:** Nothing to report on this.

**5. Report on Executive Director Contract**

**Don Gaekle**

Report on conclusion of discussions and signing of an agreement with Pinnacle Advocacy / Rob Grossglauser to provide Executive Director and accounting administrative services to the CCAITA, pursuant to Board authority granted at the January 19, 2024 Regular Board Meeting.

Don Gaekle: Rob Grossglauser has been acting as our Interim Executive Director for almost a year now. The Board gave myself as Chair and Phong La as coordinating Assessor to negotiate a permanent contract with Rob and Pinnacle Advocacy for services. This was completed earlier this month so welcome, Rob, as permanent Executive Director.

**6. Presentation & Report from Gartner, Inc.**

**Chris Ragan**

Report on Strategic Technology Solution Planning: Recap, status, future

Chris Ragan: Began working with the CCAITA on strategic technology solution planning to discuss the goals for the JPA. This presentation is a read out of what has been done since the beginning and what we are planning to do moving forward.

- Gartner leveraged a two-pronged approach to initiative planning development of the JPA strategy
- We focused on the specific Prop 19 and exemptions committees along with the Board and Pinnacle Advocacy and Gartner to support the JPA
- Gartner engaged small, medium, and large counties to understand the collaborative project vision, current and desired future state
- Working with all groups/participants, we have reached a target vision/goal for the cross-county technology solution build on the CCAITA mission of collaboration
- Have worked on the JPA's focus on maximizing county participation across the state through benefits and affordability optimization
- Gartner worked with two JPA subcommittees to understand high level process opportunities and identify desired future capabilities
- Based on the JPA vision, we concluded that the solution should enable process improvements to optimize benefits for all CA Counties
- JPA awarded the opportunity to develop a POX based on the "Classic Custom Development" approach
- JPA evaluated 3 options for the ongoing maintenance and ownership of the future solution:
  - o Contract with a vendor

- Appoint a county
- Transfer to the state

John Tuteur: As it relates to the alternatives in maintain the solution/system, the JPA itself could be the maintenance entity...is this included in any of those three options?

Chris Ragan: The JPA will be involved regardless in any of the 3 options.

Joaquin Torres: How will we ensure that we are meeting our goals and deliverables?

Chris Ragan: The essential decision-making framework has undergone and the roles of both oversight and program/project management are starting to come to their own. There's no clear answer other than the structures being put in place, and roles being filled.

**7. Report on Vendor Contracting for Proof of Value** **Don Gaekle**

Report on conclusion of discussions and signing of a software service contract agreement with Just Appraised, Inc. to develop a proof of value/ concept for a Prop 19 and Exemptions portal for the CCAITA, pursuant to Board authority granted at the January 19, 2024 Regular Board Meeting.

Don Gaekle: on January 19, the board gave direction to enter into a contract or POV in the selection for Just Appraised. The Project Managers, myself, and Phong La worked with our legal counsel on signing and completing a contract.

**8. Executive Director Report** **Rob Grossglauer**

Report on the status of CCAITA progress and projects during the Period of January 19, 2024 – April 25, 2024

Rob Grossglauer: Biggest activity since our last meeting was the POV contract that Chair Gaekle shared. Outside of this, we also submitted to the SCO the required documents on payroll – this was easy as it was all zero's as we don't have anyone on payroll. We are currently looking for an accounting firm for auditing services as we have an annual auditing requirement for the JPA. We are also anticipating losing one of our resources as Kan will be moving to another position. We will need to discuss how we still leverage his resources despite his new position.

John Tuteur: Should we start looking to the other counties who has someone like a Kan and see if they can step up and be that new person?

Don Gaekle: I would recommend Rob discussing with those committee chairs to look at solutions.

Rob Grossglauer: I would agree – perhaps we ask Peter Aldana to see what he envisions and how he'd like to continue working.

**9. Project Managers Report** **Justin Winn & Matt Kissinger**

Report on the status of CCAITA progress and projects during the

Period of January 19, 2024 – April 25, 2024. Including input / Discussion from Vendor Just Appraised.

Matt Kissinger, Exemptions: We have hired a product owner for the exemptions side, Israel Padilla. As for the project schedule, Chris mentioned strategic planning with Gartner. We have the disabled veteran and welfare use cases coming up. There is an evaluation that we are currently going through to create an RFP for an enterprise solution. We will be distributing this in the August timeframe. We completed our first sprint with Just Appraised. We pulled together both exemptions and prop 19 projects to go over the team commitment rate, program velocity, and the cycle time. Also, to recap the POC, prop 19 has three different forms/use cases that they are going after. We are testing multiple items over 17 weeks that end in July 2024.

John Tuteur: In the Assessor world, prop 19 is an exclusion and not an exemption so I want to make sure that this is updated and known as we move forward.

Matt Kissinger: Yes, will do. Moving onto the presentation, as it relates to the objectives of the POC, we are focusing on the software and making sure we can assess the feasibility of a concept or idea before investing in it. We are also testing to understand the selected POC vendor. Lastly, we are going to test to confirm our county teams can come to a consensus on business process requirements. Justin, anything to add?

Justin Winn, Prop 19: Thank you matt for the presentation. We will be discussing on the back end the payment approvals and testing.

Travis Noll: I am one of the founders of Just Appraised and will be providing a demo of the architecture for the platform.

- First is our approach on this matter – (1) we are in between off the shelf software and customizing a portal (2) minimize long term maintenance costs (3) modular approach and county opt-in (4) minimize double entry (5) fastest path to value
- Upcoming activity: iterate based on use feedback for the disabled vet and intergenerational
  - o Start workflow design
  - o And 19C county-to-county requests

\*Travis provided a demo of the portal\*

Andrea Balf: How many prompts do they receive and when do they get prompted that they abandoned their form?

Travis Noll: The data gets saved always, but we don't provide a prompt that lets someone know they are abandoning their form/data. We will work on adding this in.

Phong La: How do we know that the website is ADA compliant?

Travis Noll: Our sites are ADA compliant and have been for a few years. We had to do this in Colorado which is more strict than that of federal law so yes, our sites are ADA compliant.

**10. Discussion/Adoption of CCAITA Conflict-Of-Interest Policy**

**Don Gaekle**

**Action Item** - Board Counsel Recommended adoption of a CCAITA Conflict-Of-Interest Policy pursuant to State Law and after a 45-day required public comment period.

Josh Nelson: The item before the board is to adopt the Board’s Conflict of Interest Policy. We worked closely with Rob and his team to put together the code before the 45-day notice period. The Board will know that they have been filing their form 700s since the board formation. This only applies to the staff that have filed as needing to submit a form 700.

Don Gaekle: This has been posted on our website and has been posted in-person on the 45-day notice period date. Board members have had a chance to review.

John Tuteur: Is Rob the filing officer as the Executive Director?

Josh Nelson: Yes, I believe so. Because we are a multi-agency, we will be filing with the FPPC.

Phong La: I have been collecting all the form 700’s from the board members...going forward, I will not store them and collect them, I will be needing to submit them to the FPPC, correct?

Josh Nelson: That is correct, but we are waiting for direction from the FPPC. As of right now, she has asked that we hold them, but we are waiting for direction from the FPPC rep who has been assisting us.

Josh Tuteur: Motion to Approve.

Christina Wynn: Seconded

Don Gaekle: Y

Phong La: Y

Tara Freitas: Y

Christina Wynn: Y

Kristen DePaul: Y

Jeff Prang: Y

Shelly Scott: Y

John Tuteur: Y

Kaenan Whitman: Y

Motion passes.

**11. Elections for Expiring Board Terms – Discussion/Possible Action**

**Don Gaekle**

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)

Small, medium and large county members of the CCAITA must put forward nominees for the two-year terms that will replace the expiring terms.

Don Gaekle: One-year terms are expiring (above counties) and the re-election for terms will be two-year terms.

John Tuteur: Plan is to reach out to the counties. Both Assessor Prang and Assessor DePaul will not be up for re-election as Assessor Prang will be CAA president and Assessor DePaul will be VP. I will be running for re-election as I do not have any conflicts. I will try to get nominees by the middle of May.

**12. Creation of a Future Project Ad-Hoc Committee** **Don Gaekle**

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

Don Gaekle: Can follow up on this at a special meeting, but just awareness for the group.

**13. Announcements** **Don Gaekle**

No announcements

**14. Adjourn** **Don Gaekle**

Adjourned at 11:37am.

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.