

CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

Thursday, January 19th, 2023

1:30 PM

Hybrid California County Assessors' Information Technology Authority Board Meeting

3636 American River Drive, Suite 200; Sacramento, CA 95864-5952

Join Zoom Meeting

<https://calassessor-org.zoom.us/j/88685337013?pwd=bndQM2ZEdkM4YnMwd1JYVEo2OUtOQT09>

Meeting ID: 886 8533 7013

Passcode: 450268

1. Call to Order:

Assessor Gaekle called meeting to order @ 1:36 pm

Clarified via legal counsel CCAITA is subject to Brown Act, not Bagley Keane

Noted public comment is needed for items 5 & 6 on today's agenda

2. Acknowledge new CAA President and CAA Treasurer as Board members by operation of the agreement and Kristen De Paul of Modoc County moving to small county representative per agreement at the 12/12/2022 meeting

Assessor Gaekle:

No action required, note the following:

Assessor Lee CAA, President will join CCAITA January 1, 2023

Assessor Freitas, CAA Treasurer will join CCAITA January 1, 2023

Assessor De Paul is moving into small county representative

3. Approve Minutes of 12/12/2022:

Assessor Gaekle:

Assessor Public Comment: None

Previous minutes:

Notes from Counsel were added to clarify November 15th, 2022, is effective date per JPA. There were some members who voted for coordinating assessor were not yet members of JPA, it was unanimous so no impact but wanted to note. Los Angeles County was placed on board, but not yet member of JPA.

Motion: Assessor Lee

Second: Assessor DePaul

4. Vote to add additional CCAITA members:

Action Item: Approve membership of all counties signing the JPA document after 11/15/22:

Counties After 11/15/22:

Calaveras

El Dorado

Humboldt

Kern

Los Angeles

Madera

Mariposa

Merced

Monterey

Placer

San Bernardino

Siskiyou

Solano

Tulare

Tuolumne

Ventura

Moved: Assessor Tuteur

Second: Assessor Scott

Assessor DePaul: Y

Assessor La: Y

Assessor Scott: Y

Assessor Freitas: Y

Assessor Gaekle: Y

Assessor Tuteur: Y

Motion carried unanimously

5. Appointment of Kaenan Whitman of Tuolumne County to the Board as a small county representative per prior agreement on 12/12/2022:

Appoint Jeff Prang of Los Angeles County as a large county representative per prior agreement on 12/12/2022:

Public comment: none

Board comment: none

Motion: Assessor Tuteur

Second: Assessor Scott

No discussion

Assessor DePaul: Y

Assessor La: Y

Assessor Scott: Y

Assessor Freitas: Y

Assessor Gaekle: Y

Assessor Tuteur: Y

Motion carried unanimously

CCAITA Board:

Assessor Lee

Assessor Freitas

Assessor La

Assessor Whitman

Assessor DePaul

Assessor Scott

Assessor Tuteur

Assessor Gaekle

Assessor Prang

Public Comment: None

6. New Business:

a. CCAITA Budget: Presentation of preliminary budget and announce final budget timing: See attached

Assessor Freitas: Financial statements: Budget analysis & income statement all provided to membership: current balance is \$10 million plus interest of \$2,203 and no disbursements to date

Assessor Gaekle: sent JPA formation documents to CA Secretary of State (SOS), SOS is currently running 3-4 weeks behind, we can move forward with opening bank account when SOS paperwork is approved

b. Program Manager:

- **Piggyback contract for Gartner from Ventura (Riverside and San Bernadino currently using Gartner)**

Assessor La: the sub committee met with Gartner and the group was surprised at high estimated cost. Gartner will provide a formal quote but wanted to give heads up this is not a cheap project- in the millions to just get the project going. This seems to be an expensive one-off project. Second \$10 million will be needed, we need to advocate

Assessor Aldena: Riverside currently uses Gartner; they are expensive but good. Gartner is not project manager, but helps with strategy, timeline, recommendations, etc. CAA IT can be of great service and possibly provide some alternatives

Do we need to go thru RFP process?

Assessor Tuteur: he was sent proforma bylaws and proforma procurement contracts from counsel and the group will work on them. Possibly piggy back on a current County contract. We are bound by the strictest procurement of any member county.

Assessor Gaekle: should look to a strict Charter County procurement policy and work from that to ensure completability

Assessor La: The subcommittee will meet with two other companies; any assessor is welcome to join these meetings

Assessor Torres: Important to connect with CAA IT subcommittee, there are counties who have had projects in IT, SF IT can participate

Assessor DePaul: IT staff will be involved in discussions going forward

Assessor Tuteur: suggests premeeting with IT staff before next meeting with other vendors

Assessor La: IT staff committee is already in place; we will loop them in going forward

Assessor Ford: Confused about what services Gartner provides- do they actually provide list of vendors? Is this the going rate?

Assessor La: we will know more as we go forward, there are counties who use Gartner

Assessor Stone: Santa Clara is not part of JPA but uses Gartner and they are very good and very expensive

Rob: Gartner (or similar company) is like an “architect” more than a “match maker” for the program. Intentionally do not build the system so they are not beholden to any one provider

Assessor Wilhite: has used Gartner in the past to develop & review RFP

Assessor Tuteur: we should keep state voter registration system in mind when creating this system

Assessor Gaekle: this is a causal discussion only; written proposals are forthcoming and will be discussed, and any interested assessor can contact coordinating assessor with suggestions

c. Recognize Bylaws Committee

Assessor Gaekle: Ad-hoc committee with Assessor Tuter as Chair, bylaws not required but per best practices we should have bylaws. This will be dissolved once the task is complete.

Assessor Tuteur: Howard LaHaie volunteered to join bylaws,

2 model bylaws to look by Spring CAA conference

Does anyone want to join?

d. Recognize Procurement Committee

Assessor Gaekle: procurement committee will dissolve once decision is made, adhoc committee is not subject to brown act. Asked the following to be on committee to develop procurement committee:

Assessor Phong La Alameda

Assessor Tara Freitas Tulare

Assessor Kristen DePaul Modoc

Assessor Chris Wilhite San Bernadino

Assessor Aldena

e. Approve contract for legal services:

12/12/22 CCAITA meeting approved payment for Josh Newman.

Assessor Gaekle: good policy to have written retainer agreement with Attorney, we need to get written agreement

Assessor La: we still need to pay for the bill, will request written retainer agreement

Assessor Morgan: If there is an issue with paying Josh while bank account is set up CAA can pay bill as CAA approved initial payment of \$5,000.

Public Comment: No

Confirm Authority mailing and contract address:

Assessor La: 1221 Oak Street Suite 145, Oakland CA

f. Coordinating Assessor report on P19 and

Exemptions Committees:

Assessor La: Did not get a response re: exemptions committee

The following Counties volunteered to participate in exemptions:

- El Dorado Assessor John DeVille
- Kern Assessor Laura Avilla
- Monterey Assessor Marina Camacho
- San Bernadino staff Teresa Valdez
- Possibly Barbara from SLO?
- Possibly Shasta Assessor Leslie Morgan

Assessor Aldena: should include CAA IT in this exemption committee

g. Presentation for the Prop 19 portal (Riverside)

Assessor Aldana: CAA IT officers met for Prop 19 Portal; Kan Wang presented the collaborative effort:

High level phases:

- a. Define portal goal
- b. Project planning: dedicated PM is needed
- c. Requirement gathering
- d. Finalize requirements and RFP

- e. Design, Built and test
- f. Training and implementation

CAA IT will assist with high levels

Kan thinks Gartner/similar vendor would fall into “advisory” role

High level solutions:

- a. Application submitted
- b. County intake/workflow/certifications
- c. Prop 19 Portal: intercounty tool will give needed information to requesting county from requested county

With the right architect/vendor this project can be scaled for future projects

Future integration of current property tax system is also possible in an expanded future project

Recommendations:

1. Boundaries of Prop 19 portal for inter County information request workflow as shown on presentation
2. Prop 19 Committee will recommend budget during phase 1-2
3. Prop 19 Committee will serve as steering committee with full decision-making authority and provide updates to CAAITA
4. Prop 19 Committee will partner with CAA-IT and serve as advisory board

Assessor Gaekle: we need copy of presentation

Assessor Aldena: Prop 19 committee needs to get full agreement on recommendations presented, not sure when meeting next

Assessor Tuteur: Base year only, correct?

Assessor Morgan: There may be intergenerational component eventually

Assessor Gaekle: We are reporting to auditor controller, and they will be reporting out, should this program be useful to auditor/controller?

Prop 19 committee:

Assessor Kristen DePaul Modoc

Assessor Peter Aldana Riverside

Assessor Steve Bestolarides San Joaquin

Assessor Jeff Prang Los Angeles

7. Discussion

No discussion

8. Announcements

Assessor Gaekle: Next meeting in conjunction with the Spring Conference that will be in Sonoma, time tbd

9. Adjourn: 2:54pm