

CALIFORNIA COUNTY ASSESSORS' INFORMATION TECHNOLOGY AUTHORITY BOARD

Board of Directors

Don H. Gaekle, Chair - (Large County Member), Assessor Stanislaus County
Phong La, Coordinating Assessor & Secretary, Assessor Alameda County
Tara K. Freitas, Treasurer (CAA Treasurer), Assessor/Clerk/Recorder Tulare County
Kristine Lee, (CAA President), Assessor/Clerk/Recorder Kings County
Kristen De Paul, (Small County Member), Assessor/Recorder Modoc County
Jeff Prang, (Large County Member), Assessor Los Angeles County
Shelly Scott, (Medium County Member), Assessor/Recorder/County Clerk Marin County
John Tuteur, (Medium County Member), Assessor/Clerk/Recorder/Registrar Napa County
Kaenan Whitman, (Small County Member), Assessor/Recorder Tuolumne County

Thursday, April 27, 2023

10:00 AM

Hybrid California County Assessors' Information Technology Authority Board Meeting
Hyatt Regency Sonoma Wine Country, 170 Railroad Street, Santa Rosa, CA 95401
Join Zoom Meeting

<https://us06web.zoom.us/j/85823100247?pwd=Qk1DZ05lUnlvSINVYjAzRXR6Q3Bodz09>

Meeting ID: 858 2310 0247

Passcode: 914107

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1. Call to Order and Roll Call

Don Gaekle

10:04 AM

Don H. Gaekle, Chair: Present

Phong La, Coordinating Assessor & Secretary: Present

Tara K. Freitas, Treasurer: Present

Kristine Lee: Present

Kristen De Paul: Present

Jeff Prang: Present

Shelly Scott: Present

John Tuteur: Present

Kaenan Whitman: Present

All members present in-person

2. Approval Minutes of the 1/19/2023 1st Quarter Meeting

Don Gaekle

Assessor La: January 19, 2023 minutes need to be corrected, Calaveras should be not have been included as member yet

Assessor Tuteur moved to correct minutes/remove Calaveras

Assessor Scott seconded

3. Admission of additional CCAITA member counties – Action Item

Don Gaekle

Action Item: Approve membership of counties that have approved and signed the JPA document after 1/19/2023.

Assessor La: San Francisco and Sacramento approved by Board of Supervisors and to be admitted

Assessor Tuteur moved

Assessor Scott seconded

Motion passed unanimously via voice vote

4. Public Comment

Don Gaekle

Members of the public may comment on topics not listed on the agenda.

Time limit 3 minutes per speaker.

No public comment

5. Discussion/Approval of CCAITA Counsel Agreement

Phong La

Assessor La: Best, Best & Krieger has been great to work with, request to authorize JPA to enter into agreement

Assessor Tuteur moved

Assessor Scott seconded

No Public Comment

6. Treasurer's Report

Tara Freitas

- a. Secretary of State Filing and Account Status Report
- b. Treasurer’s report
- c. 2023-24 Budget Update

Assessor Freitas: Money currently in the Tulare County treasury

Need to pass final budget by July 1, 2023

Interest earned on \$10 59,627 or 2.328%

No expenses made by JPA to date

Assessor Tuteur: virtual meeting will be needed before ser August meeting for budget

Assessor Scott: we need to move quickly on setting budget

7. Discussion/Approval of Ad Hoc Advisory Committees: Action Items **Phong La**

- a. Recommended Board action to define the scope/authority, membership and quorum requirements of the Prop 19 Database Ad Hoc Advisory Committee.

Assessor Gaekle: Modoc, Riverside (Chair) San Joaquin, Los Angeles

Assessor DePaul moved

Assessor Whitman second

No public comment

Motion passed unanimously via voice vote

- b. Recommended Board action to define the scope/authority, membership and quorum requirements of the Exemptions On-Line Filing Ad Hoc Advisory Committee.

Assessor La: formalizing exemptions subcommittee role, members are: San Bernadino, Monterey, Kern, El Dorado, San Luis Obispo & Alameda (Chair). The role is to develop exemptions scope of work, coordinate counties find and bring vendors to CCAITA board for a vote for deciding

Assessor Tuteur moved

Assessor Scott seconded

No public comment

Motion passed unanimously via voice vote

8. Proposed CCAITA Insurance policies – Discussion/Approval **Tara Freitas**

(Presentation by Mike Flanagan of Leavitt Group)

- a. General Liability
- b. Directors and Officers
- c. Cyber Liability

Mike Flannagan: Looked at quotes in market for CCAITA, his firm has special district expertise

3 lines of insurance from A rated carriers

- a. General liability: \$1 million limit with \$2 million aggregate and \$740 cost
- b. Directors/“management liability”: \$1 million and \$10,609 cost
- c. Cyber liability: \$1 million limit with \$25,000 deductible and \$6,275 cost

Assessor Freitas: \$10 million is in county treasury

Assessor Tuteur moved

Assessor DePaul seconded

No discussion

Motion passed unanimously via voice vote

9. Bylaws Ad Hoc Advisory Committee – Action Item

John Tuteur

Proposed Bylaws – **Discussion/Approval**

Assessor Tuteur: Attorney has reviewed bylaws, there is 15 day waiting period and bylaws documents are available

10. Procurement Policy Ordinance – Action Item

Phong La

Urgency Ordinance authorizing immediate adoption and use of CCAITA Procurement Policy – **Discussion/Approval**

Assessor DePaul: emergency ordinance to use immediately and start looking for management

Napa moved “Urgency Ordinance authorizing immediate adoption and use of CCAITA Procurement Policy”

Marin seconded

No Public comment

Motion passed unanimously via voice vote

11. Procurement Ad Hoc Advisory Committee – Action Item

Phong La

Proposed CCAITA Procurement Policy – **Discussion/Approval**

Assessor DePaul: modeled after charter city- San Diego (has JPA), our attorney has edited document

Napa moved

Marin seconded

No Public comment

Motion passed unanimously via voice vote

12. Report from Exemptions O-Line Filing Ad Hoc Advisory Committee

Phong La

Assessor La: Group is still working, no action item currently

13. Report from Prop 19 Database Ad Hoc Advisory Committee

Peter Aldana

Amy Rasmussen on behalf of Assessor Aldana: staged approach, working with CAA IT, project charter being worked on waiting for approval of procurement policy

Assessor Gaekle: any documents should come back to CAAITA for approval

14. CCAITA Management

Phong La

Discussion of need for, and recruitment of, an Executive Officer/Administrator and/or program manager(s) as provided in the JPA agreement.

Assessor La: This has been a burden on counties, need to make sure we are reporting properly

Search for admin/manager, create scope and bring back to the group, which may be one or more companies

Assessor DePaul: Within the procurement policy there is an emergency clause to streamline to hire Executive Director and can we establish Rob Grossglauser role within CAAITA

Assessor Tuteur moved

Assessor DePaul seconded

No public comment

Motion passed unanimously via voice vote

Assessor Tuteur asked an item to discuss Rob Grossglauser role be brought forward in a future meeting

15. Election/Appointment of Small, Medium & Large County Board

Don Gaekle

Members

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.

Representatives of member counties must be elected/appointed effective July 1, 2023, as follows, to ensure staggered terms:

-One each (small, medium, large) a representative to serve a one-year term

-One each (small, medium, large) a representative to serve a two-year term

Assessor Tuteur will reach out to all JPA members Counties and will report back at next meeting

Announcements:

Assessor Gaekle: Virtual meeting TBD, next regular meeting will be in conjunction with next CAA meeting

Assessor Tuteur moved to adjourn

Assessor Scott seconded

Adjourned at 11: 17 AM