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 (Not attending)

Phong La, Coordinating Assessor & Secretary, Assessor Alameda County, 1221 Oak Street, Room 145, Oakland, CA 94612 (Virtual Attendee)

Steve Bestolarides, (Large County Member), Assessor/Recorder/County Clerk, 44 North San Joaquin Street, 2nd Floor, Suite 230, Stockton, CA 95202 (In-person)

Tara K. Freitas, Treasurer (CAA Treasurer), Assessor/Clerk/Recorder Tulare County, 221 S. Mooney Blvd, Room 102-E, Visalia, CA 93291 (In-person)

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)

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 (In-person)

Kaenan Whitman, (Small County Member), Assessor/Recorder Tuolumne County, 2 South Green Street, 3rd Floor, Sonora, CA 95370 (In-person)

Tuesday, August 6, 2024
4:00 PM PST

California County Assessors' Information Technology Authority Board Meeting
PlumpJack Inn, 1920 Olympic Valley Road, Olympic Valley, CA 96146
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

https://zoom.us/j/96531434623?pwd=5bCQqnrwpel12GN2dTFeS0mAf7hRgl.1

Meeting ID: 965 3143 4623
Passcode: 009001

1. **Call to Order and Roll Call**   **Kristen DePaul**

   Don Gaekle: Absent
   Phong La: Present
   Steve Bestolarides: Present
   Tara Freitas: Present
   Christina Wynn: Present
   Krisetn De Paul: Present
   Shelly Scott: Present
   John Tuteur: Present
   Kaenan Whitman: Present

2. **Approval Minutes of the 4/25/2024 Board Meeting**   **Kristen DePaul**

   Approval Minutes of the 5/30/2024 Board Meeting   **Kristen DePaul**

   Phong La: Y
   Steve Bestolarides: Y

Tara Freitas:Y
Christina Wynn: Y
Krisetn De Paul: Y
Shelly Scott: Y
John Tuteur: Y
Kaenan Whitman: Y

Minutes approved.

3. **Public Comment**   **Kristen DePaul**

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

4. **2nd Quarter Treasurers Report**   **Luz Alcazar**

   Luz Alcazar: We had interest earnings in the second quarter of $2.37 through the Wells Fargo and
   $167,619.78 in the Tulare County account. As of July 31, 2024, the bank balance in the Wells Fargo is
   $368,376.73 and in the Tulare County Treasurery we have $18,612,700.89.

5. **Executive Director Report**   **Rob Grossglauser**

   Report on the status of CCAITA progress and projects during the
   Period of June 1, 2024 – August 2, 2024

   Rob Grossglauser: Have officially added Kan Wang as a resource for the authority and started on
   August 1st. The Auditor for the authority is now working on the audit for the JPA so that is underway.
   Lastly, with Kan's addition, we will be making create a recommendation as it relates to resourcing for
   the Board. Specifically for the Project Managers and what is needed for future projects.

6. **Project Managers Report**   **Justin Winn & Matt Kissinger**
   Status update from June 1 – August 2

   Rob Grossglauser: We asked our PMs for weekly status reports for June and a prospectus as to what
   they believe the trajectory of the JPA is. In addition, they will be assisting the POC/POV vendor today
   so you can see what has been done to date.

   Justin Winn: We are done with the project on the Prop-19 side. Just Appraised will showcase the
   project later in the agenda. As we worked on creating the project, the methodology and the way we
   roll out the process has been consistent. As we spend more time on this process, the uncertainty
   decreases, and our answers will be more specific and clearer.

   Matt Kissinger: Currently, on the exemptions side, we have tested the disabled vet and welfare use
   cases. We have received the last of Just Appraised's deliverables last week. We looked at the 40+ BOE
   forms and made sure everything was evaluated. Steven is on the line and will be getting into the Just
   Appraised Exemptions portal so that we can see what has been done so far. He will be submitting a
   Disabled Veteran application.

Just Appraised Exemptions Portal Demo by Steven Harvey

Andrei Ghita, Just Appraised: On the receiving side of the portal, we were able to receive Mr. Harvey's exemption application. On our end, you can see that we can create markups, add signatures, stamps, and many other ways to annotate the PDF.

Andrei goes over Just Appraised exemptions portal and how staff can analyze the exemption application

Travis Noll, Just Appraised: I am going to share some slides to show what we have done and what we have seen so far in the making of this portal. Some of the biggest processes we had to work on to ensure the credibility of the portal was the claimant porta, processing system, and the data lakes. As far as what's changed since the first demo, we have had the same software so most things are the same. What's different is the scope of the claimant portal and allowing for more options such as automated requests for evidence, e-signature compliance, and various more.

Phong La: We have done some other testing with other veterans to make sure this works for our offices.

Travis Noll: We have been asked by some members to have 1:1 demos with counties. We are more than happy to do so. Please reach out to any of the leadership or board members and we will get that set up.

7. **Gartner Engagement wrap up & Next steps**   **Chris Ragan**

Chris Ragan: The next steps for the Authority is to complete the POC, evaluate the POC, develop a fair and competitive solicitation and then the last step is to develop and deploy a robust evaluation framework. The POC lacks many of the assurances that established vendor products and platforms provide through extensive testing and market experience. The use acceptance is good, but Gartner recommends the custom software be analyzed for it's technical quality before another large sum of money is invested. For developing a competitive solicitation, the POC requirements only represent a portion of the overall specifications that the CCAITA solution will need. Gartner recommends the development of robust requirements and specification spanning over the functional requirements, technical requirements, maintenance and operations, and custom model pricing.

On developing a framework, the publishing of a well-crafted evaluation framework communicates the clear intent of fairness to potential solicitation bidders, and established a baseline foundation that the evaluation process will withstand protest attempts.

John Tuteur: Our target is not to spend all $30 million, right? From your experience, what do people really look at when making a proposal?

Chris Ragan: The $30 million is what draws the attention of bidders. It helps to communicate where we got the funding from and where it plans on going/what the estimated budget is.

John Tuteur: Based off of what was mentioned from our Executive Director, my motion is to authorize the Chair and/or the Vice Chair to negotiate and sign a modification of the existing contract with Gartner, renew as needed an RFP draft, and analysis of the RFP responses and lastly, have the

Executive Director report on the progress of this.

Don Gaekle: Absent
Phong La: Absent
Steve Bestolarides: Y
Tara Freitas: Y
Christina Wynn: Y
Krisetn De Paul: Y
Shelly Scott: Y
John Tuteur: Y
Kaenan Whitman: Y

Motion passes.

8. **Ad hoc Committee on future projects**   **John Tuteur**

John Tuteur: Ask that we move this item over to the next meeting.

9. **Open Board discussion & Action items**   **Kristen DePaul**
   a. Restructuring of resources

Rob Grossglauser: Would Kan like to speak to the updated authority report since he will be working on this.

Kan Wang: This report will complete the POC. We learned a lot about the vendor, and the solution throughout this process. I will be creating a project delineating all of the progress, the budget, the roll out, and come back to the board to discuss what will be done in the next phase.

10. **Announcements**   **Kristen DePaul**

11. **Adjourn**   **Kristen DePaul**