

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
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, 500 W. Temple Street, Room 225. Los Angeles, CA 90012
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, 3rd Floor, Sonora, CA 95370

Draft Minutes - Thursday, June 1, 2023

8:30 AM

**California County Assessors' Information Technology Authority Board Meeting
At Various Board Member Teleconference Locations as Noted Above and Virtually By
Zoom Meeting**

<https://us06web.zoom.us/j/89376429463?pwd=SnVhZHUrZTRGQjF5MFVVMjNhRU4rZz09>

Meeting ID: **893 7642 9463**

Passcode: **075789**

1. Call to Order and Roll Call

Don Gaekle

8:37 AM

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

2. Approval Minutes of the 4/27/2023 2nd Quarter Meeting

Don Gaekle

Assessor Lee moved

Assessor DePaul seconded

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

3. CCAITA member counties update – Possible Action Item

Don Gaekle

Action Item: Approve New County Members, if Any.

Assessor Gaekle: Received Nevada County's May 9th BOS May 30 signed JPA

Assessor Scott moved

Assessor Whitman seconded

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y

John Tuteur: n

Kaenan Whitman: y

4. Public Comment

Don Gaekle

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

Time limit 3 minutes per speaker.

Assessor Gaekle: we have received unsolicited proposals from Gartner & snowflake- don will forward but not discuss at this time

No public comment

5. Treasurer's Report

Tara Freitas

a. Treasurer's report

1. Bank Account Status

Not much activity

\$10 million is Tulare County treasury per by laws

\$57,424 interest in Q1

Still working on opening bank account

EIN # provided to bank but bank wants letter from IRS

a. 2023-24 Budget Update

July 1 budget adoption

5% or \$500k budgeted for administrative services

\$9 million for project expenditure to include:

\$500,000 for project manger

\$1.5 million for system designer

\$7 million IT system builder

\$48,000 for professional services (attorney and insurance)

Lower maintenance budget by \$12,000 in order to increase insurance line item by \$12,000

\$439,927= remaining maintenance budget

Assessor La moved to adopt 2023-2024 budget as presented

Assessor Scott seconded

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y

John Tuteur: absent

Kaenan Whitman: y

No public comment

6. Discussion/Approval Professional Accountant: Action Items

Tara Freitas

- a. Recommended Board action to approve use of a professional accountant for tax filing. Estimated first year cost of \$3,500 at an hourly rate of \$185. Subordinate staff charges at a lesser hourly rate which varies. **Discussion/Approval**

Jacob Gunning does CAA tax returns, \$185/hr Tara recommends, estimated cost \$3,500 for 1sy year – 1 year contract

Assessor DePaul moved

Assessor Whitman seconded

No public comment

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y

John Tuteur: absent

Kaenan Whitman: y

7. Bylaws Ad Hoc Advisory Committee – Action Item

John Tuteur

- a. Proposed Bylaws Adoption. Recommended Board action to approve and implement bylaws following initial presentation on April 27, 2023 and following the required waiting period – **Discussion/Approval**

Assessor Gaekle lead discussion

Assessor Lee moved

Assessor Scott seconded

No public comment

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y

John Tuteur: absent

Kaenan Whitman: y

8. Ad Hoc Committee to Develop CCAITA Conflict of Interest Policy Don Gaekle

Creation of Ad Hoc Committee to create a Board conflict of interest policy. Propose three-member committee to work with Counsel to develop policy and return to the Board no later than the August quarterly meeting of the Board.

Assessor La is holding all the from 700 until Josh tells us what to do- all public documents

Committee assignment:

Assessor Don Gaekle

Assessor Phong La

Assessor Kristi Lee

Quorum is 2 members

Ad Hoc Committee will end when work completed (hopefully by august meeting)

Assessor Whitman moved

Assessor DePaul Modoc seconded

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y
John Tuteur: absent
Kaenan Whitman: y

9. Report from Exemptions On-Line Filing Ad Hoc Advisory Committee Phong La

Assessor Gaekle: we need to schedule a meeting to schedule meeting for unsolicited bids, we don't have RFP right now, but we have received unsolicited proposals and can formulate an RFP at a later date, piggy backing is also an option

Assessor Scott: can we reach out to counsel before setting up meeting for RFP?

Assessor Gaekle: yes, will reach out to counsel before meeting

Public comment:

Rob Grossglauser : Not speaking as counsel: in general unsolicited proposals are ok if no RFP is out, if traditional that changes when RFP is released. Recommendation: Establish protocol/process: potential bidders must submit something in writing for the group to evaluate then ask to present to the group, "vendor days" are getting more popular in the state. Public zoom RFI (request for information) is a possibility.

Assessor Aldana: RFI is used in Riverside County

Assessor La: Requested we pick a date and make public

Don H. Gaekle: y

Phong La: y

Tara K. Freitas: y

Kristine Lee: y

Kristen De Paul: y

Jeff Prang: y

Shelly Scott: y

John Tuteur: absent

Kaenan Whitman: y

10. Report from Prop 19 Database Ad Hoc Advisory Committee

Peter Aldana

Presentation of scope of project and recommendation for program Management

Kan Wang update:

Prop 19 committee meeting next week

Working draft of project charter: scope and phases to have documented expectation of project and guidance

RFQ Request for Qualification needed

Prop 19 committee will approve charter and then bring to CCAITA Board

Assessor Aldana: wants to bring back to group asap: possibly June

Kan Wang: Do we need to publicly publish RFQ?

Rob Grossglauser: "leverage procurement vehicle" is possible to see if there is someone who is already on vehicle- this would be simpler option. An entity not on "leverage procurement vehicle" will need RFQ and can be complex and time consuming.

Assessor Gaekle: Only have 4 board members on the Prop 19 Ad Hoc Committee

Kevin Lechner: Can County Contract Vehicles be used?

Rob Grossglauser: Yes, County Contracts can be used- LA, OC, Ventura have

No public comment

11. CCAITA Management

Phong La

Update Discussion/Status on hiring an Executive Officer/Administrator and/or program manager(s) as provided for in the JPA agreement.

Assessor La: We need an executive director, item for next meeting: author RFP or acceptance of RFP or contract

Can we piggyback on contract for CAA?

Rob: CAA is under different procurement than local government so likely would not work

12. Closure of Nominations and Election/Appointment of Small, Medium & Large County Board members Don Gaekle

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. Board members must be elected/appointed effective July 1, 2023, to ensure staggered terms.

A Board Slate of nominees was presented to members on May 8, 2023, via email, with no subsequent nominations received from members. The slate is as follows.

Nominated to serve a one-year term effective July 1, 2023, and ending June 30, 2024:
Kristen De Paul, Modoc (Small County); **John Tuteur**, Napa (Medium County); **Jeff Prang**, Los Angeles (Large County)

Nominated to serve a two-year term effective July 1, 2023, and ending June 30, 2025:
Kaenan Whitman, Tuolumne (Small County); **Shelly Scott**, Marin (Medium County); **Don Gaekle**, Stanislaus (Large County)

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 . Notification 48 prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to this meeting.

Assessor Gaekle: Any other nominations?

None

Assessor Lee moved to adopt the motion

Assessor La seconded

No board discussion

No public discussion

Assessor Gaekle: y

Assessor La: y

Assessor Freitas: y

Assessor Lee: y

Assessor De Paul: y

Assessor Prang: y

Assessor Scott: y

Assessor Tuteur: absent

Assessor Whitman: y

No announcements

Next meeting after prop 19 sub-committee

Assessor Whitman moved to adjourn

Assessor Lee seconded

Meeting ended at 9:36 AM