



July 25, 2023

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, California 93009

SUBJECT: Approval of, and Authorization for, the Ventura County District Attorney's Office (DA) to Join the Information Technology Committee (ITC) as a Permanent Member; Approval of, and Authorization for, Decommissioning the Business Technology Committee (BTC) as a Formal Subcommittee of the ITC.

RECOMMENDATIONS:

1. Approve and authorize the DA to join the ITC as a permanent member.
2. Approve and authorize the decommissioning of the BTC as a formal subcommittee of the ITC.

FISCAL/MANDATES IMPACT:

There is no fiscal impact.

DISCUSSION:

HISTORICAL BACKGROUND:

On November 21, 1995, your Board received a presentation from the Information Services Technology Department outlining a set of recommendations related to centralization/decentralization of IT within the County. One recommendation was to establish an ITC consisting of two (2) supervisors, two (2) elected department heads, three (3) appointed department heads, the Chief Administrative Officer (now the County Executive Officer (CEO)), and the Director of Information Systems (now the Chief Information Officer (CIO)).

The Committee would have three (3) responsibilities:

1. Review and presentation of long-range technology plans as prepared by the Information Systems Department and approved by the Chief Administrative Officer.
2. Review and presentation of the County's Information Technology Strategy as prepared by the Information Systems Department and approved by the Chief Administrative Officer.
3. Review of proposed changes and additions to ongoing operational policies, standards, and guidelines as recommended by the Information Systems Department and approved by the Chief Administrative Officer.

The ITC was chartered with the following department heads in addition to the two (2) supervisors: CEO, Sheriff, Auditor-Controller, Health Care Agency, Human Services Agency, Fire Department, and CIO.

On November 16, 1999, your Board accepted the Information Technology Performance Evaluation Report prepared by Deloitte Touche, dated October 1999. At that same time your Board directed the ITC to prepare detail implementation alternatives and recommendations and report these back to your Board.

On May 16, 2000, your Board approved the ITC implementation recommendations, from the Deloitte Touche report. This included:

- Retain the ITC as a permanent subcommittee of the Board of Supervisors;
- Add an additional appointed at-large department member. (The Resource Management Agency was subsequently named);
- Establish a Technology Committee of department IT managers which would be a formal subcommittee of the ITC. This committee became known as the BTC.

RECOMMENDATION ONE DISCUSSION:

The decision for who would be members of the ITC was determined by the level and influence of the technology investments. The DA has expressed an interest in joining the ITC:

The DA maintains its own separate Information Technology Unit (ITU) that works in partnership with the County's IT Services Department which includes joint oversight of the DA's portion of the Countywide network, as well as sharing infrastructure such as Microsoft 365 and VCIJIS. Since the ITC was formed in 1995, the DA's IT footprint has continued to grow with large projects that impact many of the criminal justice partners as well as the County as a whole. By joining the ITC as a voting member, the DA would be able to add valuable insight on the large projects that are ongoing among the justice partners. Maintaining a separate system that interacts with the County's IT systems also allows them to be able to

provide insight and assist with decisions concerning interconnected systems and networks.

The DA is currently working in conjunction with several justice partners and other local law enforcement agencies in large ITU projects including Axon (digital storage and maintenance of evidence), Laserfiche (move to a paperless criminal case system), and the new VCIJIS 2.0. Having the DA on the ITC will allow representation, expertise, and presentations for these projects as the criminal justice system transitions into a more digital format.

The ITC has reviewed this request and agrees the DA, would bring valuable insight to the ITC, without increasing its ranks to the point of not being able to effectively manage the ITC's responsibilities. The ITC recommends Board approval.

RECOMMENDATION TWO DISCUSSION:

As a subcommittee of the ITC, the BTC is also a Brown Act committee and as such is required to conform to all the requirements of a public meeting.

The BTC often discusses matters related to network and security including infrastructure, software, security risks, and mitigation techniques. These are all highly confidential subjects. Further, referring to the ITC Charter, it is the responsibility of IT Services, as delegated by the CEO, to analyze, prepare, and recommend IT items to the ITC. IT Services currently has forums to include mid-tier managers and other stakeholders in the County for these purposes. Those groups will be adjusted or expanded to include the scope of work the BTC performs.

The ITC recommends that the BTC be decommissioned as a formal subcommittee of the ITC and that IT Services be directed to incorporate the BTC's work into its current interdepartmental advisory and coordination meeting framework.

This item has been reviewed by the County Executive Office, Information Technology Committee members, and County Counsel.

If you have any questions regarding this item, please call Terry Theobald at (805) 654-2744.



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