

**ITC Meeting  
Minutes:  
October 23, 2025**

**3:00 pm  
Hall of Justice  
Pacific Conference Room**



Meeting called by IT Services

Type of Meeting: Information Technology Governance

Facilitator: Terry Theobald

Scribe: Joanna Peterson

**Committee Attendees:** Jeff Burgh – ACO, Theresa Cho – HCA, Dustin Gardner – VCFPD, Jeff Gorell – BOS-District 2, Chuck Hughes – DA, Robert Mullane – RMA, Bach Nguyen – HCA, Janice Parvin – BOS-District 4, Christine Renshaw – County Counsel, Roger Robinson – HSA, Terry Theobald - ITS

**Presenters/Visitors:** Ozgur Aral – ACO, John Lin – CEO IT, Vince Olin – CEO HR, Stanley Patterson – HCA, Zan Suko – HCA, Betsy Swanson-Hollinger – CEO HR, Mike Taylor – HCA, Jill Ward - HCA

**WELCOME:**

- Terry Theobald welcomed all. Roll was taken, quorum was confirmed, and the meeting was called to order at 3:00 PM

**APPROVAL OF MINUTES:**

- July 24, 2025, ITC meeting minutes reviewed.
  - Motion to approve minutes as written.
  - First by Supervisor Parvin and second by Chief Gardner
  - All in favor; motion passed.

**PUBLIC COMMENTS:**

- No public comments were submitted

**COMMITTEE COMMENTS:**

- No Committee comments.

**AGENDA REVIEW:**

- None

**RECEIVE, RATIFY, AND FILE REPORT ON NEW PROJECTS REVIEWED/APPROVED BY CIO:**

- None

**NEW PROJECTS FOR REVIEW AND APPROVAL BY THE INFORMATION TECHNOLOGY COMMITTEE:**

- Cornerstone Training Consolidation – CEO
  - Committee approved project
- CEPA Accounting & Decision Support System – Health Care Agency
  - Motion to approve project.
  - First by Jeff Burgh and second by Supervisor Gorell
  - All in favor; motion passed.

<b>UPCOMING PROJECTS:</b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>RECEIVE AND FILE – STATUS OF OPEN PROJECTS:</b>	
	<p>Terry Theobald provided a briefing on the Status and Closure Reports of projects.</p> <p><b><u>0 new projects (0 previously)</u></b></p> <p><b><u>4 active projects within budget and on schedule (6 previously):</u></b></p> <ul style="list-style-type: none"> <li>• Regional Radio Project – Information Technology Services</li> <li>• VCIJS 2.0 – Information Technology Services</li> <li>• Accela Land Management System Upgrade to Managed Services – RMA</li> <li>• DR Remediation – Information Technology Services</li> </ul> <p><b><u>3 active projects within budget and not on schedule (3 previously):</u></b></p> <ul style="list-style-type: none"> <li>• Integrated Property Tax Assessment and Collections System – Assessor/Auditor-Controller/Tax Collector</li> <li>• Medical Grade Network – Health Care Agency</li> <li>• Ambulatory Care Clinic Integration (CPM) and Experian eCare NEXT – Health Care Agency</li> </ul> <p><b><u>0 project on schedule and not within budget (1 previously):</u></b></p> <p><b><u>1 project not within budget and not on schedule (1 previously):</u></b></p> <ul style="list-style-type: none"> <li>• Kronos/UKG WFD Project – Health Care Agency</li> </ul> <p><b><u>2 projects were completed and closed (1 previously)</u></b></p> <ul style="list-style-type: none"> <li>• Cityworks Implementation – Public Works Agency</li> <li>• Enterprise Content Management – Public Defender’s Office</li> </ul>
<b>COUNTYWIDE IT POLICIES FOR REVIEW:</b>	
	<p><b><u>Review and Approval of Countywide Information Technology Policy and Standards Manual Policies.</u></b></p> <ul style="list-style-type: none"> <li>• Draft Technology Use Policy (TUP) <ul style="list-style-type: none"> <li>○ Motion to approve draft TUP as written.</li> <li>○ First by Supervisor Parvin and second by Chuck Hughes</li> <li>○ All in favor; motion passed.</li> </ul> </li> </ul>
<b>CIO REPORT:</b>	
	<ul style="list-style-type: none"> <li>• Copilot Update</li> </ul>
<b>REVIEW OF ACTION ITEMS:</b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>CLOSING COMMENTS/ REQUESTED AGENDA ITEMS FOR NEXT MEETING:</b>	
	<p><u>Closing Comments:</u></p> <ul style="list-style-type: none"> <li>• No closing comments.</li> </ul> <p><u>Requested Agenda Items for Next Meeting:</u></p> <ul style="list-style-type: none"> <li>• Software &amp; Hardware Consolidation</li> </ul>
	<ul style="list-style-type: none"> <li>• Motion to adjourn. <ul style="list-style-type: none"> <li>○ First by Supervisor Gorell and second by Jeff Burgh</li> <li>○ All in favor; meeting adjourned at 4:07 pm</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Next meeting is scheduled for January 22, 2026, at 3:00 PM, Hall of Administration, Multi-Purpose Room</li> </ul>