



Information Technology Committee

October 23, 2025



Agenda

Welcome

Approval of Minutes

Public Comments

Committee Comments

Receive, Ratify, and File Report on New Projects Reviewed / Approved by CIO

None

New Project for Review and Approval by the Information Technology Committee

Cornerstone Training Consolidation – CEO

CEPA Accounting & Decision Support System – Health Care Agency

Update on Pending Projects

None

Receive and File Report on Status of ITC Projects

Project Status Reports

Project Closure Reports

IT Policies for Review / Approval

Draft Countywide AI Policy

Draft Technology Use Policy

CIO Report

Copilot Update

Review of Action Items

Closing Comments / Agenda Items for Next Meeting

Adjourn



Project for Review/Approval by the ITC

Learning Management System (LMS) Consolidation

Agency: *CEO HR*

Description: Consolidate four (4) existing LMS instances with a single County-wide portal

Situation: Cornerstone LMS is used across the county to deliver, manage, and track training programs, from role specific technical programs to required compliance modules. VCFD, HSA, and HCA each have their own instances; all other agencies are connected through the Learning Hub. These four instances, all using the same vendor solution, were created separately over a period of eight years to provide learning and reporting on an Agency basis.

Project Goal: *This project will combine these four instances into a single portal, providing a simplified onboarding experience, reduced administrative burden, cost benefits from a single contract, and compliance reporting for all employees.*



Project for Review/Approval by the ITC

Learning Management System (LMS) Consolidation

One Time Implementation Costs: \$327,300

Total 5 Year Cost: \$327,300

Project Duration: 9-12 months

Combining into a single Cornerstone instance requires transfer of training material and employee transcript data from HCA, HSA, and Learning Hub into the Fire portal. Reconfiguration of single sign on and interface with VCHRP will also be required. Through the RFP process we have identified eSkillz Corporation as the best vendor partner to provide these services.



Project for Review/Approval by the ITC

Learning Management System (LMS) Consolidation

Solution: Using a single LMS for all County employees serves as the most effective risk mitigation solution for mandatory training needs. While each of the four instances allows reporting on employee compliance, we are unable to take full advantage of the Cornerstone LMS to produce uniform data sets in real time.

Project for Review/Approval by ITC: Cost Accounting System Implementation (CASI) - HCA

Project Name: Cost Accounting and Decision Support System Implementation

Agency: HCA - Medical System

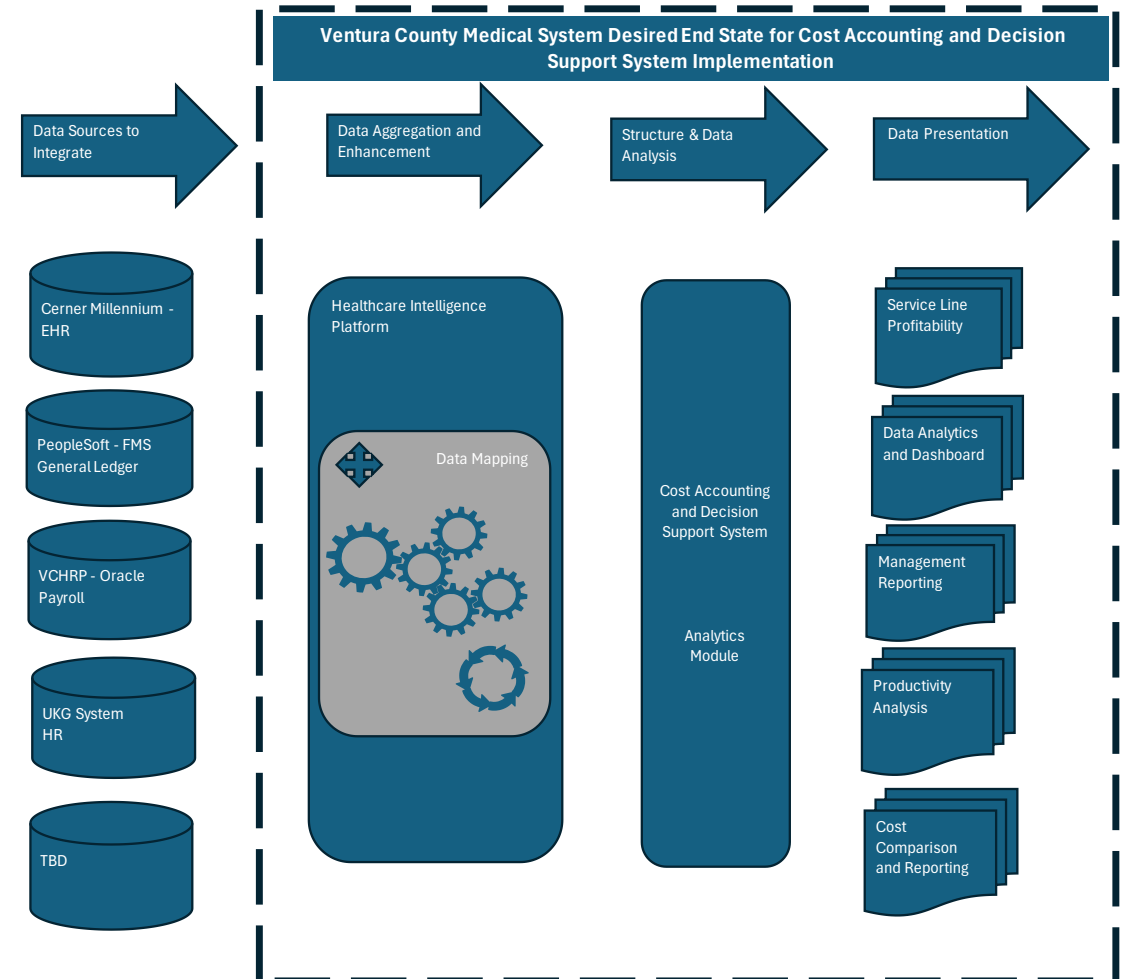
Project Goal: To enhance capabilities into its three main process areas (a) Accounting Cost Modeling, (b) Financial Analytics and Productivity Analysis, and (c) Managerial Reporting

One Time Costs: TBD

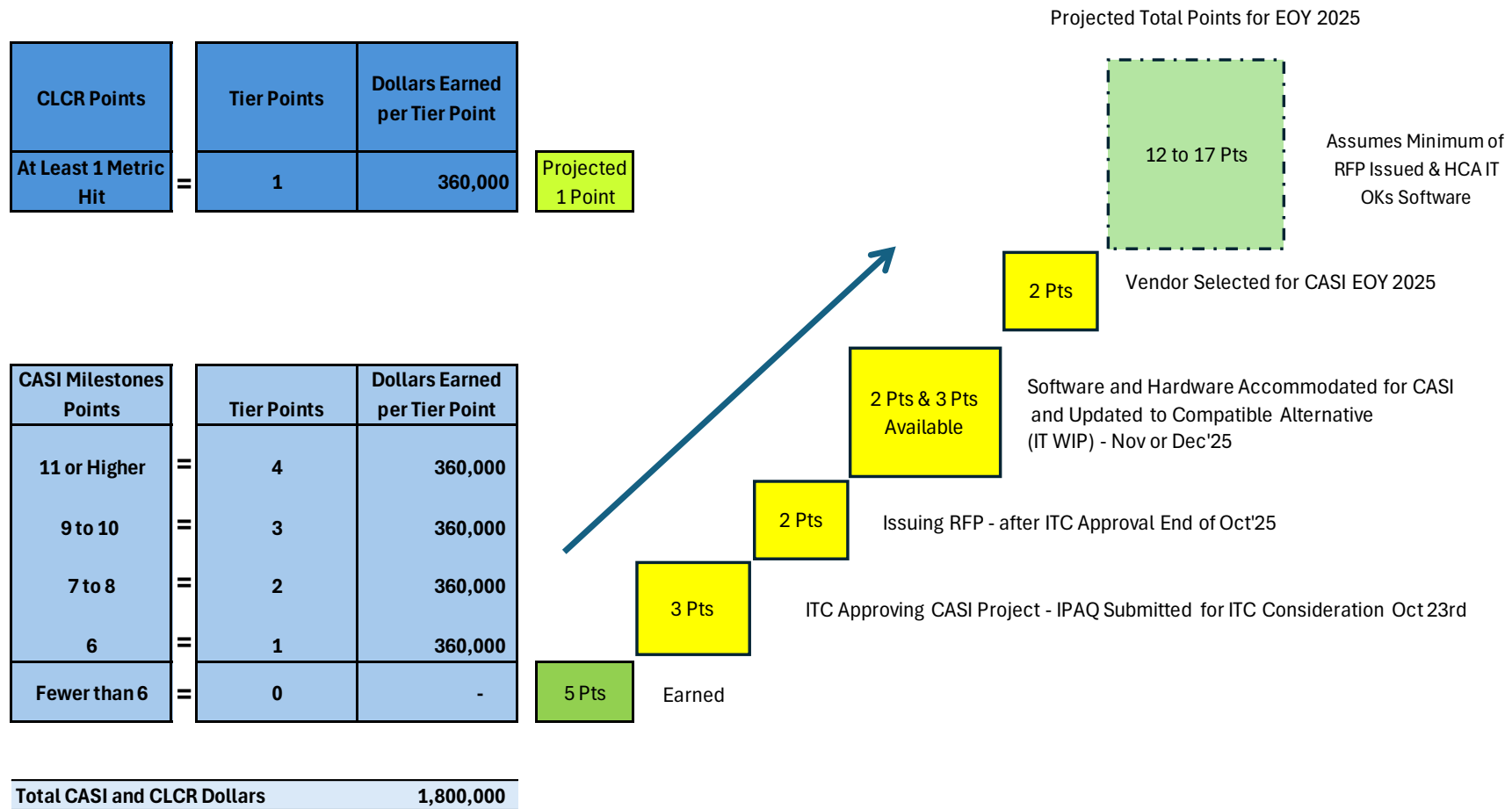
Annual Recurring Costs: TBD

Projected Cost Savings: If CASI milestones delayed, potential loss of 2025 EPP up to \$1,800,000 and risking future EPP dollars to agency

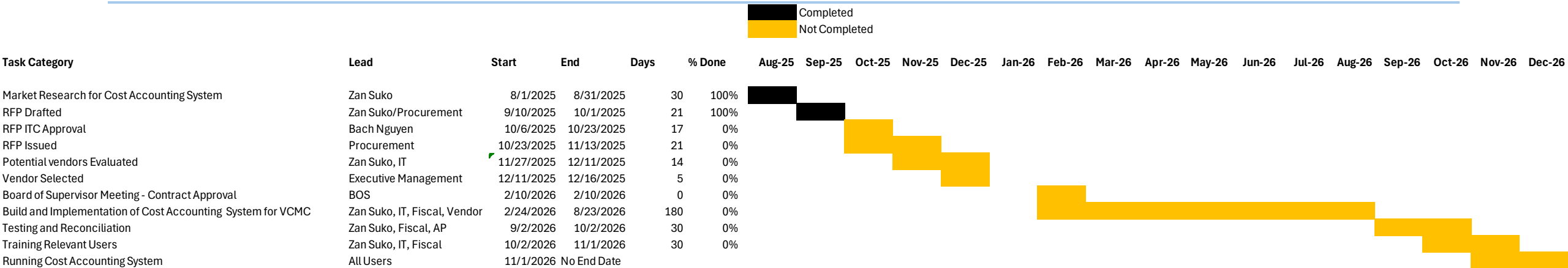
Project Duration: Estimated at 8-12 months



Current Status of CASI & CLCR Milestones for CY 2025




High Level Milestones for CASI





- Research completed by Interviewing Santa Clara County Hospital (Implemented Cost Accounting System), Reviewing LA and SC County RFPs/Contracts for CASI, and Studied Cost Accounting Modules from Potential Vendors
- Worked with GSA Procurement to Draft Proposed RFP for CASI
- Working with HCA IT to make sure that HCA Hardware and Software is up to date in terms of compatibility and licensing to integrate with Cost Accounting System
- **Next Steps are to issue RFP, evaluate responses for functionality & cost, and select Vendor for CASI**

Project Status Review

Time Over Schedule

 0 – 2.9 months

 3 – 12 months

 12 + months

Open Projects within Budget and on Schedule:

Regional Radio Project – Information Technology Services - **GREEN**

VCIJIS 2.0 – Information Technology Services - **GREEN**

Accela Land Management System Upgrade to Managed Services – RMA - **GREEN**

DR Remediation – Information Technology Services - **GREEN**

Open Projects within Budget and not on Schedule:

Integrated Property Tax Assessment & Collections System – Assessor/Auditor-Controller/Tax Collector - **RED**

Medical Grade Network – Health Care Agency - **RED**

Ambulatory Care Clinic Integration (CPM) and Experian eCare NEXT – Health Care Agency - **RED**

Open Projects not within Budget and not on Schedule:

Kronos/UKG WFD Project – Health Care Agency - **RED**

Completed and Closed Projects:

City Works Implementation – Public Works Agency

Enterprise Content Management – Public Defender’s Office



Project Closures

Cityworks Implementation – Public Works Agency

- **Start Date:** December 11, 2023
- **Original Completion Date:** May 17, 2024
- **Actual Completion Date:** September 17, 2025
- **Original Budget:** \$132,000
- **Actual Cost:** \$116,500 (Under Budget)
- **Peak Team Size:** 8 personnel

Outcomes & Achievements

- **Baseline:**
 - Sedaru software was being phased out; Cityworks selected as a direct replacement.
- **Key Achievements:**
 - Successfully implemented Cityworks SaaS for asset maintenance, scheduling, and work history tracking.
 - Ensured continuity of operations for Ventura County Water and Sanitation Department.
 - Integrated Esri GIS for enhanced service delivery.
 - Enabled dynamic reporting, streamlined work management, and service request tracking.
 - Project completed under budget despite delays and data migration challenges



Project Closures

Enterprise Content Management – Public Defender’s Office

- **Start Date:** January 1, 2019
- **Original Completion Date:** December 1, 2023
- **Actual Completion Date:** December 1, 2025
- **Implementation:** Phased rollout from 2019 to 2023
- **Budget:** Stayed within the allocated Public Defender ITC budget
- **Peak Team Size:** ~15 personnel

Outcomes & Achievements

- **Baseline:**
 - Heavy reliance on physical file storage and manual workflows; limited digital integration.
- **Key Achievements:**
 - Implemented Laserfiche RIO for centralized digital case management.
 - Enabled electronic legal discovery sharing with the District Attorney’s Office.
 - Digitized historical and mental health case files; Probate & Family Contempt cases underway.
 - Built automated workflows, improving efficiency and reducing manual handling.
 - Achieved annual savings of \$4K in storage, \$28K in labor, and \$10K+ in discovery costs.
 - Completed all phases on budget, despite COVID-related delays.



Draft Policies for Review

Employee Technology Use Policy

- **Existing Sections (minor updates):**
 - All County-provided technology is public property. Employees should not expect privacy when using County systems, which may be monitored or inspected without notice.
 - **Limited Personal Use Permitted:** Employees may use County equipment for personal purposes during non-work hours, provided it incurs minimal cost, doesn't interfere with work, and adheres to professional standards.
 - **Security and Compliance:** Employees must protect passwords, use only authorized software, and follow cybersecurity protocols. Any misuse, including illegal or offensive activity, may lead to disciplinary action.
 - **Monitoring and Enforcement:** The County reserves the right to monitor all technology use. Departments are responsible for ensuring staff understand and sign the policy, which may be updated as needed.
- **New AI Language:**
 - Definitions added
 - Only approved tools like M365 Copilot may access internal data.
 - Use of external AI tools (e.g., ChatGPT, Gemini) is allowed but must not involve County confidential data.
 - All AI-generated content must be vetted and cited appropriately.

Copilot Update

As of September 30, 2025, approximately 120 Copilot licenses have been issued

Developed a draft AI strategy in review with AI working group

Next steps: Data governance and data migration strategies to provide additional publicly available data to Copilot



***Thank you
for your time***

Next Meeting: January 22, 2026

Hall of Administration | Multi-Purpose Room