**SECURE Owners Meeting Task List (DRAFT)**

Tuesday, July 12, 2016

**Redondo Beach, Crown Plaza**

10:00 AM

1. Unannounced Inspection of Out-of-State Submitters

Owners concur with using third party vendors to conduct annual inspection of “out of state” submitters. Owners also directed staff to have “out of state” submitters pay for their annual inspections (include language in MOU if necessary).

1. Owners section of SECURE Website

Activate Owners Section of website; Orange County to send out log-in and passwords to access the new portal. Orange County to add each county’s contact list to Owners portal.

1. Standard for “no cost” support services vs “billable” support services

Orange County to prepare a list of SECURE Help-Desk requests so OA can view and recommend support services that should be billable and services that would be “no charge”.

OA will also review requested enhancements to recommend enhancements that should be billable vs. “no charge”.

Build billable services into any future partner agreements.

1. SECURE Partners Proposed Pricing Options
	1. three options proposing different partners pricing structures

Owners would like a new “Tiered” pricing structure for partner counties.

Owner Assistants to work with partner counties for input on cost structure and new tiers by next year (2017).

OA to present draft pricing structure to Owners showing annual Owner costs and Partner costs.

* 1. partner agreement termination clause
	2. partner contract expiration dates

Do not add any new partner agreements until pricing structure is resolved

Orange County to determine if Ventura is willing to do a 2 year extension in 2017.

1. LA County Maintenance Contract

Orange County to get BOS approval to extend LA County Maintenance agreement for one year: LA to suspend maintenance work until contract is in place. Los Angeles County will evaluate ongoing Version 3 maintenance cost and provide feedback.

1. Miscellaneous Items
	1. OA to develop a draft Policy & Procedure to suspend a submitter from SECURE; Include activities that warrant suspending a submitter; include a mechanism for a response by the submitter, list activities that incur a warning or allow corrective action that can be acted on by Lead County, list activities and situations that Owners must act on; include timeframe that Owners have to respond to a situation.
	2. Orange County to develop a monthly report showing how many documents were submitted to SECURE
2. Next SECURE Owners Meeting

Riverside to coordinate an Owners meeting in conjunction with the PREP meeting on October 24, 2016.