**Attendees**

|  |  |
| --- | --- |
| Dana Ohanesian, Orange County  | Victoria Rodriguez, Riverside County |
| Patrick Copland, Orange County | Antionette Garrett, Riverside County |
| Monique Blakely, Los Angeles County | Val Wood, San Diego County |
| Jaime T. Pailma, Los Angeles County | Patrick Santos, San Diego County |

1. The meeting started at 1:30 p.m. Roll call was taken by Patrick.
2. Patrick reviewed the agenda and moved on to the next agenda item, Owners Meeting Tasks.
3. For Owners Meeting Tasks, Dana stated that the new Multi-County Agreement for the SECURE Owners will be going to the Orange County Board next month and that the Owners will have to decide when to approach the partner counties with the new pricing. Val asked when the new Multi-County Agreement will go to the Orange County Board and Dana replied that he believes it is August 21st.

For disaster recovery, Patrick reviewed the letter from Rolf that has his recommendations for SECURE disaster recovery. Rolf’s findings are that the system is highly redundant at all levels, implemented with state of the art equipment and there is very low probability of a failure. Rolf’s recommendation is to not implement a hot site or a fully redundant system stood up at another location. Patrick said he will distribute the letter to the group for their review before Rolf presents it to the SECURE Owners. He also thanked Rolf for his work on the disaster recovery recommendation.

For SECURE Performance Analytics, Patrick said it will be implemented next month as part of SECURE version 3.10, which will probably be rolled out to Production the third week of August. Patrick showed the group a screen shot of the SECURE Performance Analytics dashboard. He also explained to the group that any county with a DFM back end system will normally show a status of “disconnected” because they implemented different than other county back end systems. He said that DFM back end systems briefly login to SECURE to do their work and then logout again. So they are only connected for a few seconds and do not reconnect until their cycle starts over again approximately every two minutes. He said we are in communication with these DFM counties to try to find a way to represent this on the dashboard as normal behavior.

1. Patrick continued to the G2G agenda item. He explained that California Department of Taxes and Fees Administration (CDTFA), Department of Child Support Services (DCSS), Employment Development Department (EDD) and Franchise Tax Board (FTB) are all live with at least one SECURE County. He displayed lists that showed the implementation progress for each of the four state agencies with SECURE Counties. He concluded by saying that work to implement these state agencies with additional counties continues as time and resources permit.
2. Patrick reviewed future meetings. He said there will be a SECURE County Lunch Meeting on September 12th at the Garland Hotel, which is where the Annual Recorders Conference is this year. He also asked the group when they would like to have their next OA meeting. Monique suggested that we wait until after the SECURE Owners have a chance to meet regarding the Simplifile situation. Patrick said he would coordinate the next OA meeting after this meeting.
3. Patrick moved on to the next agenda item, other items. He presented a draft of the suspension letter that is being sent to Simplifile. The group reviewed the draft, which included the proposed ten day suspension period, the desire to have a meeting or conference call between the SECURE Principals and Simplifile’s executives, and concerns of another incident of a non-compliant document that was submitted to Riverside County on May 18th. Dana said the draft letter will be sent out to the group after the meeting and Hugh will be sending out to the other Owner Principals after that.

Patrick said that Riverside County wanted to talk about token issuance as part of the meeting. He showed a spreadsheet of pending token issuances with most of those pending tokens being government entities. He walked through the spreadsheet with the group showing where organizations were in the process of having tokens issued for new staff or where tokens were being re-issued for staff to take over from staff that had left. Patrick said that sometimes just getting the MOU signed is a real chore and he said that SECURE Support really appreciates getting help from counties on this and other tasks that need to be accomplished prior to token issuance. He said in order to get submitters up and running as quickly as possible, organizations have asked us for a large number of tokens are being asked to implement no more than four users at a time so we can get around to other organizations that are waiting for tokens. He said SECURE Support comes back around later to issue the additional tokens. After the review of pending token issuance work, Patrick asked if there were any questions. Victoria told Patrick that she appreciated the spreadsheet and update on the status. She said the reason this was being put on the agenda was that they were concerned because it seemed like there was a delay in getting these tokens issued. Patrick replied that there have been delays, for example at one point in May counties were being told that SECURE was running low on licensing. He said it was later determined that a step was being skipped during the token return process so that seats were not being returned to the licensing pool. He said this caused the licensing to run artificially low and after he figured out what was going on, tokens could be issued again. He said it took a while to figure out what was going on, but now that they have the problem managed and are reorganizing how token issuance is being done, we can place token issuance ahead of other priorities, like the enhancement work. He said that counties will see a lot more activity from Luz Suazo and Victor Cortez as we get token issuance backlog reduced. Victoria asked if there is a maximum number of tokens that an agency can request for their staff. Patrick replied that there is not a maximum, but when an agency requests a large number of tokens up front it impacts the preparation and issuance of tokens for other agencies. He said that is why he decided to only issue four tokens at a time to an agency. He also said that because of the demand for tokens, an order has been placed for 30 more.

.

1. Patrick moved on to the last item, open county discussion. Patrick asked counties to use SECURESupport@rec.ocgov.com when emailing for support. He said this is important because this is a distribution list that goes to a group instead of sending email to one person who may be out of the office. He said it is okay to email to individual staff directly, but to please CC the SECURE Support distribution list so that you will always get a prompt response.

Jamie said that they just had their Property Taskforce meeting and that Simplifile reported that they are having problems with the new adjustments feature. She asked if any other county has implemented adjustments and if so, had Simplifile reported any issues. Patrick replied that L.A County was the first to implement the new adjustments feature and there are no other counties using it at this time. He said that he has had a ticket open with Simplifile for four months to get them to complete their testing. He said he has been using the casupport@simplifile.com email distribution because that is the email that Simplifile has asked us to use. He said Luz from SECURE Support was in contact with Simplfile just prior to this meeting and they state they need more coordination to finish their testing. He said Simplfile has been warned not to make any changed to their production environment that might disrupt counties. Jaime responded that it sounds like the situation with Simplifile adjustments is being handled and she thanked Patrick for the update.

Patrick asked if there is anything else that that Owner Assistants would like to discuss. Nothing else was brought up by the meeting attendees.

Patrick thanked everyone for attending. The meeting ended at 2:01 p.m.