



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, January 16, 2008

Present:

Don Santoro, Finance	Merrie Wales, HRA	
Sandy Soeth, CAO	Cathy Ehorn, Finance	Mike Wells, NVCS
Rich Warren, SO	Jennifer Cannizzaro, PPWA	John Harris, NVCS
Cecilia Hutsell, HSA	Jennifer Peters, County Counsel	
Jody Samons, Co-op Ext	Samantha Back, MITCS	

I. Convene Meeting

Don Santoro convened the meeting at 10:34 am.

II. Approval of Minutes of November 28 & December 19, 2007

Mr. Shoemaker presented the minutes for review and adoption. Cathy Ehorn noted that she was not present at the December meeting. Merrie Wales motioned to accept the minutes; motion was seconded by Rich Warren. All members present were in favor, motion passed.

III. Scheduled Business

A. Backup emergency power for the County core server

Rich Warren shared that the Sherriff's office in Orland power and internet connection during the storm. Mr. Warren questioned what could be done so that connection is not lost in the future. Don Santoro suggested connecting to a generator. Samantha Back explained that it needs to be determined what offices need to remain online during power outages. Don Santoro then suggested the use of laptops with wireless service. Samantha Back will have laptops ready with internet service.

B. Status of Health Services portion of the Business Continuity Plan

To be discussed at the February meeting.

C. Review and approval of projects schedule

Samantha Back reported that all projects are ongoing and that the server at Finance has been moved to Memorial Hall.

D. 10% Withholding for December

Mr. Santoro asked members if they had any comments, complaints, suggestions for service provided under the contract. No comments were provided. Cecilia Hutsell motioned that payment be made, Merrie Wells seconded the motion, members were all in favor, motion passed.

IV. Status Reports by Members

Merrie Wales, HRA

Meetings were held a report will be ready for the Committee to review in February.

Jennifer Peters, County Counsel

Internet Access Policy subcommittee met recently, with the committee to review the current electronics policy and determine what needs to be implemented.

Don Santoro, Department of Finance

Servers at Finance were inadvertently unplugged by a vendor. Should have MITCS on site while vendors are working around computers to insure machines are not unplugged.

Sandy Soeth, County Administrative Office

Provided an informational handout related to deleting emails.

Rich Warren, Sheriff's Department

Upgrades to router and server completed.

Samantha Back, PPWA

Reorganizing access control list and reallocating servers in order to prepare for the agencies reorganization on staff.

John Harris, NVCS

Health Services were able to use laptops with wireless card during storm. The WIC office has moved.

Samantha Back, MITCS

Recorders system is in the vault. Electronic voting systems had to be reconfigured.

IV. Unscheduled Matters & Public Comment

Sandy Soeth reported that NARA will be holding a national archive seminar and questioned if anyone would be interested in attending. Mrs. Soeth will email details to members.

VI. Schedule Next Meeting – December 19, 2007

Meeting adjourned 11:22 a.m.

~ Respectfully prepared and submitted by Di Aulabaugh, Planning & Public Works Agency ~

Members: David Shoemaker, Committee Chairman & County Administrative Officer; Don Santoro, Vice Chair & Director of Finance; Vince Minto, Assessor; Larry Jones, Sheriff; Dan Obermeyer, Planning & Public Works Agency Director; Kim Gaghagen, Human Resource Director; Scott Gruendl, Health Services Director; Brandon Thompson, Chief Probation Officer