



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, February 20, 2008

Present:

David Shoemaker, CAO
Merrie Wales, HRA
Sean Munns, HRA
Jody Samons, Co-Op
Jennifer Peters, County Counsel

Sandy Soeth, Clerk/CAO
Cathy Ehorn, DOF
Cecilia Hutsell, HSA
Di Aulabaugh, PPWA

Samantha Back, MITCS
Michael Wells, NVC
Michael Hering, MITCS
John Harris, NVC
Greg Delorey, MITCS

I. Convene Meeting

Meeting was called to order at 10:35am by David Shoemaker.

II. Minutes

Mr. Shoemaker presented the minutes for review and approval. Cathy Ehorn made the motion to accept the minutes. Motion was seconded by Cecilia Hutsell, all members present were in favor, motion passed.

III. Scheduled Business

A. Business Continuity Plan -

Jennifer Peters and Michael Hering presented a draft document which used Health Services as the sample Department. Mr. Hering estimated his time to date at 10-15 hours. Dave shoemaker asked Mrs. Peters to verify the confidentiality of personal contact information before making it a part of the document. Merrie Wales recommended that the technician's assigned to the various departments gather the needed information for the plan during their regular visits as well as maintain it after its production. Sam Back reported that there will be 20 hours a month scheduled for this activity.

B. Website Redesign –

Greg Delorey provided the group with an overhead presentation which showed the drafted shell of the new website. He explained that the resource documents and other content from the current site are being used for now but all content was in need of refreshing. Greg explained that the current site is geared more toward County staff use and the new site is pointed to the general public as its main audience. MITCS is focusing on a cleaner more consistent format which is friendly to the general public user. The group agreed that the site was visually appealing. Jody Samons offered the Cooperative Extension's photo library as a resource for pictures on the site.

C. Requests for Surplus Computers –

Mr. Shoemaker presented the requests from the City of Willows Library & Police Departments, Hamilton City Community Services District and the Law Library. General discussion was held about the usefulness of the surplus equipment. All members were asked to provide information on any units they had to Sandy Soeth.

D. Federally Mandated Desktops –

Merrie Wales reported that the group was not yet ready to make a presentation and asked that it be added to the next month's agenda.

- E. **Internet Access Policy** –
Samantha Back reported that the group was not yet ready to make a presentation and asked that it be added to the next month's agenda.
- F. **Project Schedule** –
Samantha Back said that 20 hours was being allocated to the Website project, another 20 hours to the Business Continuity Plan and the remaining hours as shown on the schedule posted on the Extranet site.
- G. **10% Withholding** –
Mr. Shoemaker asked for comments, complaints and suggestions in relation to the service provided by MITCS/NVS in the prior month. None made. Cathy Ehorn made the motion to make the payment of 10% withholding, Sean Munns seconded the motion, all members were in favor, motion passed.

IV. **Status Reports by Members**

Cathy Ehorn, Department of Finance

Ms. Ehorn suggested that MITCS look into a possible dust problem in the new server room. Ms. Ehorn noticed dust on the backup tapes coming back from the server room.

Di Aulabaugh, Planning & Public Works Agency

Mrs. Aulabaugh reported that PPWA continues to focus on deploying their software tools to the general public. GIS, Permit TrakIT and a new website using the new format presented by MITCS as a template so the public could seamlessly browse between the two without difficulty.

John Harris, New Visions for Health Services Agency

John Harris reported that Health Services was still working on their Avatar system and beginning the annual HIPPA compliance tasks.

Merrie Wales/Sean Munns, Human Resource Agency

Merrie Wales shared that HRA was proceeding with their Vista operating system roll out, no major projects at this time. SIRE digital imaging system was in place, operational and a favorite of the staff using it. HRA may be looking to expand SIRE's use in the department.

Jennifer Peters, County Counsel

Nothing new to report, all's well.

Jody Samons, Co-op Ext

Jody mentioned that Mr. Krueger was in Argentina and was able to successfully remote into the Orland network as if he was there. Very exciting.

Sam Back, MITCS

Mrs. Back reported on the Sheriff's new router, keeping everything within regular maintenance levels. Michael Hering reported that Public Guardian needs a new check writer.

Sandy Soeth, Clerk/CAO

Sandy gave an update on the latest Granicus upgrade and training.

Dave Shoemaker, CAO

Discussion about County Budget shortfall, cash flow is a major issue.

V. Unscheduled Matters & Public Comment

None.

VI. Schedule Next Meeting

March 19, 2008, 10:30am Board of Supervisors Conference Room

Meeting adjourned 11:40 am.

~ 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