



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, March 19, 2008

Present:

David Shoemaker, CAO
Merrie Wales, HRA
Sean Munns, HRA

Don Santoro, DOF
Cathy Ehorn, DOF
Di Aulabaugh, PPWA
Jennifer Peters, County Counsel

Samantha Back, MITCS
Michael Wells, NVC
David Jensen, 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. Sean Munns made the motion to accept the minutes. Motion was seconded by Cathy Ehorn, all members present were in favor, motion passed.

III. Scheduled Business

A. Website Redesign Status Report

Sam Back reported that there is 20 hours a month scheduled for this activity. Greg Delorey is the lead on the project. He is currently working with Sandy Soeth. He is also working with Di Aulabaugh on the PPWA website, an extension of the County's site.

B. Badge System

Merrie Wales, HRA reported that their Agency was working toward making the various badge systems in the County compatible. This project could potentially reduce duplication of effort as well as cost. Staff members from the Sheriff's office, Health Services and HRA all actively use badge keys to access buildings. They also access each other's facilities. The committee collectively agreed that this might be something the Facilities Committee may be interested in and asked Mr. Shoemaker to relay the information.

C. Federally Mandated Desktop Configuration

Merrie Wales reported that the group had not yet reviewed the recommendation and asked that this item be held over to the next month's agenda.

D. Internet Access Policy

Samantha Back, MITCS handed out the subcommittee's recommendation and reviewed it with the group. Mrs. Back explained that the settlement agreement between the County and the Sacramento Valley Mirror requires the County to implement new protocols and take reasonable steps to preserve URL addresses on County computers. Mrs. Back reported that the County has the ability at this time to track some but not all. Mr. Shoemaker asked that those able to monitor begin to do so and further explained that as other Departments and Agencies were able they also begin to monitor. The group discussed various issues with electronic storage space, confidentiality of web based program information, State owned hardware and costs associated with the implementation of such a task. Mr. Shoemaker will take the subcommittee's recommendations to the Management Team for consideration.

E. Review and Approval of Project Schedule

Samantha Back reported that there were no new requests for large projects. The website redesign and the Business Continuity Plan were both estimated at 20 hours each per month. The schedule is available for review on the MITCS Extranet.

F. 10% Withholding

Mr. Shoemaker asked for comments in relation to the service provided by MITCS/NVS in the prior month. None made. Sean Munns made the motion to make the payment of 10% withholding, Di Aulabaugh seconded the motion, all members were in favor, motion passed. Payment was handed to Mrs. Back.

G. Correspondence items

1. AT&T Yahoo DSL – Mrs. Soeth was not present to speak to the item. It was held over for the next agenda.
2. SIRE User Group meeting announcement. Mr. Shoemaker shared that there was to be user group training/seminar on April 16th. Sean Munns and Merrie Wales shared that the system was up and running at HRA. All members were invited to HRA if interested in seeing the system in action.

IV. Status Reports by Members

Merrie Wales/Sean Munns, Human Resource Agency

HRA is very impressed with the new SIRE document imaging system. Merrie Wales is to email information to the group members about the scanners at HRA. Short discussion on licensing and expansion of SIRE to other departments from the CAO's office.

Sam Back, MITCS

Mrs. Back reported that Parveen Ram would be taking over the Departments previously reported to be Greg Delorey. Greg is concentrating on the County website redesign and the PPWA website creation. Working on some project in Animal Control/ Sheriff, State supplied HRA firewall, Distributed File System, rebuild of machine in Sheriff Dispatch and regular monthly maintenance.

Mike Wells, NVCS

Mr. Wells shared that an AC unit failure caused the WIC program some issues. The heat generated by the servers caused the hardware to fail. Hardware has been replaced. Ag Department installed some new PC's, there were some software issues that had to be resolved during the installation.

Jennifer Peters, County Counsel

Mrs. Peters reported that they were working on a law library project. All other IT related issues were general maintenance.

Di Aulabaugh, PPWA / David Jensen, MITCS

Mr. Jensen reported that the GIS and Permit TrakIT websites were up and functional. PPWA is still in the process of moving staff between offices. Looking at virtualization of servers, possible savings in energy consumption, administrative support and hardware resources. Di Aulabaugh added that PPWA's goal for their website was to provide the public access to the GIS, Permit TrakIT and SIRE documents imaging systems (electronic retrieval of public information documents).

Cathy Ehorn, Department of Finance

Ms. Ehorn shared that the DOF was working with PPWA on an electronic submittal for payroll and had recently implemented the Check 21 system.

David Shoemaker, CAO

Mr. Shoemaker gave a brief report of the Willows Memorial Hall project as it related to moving staff, computers and other resources from their current locations in the courthouse.

V. **Unscheduled Matters & Public Comment**

None.

VI. **Schedule Next Meeting**

April 16, 2008, 10:30am Board of Supervisors Conference Room. Mr. Shoemaker noted the meeting time conflict with SIRE user group conference.

Meeting adjourned 11:55am.

~ 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