



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, May 28, 2008

Present:

David Shoemaker, CAO
Don Santoro, DOF
Jody Samons, Co-op Ext
Noreen Nunes, Probation

Sandy Soeth, Asst. CAO
Cathy Ehorn, DOF
Di Aulabaugh, PPWA
Erin Valdez, Health Services

Samantha Back, MITCS
David Jensen, MITCS
John Harris, MITCS
Karl Boeroker, MITCS

I. Convene Meeting with Introductions

David Shoemaker called the meeting to order at 10:45 am asking all in attendance to introduce themselves and the department they represented. It was noted that there was not a quorum and therefore no action items were discussed. Discussion items were heard upon Noreen Nunes and Erin Valdez joining the meeting at 10:55 am, completing the quorum.

II. Minutes (11:05am)

Mr. Shoemaker presented the minutes for review and adoption. Noreen Nunes made the motion to accept the minutes, Erin Valdez seconded the Motion, all members present were in favor, motion passed.

III. Scheduled Business

A. Website Redesign Status Report - Samantha Back, MITCS shared that the technician working on the project was not able to dedicate as many hours as scheduled. MITCS hopes to meet the goal in June. Mr. Shoemaker asked Mrs. Back to email the members a link to the mocked up site.

B. Federally Mandated Desktop Configuration – HRA representative Merrie Wales was absent therefore the item was held over to the next meeting.

C. Internet Access Policy – Mrs. Back reported that the subcommittee had met. Their recommendation to the full IS Committee was to monitor internet activity at the workstation level with the exception of law enforcement investigators. Mr. Shoemaker noted that all workstations were to be monitored although the record generated may not be public information. Mrs. Back continued saying that monitoring began June 1 after a 30 day courtesy notice was provided to all staff and their representatives. The Ag Commissioner/Air Pollution Control District offices need some sort of software in order to comply. Health Services has some storage issues that also need to be resolved. Discussion was held about the purchase of software recommended previously. Don Santoro commented that the software purchase item was being heard by the Board of Supervisors on June 17, 2008.

D. Review and approval of Projects schedule – Mrs. Back reported that there were no new projects to report. The move of PPWA staff, computers and servers is being done over a weekend. Hours will be moved around to accommodate the afterhours schedule.

E. 10% Withholding – Mr. Shoemaker asked for comments on the service provided by MITCS in the prior month. None made. Mr. Santoro 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.

F. Correspondence items - AT&T Yahoo DSL –Mrs. Back reported that the lack of a generator at the county core makes internet service unavailable during a power outage. AT&T suggests a DSL line at the Sheriff’s office, which has generator backup power. The group held general discussion on the item. No action or decision was made.

IV. Status Reports by Members

Don Santoro, Department of Finance- Mr. Santoro reported that the Office of Education wanted to participate with the County on the HP9000/BiTech upgrade to 7i. DOF staff was meeting with MITCS to confirm and review the possibilities of that. At this time it’s too early to know if it is feasible and or possible.

Di Aulabaugh, PPWA – Mrs. Aulabaugh reported that staff will be moving between facilities; working with DOF on electronic submittal of payroll and retrieval of a return AP file to populate the CAMS records. David Jensen added that PPWA was testing the implementation of virtualized servers.

John Harris, Health Services – Mr. Harris advised that the Harmony House move is almost complete. Erin Valdez added that Health Services is replacing some of their older computers with newer models.

Noreen Nunes, Probation – Mrs. Nunes reported that there are no IT related problems.

Jody Samons, Cooperative Extension – Mrs. Samons advised that 4H registration is preparing to go online; that Cooperative Extension is moving to full web based accounting system (UC); and that the County Fair was great and they are hoping to expand next year.

Samantha Back, MITCS – Mrs. Back advised of monitoring, router upgrades at Sheriff as a part of the prisoner welfare system; that HRA has ongoing projects; Law Library upgrade; and that the old Exchange server was pulled out of service.

David Shoemaker, CAO – Mr. Shoemaker advised that they are converting tower to a rack system for better offsite storage; Willows Memorial Hall project is still on-going; and budget preparation. Chevron Power Audit will look at the potential upgrades to systems. Savings generated by upgrades would potentially pay for the upgrade work. Considering phone systems upgrade, possibly voice over ip system in the future.

V. Unscheduled Matters & Public Comment – General discussion was held regarding the lack of procedures, software tools and other related items for monitoring the logs generated by the internet monitoring.

Meeting adjourned 11:30 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