



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

WEDNESDAY, June 18, 2008

Present:

David Shoemaker, CAO  
Erin Valdez, Health Services  
Sheryl Thur, Assessor  
Brandon Thompson, Probation

Debbie Newman, DOF  
Cathy Ehorn, DOF  
MaryBeth Stanbury, Sheriff  
Di Aulabaugh, PPWA

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

#### I. Convene Meeting with Introductions

David Shoemaker called the meeting to order at 10:40 am. It was noted that there was not yet a quorum and therefore no action items were discussed until the other members of the committee arrived at 10:45 am.

#### II. Minutes

Mr. Shoemaker presented the minutes for review and acceptance. Erin Valdez noted a correction to the date on the minutes. No other corrections noted. Erin made the motion to accept the minutes with the correction. Motion was seconded by Cathy Ehorn, all members present were in favor, motion passed.

#### III. Scheduled Business

A. **Website Redesign Status Report** - Samantha Back, MITCS reported that the project was moving along. Greg Delorey is managing the project, pulling content from the current site. Expects the new site to be live in a about a month.

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

C. **Review and approval of Projects schedule** – Dave Shoemaker called for comments, new projects and or any other information members wanted to share. Mrs. Back reported that the DA's office was installing a new server.

D. **10% Withholding** – Mr. Shoemaker asked for comments on the service provided by MITCS in the prior month. None made. Cathy Ehorn made the motion to make the payment of 10% withholding, Brandon Thompson seconded the motion, all members were in favor, motion passed. Payment was handed to Mrs. Back.

#### IV. Status Reports by Members

**John Harris, Health Services** – Harmony House move is complete. Working on cleaning hard drives on the older computers taken out of service earlier this year. Plan is to donate them to the schools because the processors are not sufficient for County use. Erin Valdez added that Health Services is looking for a solution in their server room. Space and heat are issues. Erin also added that they're working on security protocol.

**Sheryl Thur, Assessor/Elections/Recorder** – Busy closing the assessor's role. Made it through elections and working on the Recorder's upgrade.

**Cathy Ehorn, Department of Finance** – Working with Office of Education on a possible upgrade to 7i which is a web based product. Working with PPWA on the AP return file and electronic payroll submittal. Erin Valdez asked that Health Services be allowed to participate in the payroll submittal project.

**Brandon Thompson, Probation** – Advised the MITCS has been very helpful and a pleasure to work with. Other vendors currently providing support services aren't very responsive. Probation Department is trying to move to an electronic record keeping system for case notes.

*Samantha Back, MITCS* – Working on PPWA Exchange issues now that Assessor’s server has been taken down.

*David Jensen, MITCS* – Advised that the Department of Justice requires lines that serve connected systems to be encrypted. Must be completed in next 60 days. May affect HRA, Orland/Willows PD’s and Sheriff.

*David Shoemaker, CAO* – Computers and monitors for Planning Commission are installed but due to use of donated equipment the monitors are mix matched and kept on the floor next to the station until needed.

**V.     **Unscheduled Matters & Public Comment** – None.**

Meeting adjourned 11:30 am. Next meeting - July 16, 2008.

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

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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