

# Glenn County Information Services Coordinating Committee



## ~MINUTES~

WEDNESDAY, July 16, 2008

Present:

David Shoemaker, CAO  
Sheryl Thur, Assessor  
Rich Warren, Sheriff  
Marybeth Stanbury, Sheriff

Don Santoro, DOF  
Cathy Ehorn, DOF  
Merrie Wales, HRA  
Jennifer Peters, County Counsel

Dan Obermeyer, PPWA  
Di Aulabaugh, PPWA  
David Jensen, MITCS  
John Harris, MITCS

### I. Convene Meeting with Introductions

David Shoemaker called the meeting to order at 10:35am.

### II. Minutes

Mr. Shoemaker presented the minutes for review and adoption. Don Santoro made the motion to accept the minutes. Motion was seconded by Sheryl Thur, all members present were in favor, motion passed.

### III. Scheduled Business

- A. **Website Redesign Status Report** - Samantha Back, MITCS was absent and therefore this item was held over to the next meeting.
- B. **Federally Mandated Desktop Configuration** – Merrie Wales, HRA provided the subcommittee’s report to the committee (handout) and presented a brief summary of it. The committee discussed the basic requirements of the federal standard. That being that County and Department standards be documented and any exceptions to those standards be noted as well. It was recognized that not all departments had the ability to do their own documentation and that MITCS technicians would be able to provide much of the documentation needed. Departments were encouraged to seek the assistance of their assigned MITCS consultant representative. Dan Obermeyer motioned to adopt the federal standard summarized to be: Document current County standards and exceptions by Department. Merrie Wales seconded the motion. All members present were in favor, motion passed.
- C. **Internet Usage** – Don Santoro asked the committee to hold off on any discussion on this item until after the next Management meeting. Dave Shoemaker noted that the software required to monitor all internet activity has been purchased, the hardware is in place and MITCS staff is in the process of deploying it county wide. He encouraged everyone to review the online demonstration. John Harris added that the new software may replace existing HIPPA security software as it is easier to use.
- D. **Formation of Criminal Justice Subcommittee** – Dave Shoemaker introduced the idea that Probation was interested in working with the Sheriff and DA to review possible upgrades and or replacement of the current software. Marybeth Stanbury noted that it was a good idea but funding was a critical missing component. Rich Warren added that the Sheriff’s office is not opposed to improving the way they do business. David Jensen, MITCS suggested that their current program is not supported well. Merrie Wales suggested they look to Homeland Security as a funding source. General consensus was to encourage the law enforcement departments to work together to review enhancement of the current system.
- E. **Projects Schedule** – Di Aulabaugh noted that the schedules were posted on the MITCS extranet for all to review. There were no new projects for August.
- F. **10% Withholding** – Mr. Shoemaker asked for comments on the service provided by MITCS in the prior month. None made. Don Santoro made the motion to make the payment of 10% withholding, Dan Obermeyer seconded the motion, all members were in favor, motion passed. Payment was handed to David Jensen.

#### **IV. Status Reports by Members**

**Don Santoro, Department of Finance** –Budget issues related to IS Committee. Asked the committee to be conscious of funding sources for IS related decisions such as purchase of software, hardware and other countywide items. If funds are to come from multiple sources committee needs to recommend a distribution of those costs in their recommendation to purchase or secure services. Also working with Office of Education to consider upgrade to HP9000 for web based software interface.

**Dan Obermeyer, PPWA** – Asked when Spectra 360 software for monitoring internet usage would be available for use. Estimate of time provided by MITCS was 2 weeks. Di Aulabaugh added that PPWA was holding trainings in Willows Memorial Hall. Open to all departments and agencies of the County.

**Merrie Wales, HRA** –Noted that County vendors seemed to be having a problem keeping the licensure of software organized by Department. Asked that all departments be sure they were issued the proper licenses under the appropriate agreements. Merrie went on to say that HRA has nearly completed the deployment of their Vista and Office 2007 upgrades. HRA has a Livescan machine available that the Sheriff may be interested in. Offered to take members on a virtual tour of their SharePoint server.

**Jennifer Peters, County Counsel** –County Counsel’s office is working on implementation of Spectra 360 as HIPPA compliant software. Safety Committee is looking at Department applications for proposed loss control safety projects. Funds are first come first serve.

**Rich Warren, Sheriff’s Office** –Reported that the local jurisdictions are required to encrypt the data that is sent and received through the State system interface. Impacts the Orland & Willow PD’s, Sheriff and HRA. Sheriff’s Office wants to link sexual offender’s tracking system to website.

**John Harris for Health Services** –Phased installations of new hardware and Spectra 360 is nearly complete.

**Sheryl Thur, Assessor** –Everything seems to be running smoothly.

**Dave Shoemaker, CAO** –Waiting for server, centralizing more services and improving storage capacity.

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

Meeting adjourned 12:20 pm. Next meeting August 20, 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