



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, August 20, 2008

Present:

David Shoemaker, CAO
Sandy Soeth, CAO
Deb Hubbard, Ag
Ian Ledbetter, APCO

Don Santoro, DOF
Cathy Ehorn, DOF
Merrie Wales, HRA
Grinnell Martin, HSA

Dan Obermeyer, PPWA
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 10:35 am. Attendees went through introductions.

II. Minutes

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

III. Scheduled Business

A. **Website Redesign Status Report** - Samantha Back, MITCS reported to the group that Greg Delorey had not had as much opportunity to work on the site as originally estimated for July. She further reported that the Planning & Public Works Agency (PPWA) website had pushed the County's project forward. Design efforts for the PPWA page did not have to be repeated for the county page. Sandy Soeth suggested and those in attendance concurred that having the news section expanded from the main county home page to the departmental pages would allow for more focused news articles and flexibility within each department. It was also mentioned that intranet options for county staff like rideshare postings, exchange of supplies, hardware, etc. could be beneficial.

B. **Federally Mandated Desktop Configuration** – Merrie Wales, HRA suggested that the action at the last meeting was recorded in the minutes and there was no need for further discussion that she was aware of.

C. **Internet Usage** – Samantha Back handed out sample screen shots of the Spector 360 product dashboard. Dan Obermeyer reminded the committee that this was a tool and it may be useful in other ways besides just monitoring the internet usage of staff. He gave the example of telecommuting. Spector 360 provides management with an ability to track offsite employees as well as traditional in house staff. John Harris, MITCS reported that Health Services was having a bit of trouble with the reports as the audio and video time was both being recorded when staff participated in online training. It made it appear that they were online for twice the actual time. MITCS staff is looking into this. Dan Obermeyer, Dave Shoemaker and Don Santoro agreed to assist MITCS in testing the report outputs.

D. **Phone System upgrade** – Dave Shoemaker reported that the departments located near the core such as the Sheriff, Board's office, Probation, Dept. of Finance and PPWA would soon be getting a new Toshiba phone system. The system itself would be in the 911 room and has the capability of interacting with the staff's desktop PC's.

E. **Projects Schedule Review** – Samantha Back shared that the DA’s office was working on a project in this month as well as County Counsel’s office. Hours were being rearranged to accommodate them. Upcoming project was the move of county staff from the Courthouse to the new offices in the Memorial Hall. Current estimate for move is beginning of November. David Jensen, MITCS reported that the Dept. of Justice was not mandating a T1 line, only encryption of data at this point.

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, Merrie Wales seconded the motion, all members were in favor, motion passed. Payment was handed to Samantha Back.

IV. **Status Reports by Members**

Deb Hubbard & Ian Ledbetter, Ag/Air – Glad to be participating. GIS system is up and running. Department is moving away from their old permit system. Staff is looking forward to the new county website and being able to manage their own content.

Don Santoro & Cathy Ehorn, DOF – Working on the document imaging project, pursuing licensing with SIRE, Office of Education has not yet responded to the IFAS/BiTech estimate of costs regarding the upgrade proposal to 7i. County does not have budget to afford the upgrade at this time.

Dan Obermeyer & Di Aulabaugh, PPWA –PPWA went live with online access to Granicus at Planning Commission. PPWA staff will be incorporating more hyperlinks in their documents so Commissioners can retrieve reference materials and supporting documentation with greater ease. Dan asked MITCS to look into the sound issue. Hardware and software have to both be set to full volume to hear the Granicus dialog. Staff noted that document size is quite large. Looking for alternatives to serve those that have limited connectivity (dial up). Agency is moving aggressively into a virtual server environment to reduce hardware needs, utility costs and other related efficiencies.

Grinnell Norton & John Harris, Health Services – Deployed Spector 360 to all systems. Waiting to implement on Exchange Server. Next phase of hardware replacements is being planned. Looking to add a CITRIX server to simplify, centralize and solve some application issues including but not limited to AVATAR issues with the current version of JAVA.

Samantha Back, MITCS – Currently work with DA’s office as well as Department of Finance.

Merrie Wales, HRA – Vista & Office 2007 has been rolled out to all desktops including the Butte College computer lab. Currently deploying the Spector 360 product, using Orland offices as test site. Children’s Services software is moving to a web based product. Eligibility software moving in the same direction, looking at next fall 2009. Invitation to demo HRA intranet. Next month’s IS Committee meeting could be held at HRA conference room if members interested in demo. SharePoint server may allow for electronic timecards, automate resource sharing.

Dave Shoemaker & Sandy Soeth, CAO – Struggling with compatibility between MS Office 2007 and contract and appointments roster in Access database.

V. **Unscheduled Matters & Public Comment** –

Dan Obermeyer, PPWA – Encouraged departments to look at their budget as a reason to digitize data, automate processes, point the public to the online resources. Spector 360 discussion about using

the software as a way to monitor activity level which may lead to telecommuting as a realistic option for some departments. Discussion about public access to public documents while securing data from tampering.

Don Santoro, DOF – Extended formal thank you to MITCS on foregoing the annual cost of living contract increase reducing the County's obligation for next year by \$14,000.

Meeting adjourned 11:50 pm. Next meeting HRA Willows Conference Room, September 17, 2008.

~ 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