



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

**WEDNESDAY, September 17, 2008**

Present:

David Shoemaker, CAO  
Don Santoro, Finance  
Cathy Ehorn, Finance  
Jennifer Peters, Co. Counsel

Kim Gaghagen, HRA  
Merrie Wales, HRA  
Sean Munns, HRA  
Shawn Galloway, HRA

Samantha Back, MITCS  
Di Aulabaugh, PPWA  
Erin Valdez, Health Services

#### **I. Convene Meeting with Introductions**

David Shoemaker called the meeting to order at 10:30am. It was noted that there were not enough members currently present to take any action items. Merrie Wales, began the HRA Intranet presentation. Once all members were present action items were taken in order from the agenda.

#### **II. Minutes**

Mr. Shoemaker presented the minutes for review and adoption. Sean Munns 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. **HRA Intranet Demonstration** – Merrie Wales provided attendees with handouts and a live demonstration.

B. **Alternative Backup Solution** – Samantha Back asked that this item be held over to the next meeting.

C. **Website Redesign** – Samantha Back reported that good progress was being made. Di Aulabaugh reminded attendees that the site would be presented at the September 25<sup>th</sup> Adobe Contribute training.

D. **Sharing documents through SIRE** – held over to next meeting.

E. **Review and approval of Projects schedule** – Samantha Back reported that they have been busy this month. There are no new projects as of yet. Items being focused on this month are the Business Continuity Plan and PPWA's direct connection to IFAS. Schedules will be available on the extranet.

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

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

**Cathy Ehorn, DOF** – Check21 scanner is being fine tuned. Finance staff is gearing up for W2, 1099's and other annual reporting. Still no word from the Office of Ed on the upgrade to IFAS.

**Merrie Wales, HRA** – No large projects, working on improving the intranet experience for HRA staff. Some new state programs will be rolling out soon.

*Samantha Back, MITCS* – DA’s server is installed. Nearly done installing Spectra on the Sherriff’s machines. Next on the list is Probation. Dan Obermeyer is assisting MITCS with Spectra dashboard testing.

*Di Aulabaugh, PPWA* –Still finding issues to resolve related to moving staff. MITCS progressing nicely with the server virtualization project. Usual helpdesk items.

*Erin Valdez, Health Services* – Getting prepared to order next round of replacement machines before funding ends. Medical records project is progressing.

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

Meeting adjourned 11:45 am. Next meeting HRA Willows Conference Room, October 15, 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