



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

**WEDNESDAY, September 19, 2007**

Present:

David Shoemaker, CAO  
Sandy Soeth, CAO  
Sheryl Thur, Assessor  
David Jensen, MITCS

Don Santoro, Finance  
Cathy Ehorn, Finance  
Di Aulabaugh, PPWA  
Tyler Smith, MITCS

Sean Munns, HRA  
Merrie Wales, HRA  
Samantha Back, MITCS  
Michael Wells, NVCS  
John Harris, NVCS

#### **I. Convene Meeting**

Meeting was called to order at 10:40 am by Don Santoro.

#### **II. Scheduled Business**

##### **A. Continued discussion of County website project**

Mr. Santoro introduced the item to the group. Tyler Smith recapped the discussion held at the August meeting. Sandy Soeth added that the action agreed to at the last meeting was to rebuild the website and look for funding sources to expedite the project. Dave Shoemaker joined the meeting and shared that HRA and HSA have both made commitments to help the project outside of the Pro Support contract hours. Tyler said that the project will start in January using 120 hours of Pro Support time with the remaining hours covered by an addendum to reduce the process to 6 months. Dave asked Tyler to bring a proposal to the next meeting.

##### **B. Approval of Minutes**

Mr. Santoro asked for comments, corrections. None heard. Dave Shoemaker made a motion to accept the minutes of August 23, 2007. Sean Munns seconded the motion, all members in favor, motion passed.

##### **C. Federally Mandated Standard Desktop Configuration**

Mr. Shoemaker shared that this item was introduced at the August meeting and carried over for discussion at this month's meeting. He went on to say that compliance is tied to funding. The IS Committee should consider making a recommendation for the Board of Supervisors to adopt. Members discussed third party software restrictions, and departmental needs of having flexibility based on the user and the software being used. Don Santoro asked MITCS to bring a recommendation back to the committee at the October meeting. Mr. Shoemaker said the recommendation needs to address the County's ability to retrieve historical usage information.

##### **D. Project Schedule Review and Approval**

Samantha Back gave an overview of the Willows Memorial Hall project handing out the proposed schedule of hours per task. She also shared that the Outlook/Exchange Server is still tied to the old Assessor Exchange Server and that MITCS hoped to get the problems resolved once the Assessor's server was taken offline. Dave Shoemaker asked members if there were any new projects for the committee to review. None were introduced.

**E. 10% Contract Payment Approval**

Don Santoro asked for comments, complaints. Hearing none, Sean Munns made the motion to approve the payment. Dave Shoemaker seconded the motion, all members in favor. Motion passed.

**III. Status Reports by Members**

***Cathy Ehorn, Department of Finance***

Cathy reported that MITCS is working with the Department of Finance to lock down the securities on the finance server. She also reported that the DOF had successfully sent a Board of Supervisor agenda item using the new FTP process.

***Dave Shoemaker, CAO***

Mr. Shoemaker shared that the Willows Memorial Hall project is ongoing. Dave also mentioned that the SIRE scanning project was completed. The next step is to make it available to other departments.

***Merrie Wales/Sean Munns, Human Resource Agency***

Merrie Wales shared that HRA are working on their roll out of the new operating system from Microsoft "Vista" and many other projects.

***Sheryl Thur, Assessor/Clerk/Recorder***

Sheryl relayed that the Assessor's office was moving to a new server and the Recorder's office was looking to move to an upgraded system in December

***Di Aulabaugh/David Jensen, Planning & Public Works***

David Jensen, MITCS said the focus at PPWA was currently on the completion of the GIS Web project, which included the installation of a new T1 line, plus security hardware & software. PPWA is using Pro Support and addendum hours to complete the project.

***Samantha Back, MITCS***

Mrs. Back reported that the AIT for the Trend Micro antivirus software contract missed the deadline and will be submitted on the October 2, 2007 Board agenda for consideration.

**IV. Unscheduled Matters & Public Comment**

Tyler Smith, MITCS shared a new MITCS response form. Some discussion was held about a similar form for the County. Don Santoro asked that this item be added to the October agenda. Merrie Wales asked that it be tied to projects, not an overall feeling.

**V. Schedule Next Meeting**

October 17, 2007, 10:30 am Board of Supervisors Conference Room

**VI. Meeting adjourned at Noon.**