



Glenn County Information Services Coordinating Committee

~MINUTES~

Wednesday, January 20, 2010

Present:

Sendy Ibanez, Assessor
Sheryl Thur, Assessor
Steve Soeth, BOS
Sandy Soeth, CAO, COB
Jennifer Peters, Co Counsel

Cathy Ehorn, DOF
Don Santoro, DOF
Scott Gruendl, HRA
David Jensen, MITCS
John Harris, MITCS

I. Convene Meeting

Don Santoro convened the meeting at 10:35 a.m. Those in attendance introduced themselves and it was noted that there was a quorum.

II. Approval of Minutes

Minutes of December 16, 2009 were presented for review. Steve Soeth made a motion to approve the minutes as presented. Sandy Soeth seconded the motion and all members were in favor. Motion passed unanimously.

III. 10% Contract Withholding

Mr. Santoro asked the members present if they had any issues or concerns with last month's service. Hearing none Steve Soeth made the motion to release funds to Matson & Isom. Sheryl Thur seconded the motion; all members voted in favor, motion passed unanimously. Don Santoro delivered the check to David Jensen.

IV. Document Imaging Presentation

Lonnie Hines, President of LR Hines Consulting, was present and provided a presentation describing the capabilities of the SIRE document imaging software. SIRE has released version 5.2 which includes additional searching capabilities and improvements in the workflow engine pertaining to electronic approvals and signatures. Additional training is being provided as LR Hines is installing or updating the software. Sheryl Thur asked how the County could consolidate to maximize group licensing. Recommendations were discussed regarding having a centralized server and portable scanning stations to streamline licensing and maintenance costs. Due to a storm related power outage Mr. Hines was unable to provide a live demonstration of the software and will be invited to attend the February meeting. No action was taken on the presentation.

V. Status Reports by Members

Jennifer Peters, County Counsel – County Counsel has upgraded a server and all systems are working properly.

John Harris, MITCS for Health Services Agency – Health Services is still in the process of server and workstation upgrades.

John Harris, MITCS for Ag Commissioner & Air Pollution - Mr. Harris reported that Samantha Back is in the process of troubleshooting some problems with the Ag server.

Sheryl Thur, Assessor, Clerk-Recorder, Elections – Everything is working fine.

David Jensen, MITCS for PPWA – The virtualization project at the Colusa Street site is complete and will be beginning the Murdock site soon. Migrations of SIRE and Trackit software are underway.

Don Santoro, Department of Finance – The Department of Finance has been working on the contract amendments and funding for the BiTech 7i software upgrade.

John Harris, MITCS for HRA – Mr. Harris reported that Scott Gruendl would like to integrate Health Services and Human Resource Agency systems. Matson & Isom is researching and implementing the integration.

VI. Unscheduled Matters & Public Comment

Mr. Santoro reported that several departments had received invitations from Matson & Isom to attend a Microsoft Windows 7 and Office 2010 software launch demonstration at the Holiday Inn in Chico on January 28, 2010. Mr. Santoro suggested that Matson & Isom schedule an onsite demo within the County. David Jensen will explore and report back at the February meeting.

VII. Agenda Item for February Meeting

SIRE joint training session and demonstration

VIII. Schedule Next Meeting – February 17, 2010 at 10:30 a.m. at the Willows Memorial Hall conference room

Meeting adjourned 11:15 am.

Members: County Administrative Officer; Director of Finance, Chairman; Board of Supervisors Member ;Assessor/Clerk Recorder; Sheriff; Planning & Public Works Agency Director; Human Resource Director; Health Services Director, Vice Chairman; Chief Probation Officer.

~ Respectfully prepared and submitted by Cathy Ehorn, Department of Finance ~