



Glenn County Information Services Coordinating Committee

~MINUTES~

Wednesday, March 18, 2009

Human Resource Agency Conference Room, Willows

Present:

Don Santoro, DOF

Cathy Ehorn, DOF

Deb Hubbard, AG

Ian Ledbetter, AP/CUPA

Merrie Wales, HRA

Wyatt Acheson, HRA

Sandy Soeth, CAO

Richard Warren, Sheriff

Erin Valdez, HSA

Jim Umenhofer, MITCS

John Harris, MITCS

Samantha Back, MITCS

I. Convene Meeting

Don Santoro declared a quorum and convened the meeting at 10:07am.

II. Approval of Minutes

Mr. Santoro presented the minutes of February 23, 2009 for review and acceptance. Merrie Wales motioned to accept the minutes; motion was seconded by Sandy Soeth. All members present were in favor, motion passed.

III. Scheduled Business

A. 10% Withholding Payment

Mr. Santoro asked members if they had any comments, complaints, suggestions for service provided under the contract. No comments were provided. Merrie Wales motioned to forward the 10% withholding to MITCS for the prior month; motion was seconded by Erin Valdez. All members present were in favor, motion passed.

B. Update on Alternative Backup Solution-Zenith

Mrs. Back reviewed, and advised that the backup solution allows data to be backed up to another device, snap shots every 15 minutes and recovers as the machine if yours goes down and is managed onsite. The products range from \$1,500 to \$3,000 in the 500 ~~terabyte~~ megabytes storage. The \$1,500 Server will backup two servers, good for smaller locations. Advised that Elections needs a backup solution now, and that it might be the time to start thinking about a backup solution for the core. There are five servers on the core, for approximately \$6,000 data could be backed up on two servers. Stated that the largest amount of data stems from the SIRE server and Spector, and suggested that the County may want to backup to the Zenith backup. Stated that this solution is comparable to the current method of using backup tapes, and that it would be an every three year purchase. Further discussion was held on licensure.

Mrs. Back stated that Elections has budgeted \$2,000 towards a backup solution, whereby Sandy questioned Mr. Santoro if this is something that could be budgeted through the DP Budget, rather than each department requesting funding separately. Don stated that it is a possibility.

C. Digital Signature Encryption Vendor Presentation

A power-point presentation was given via WEBEX call by Utimaco – The Data Security Company. An overview was given on device encryption, email encryption and digital signatures.

Merrie stated that this solution has similar abilities of the last vendor that gave a demonstration, which allows digital signature, encryption of email and local hard drive encryption.

John stated that he is interested in the ability of sending an encrypted email in a PDF, and advised that it seems to be the best for sending outside the agency. Merrie indicated that it was a choice for financial priorities, and that HRA's priority is in sending/receiving encrypted data and data encryption on the Server hard drives. Merrie didn't feel that Utimaco's product addressed the methodology for reporting and verification of who is accessing the data. John requested contact information for HSA. Merrie thought that John could request further demonstrations relating to the encryption of PDF documents, and stated that there is a third vendor, Verisign, that has been requested to also give a presentation.

D. Update on County Intranet

Samantha advised that for the core plus HSA with non software assurance is \$16,500. If software assurance is added, which will allow us to upgrade into an enterprise license it is \$25,000, and that this is only for the licensing. Samantha stated that when new machines are purchased, all departments will have to buy them with an OEM license.

Merrie indicated that HRA has a three year commitment to Enterprises licensure with 250 desktop licenses, for approximately \$43,000 annual costs. Purchasing under an Enterprise Licensure enables the HRA to have the core CAL's with access to SharePoint Server at no additional CAL costs. The possibility exists for all County Agencies to purchase under the HRA Enterprise license, but the various Agencies would need to purchase with software assurance which could be upgraded to the Enterprise volume license.

Don stated that \$50,000 a year is hard to come up with from a budgetary standpoint. Discussion was held on workflow efficiencies versus amount of money that would need to be spent initially for a long term commitment on licensure.

E. Project Review

Samantha Back stated that they would like to devote more hours on the Business Continuity Plan. Merrie reminded Samantha that HRA will soon be receiving ~~130~~ 125 new machines for install. Cathy advised that they will have their audit the first week in May. Samantha advised of the Special election in May, and reviewed projects that M&I will be working on in the next couple of months.

F. Discussion on the Continuance of Contracting with Matson & Isom

Don advised the contract is up in August, with two one year extension option, and stated that the contract is part of his department's budget. He thanked Jim for giving up this year's increase due to the County's budget constraints. Jim advised that if there is anything they can do, given the economy, that they are willing to help the County. Also advised that the list of M&I employees and rates have been revised. Samantha and Jim left the meeting for the committee to continue discussion.

Each department gave their experiences in contracting with Matson & Isom, and all were favorable with the service provided. It was stated that the costs are somewhat high, however, they are very familiar with our systems and have been very responsive. Don stated that he will bring the matter to the Board for approval and requested the Committee to be present.

IV. Status Reports by Members

Merrie Wales, HRA

HRA will be receiving 130 new machines from the C-IV project. There will be a number (unknown quantity) of surplus computers which will be available to the County departments. Because of the lack of storage space, the surplus computers will need to be removed from HRA by the end of April. Merrie will send Sandy a list of equipment. Sandy advised that she would e-mail all departments to notify them of the availability of the surplus computers. HRA is also working to get new servers purchased to replace old and failing servers.

Erin Valdez, Health Service

Advised that Health Services Agency is continuing to replace computers, continuing the Electronic Health Record Implementation, and that MHSA IT money is available to redesign entire network.

Deb Hubbard, Ag Department

Department has one computer ordered, and have a backup system starting to go out.

Richard Warren, Sheriff's Department

Advised that some vaults were replaced and that David is trying to borrow some hardware to update the active directory.

Cathy Ehorn, Department of Finance

Advised that they have put in an estimated budget for Finance's portion of SIRE.

Don Santoro, Department of Finance

Advised that the Schools are looking at a joint effort with Department of Finance to upgrade to the next level of Bi-Tech, which may be done with Federal Stimulus funds.

V. Unscheduled Matters & Public Comment – None.

VI. Next Meeting – April 15, 2009 at 10:00 am, HRA Conference Room, Willows.

Meeting adjourned 11:38 a.m.

~ Respectfully prepared and submitted by Sandy Soeth, County Administrative Office ~

Members: David Shoemaker, Committee Chairman & County Administrative Officer; Don Santoro, Vice Chair & Director of Finance; Sheryl Thur, 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, Mark Black, Ag/Air Pollution/CUPA; Supervisor Leigh McDaniel