

Glenn County Information Services Coordinating Committee



~MINUTES~

Wednesday, April 15, 2009

Present:

David Shoemaker, CAO
Debra Hubbard, Ag / Air
Cathy Ehorn, DOF

Sendy Ibanez, Assessor
Merrie Wales, HRA
Wyatt Acheson, HRA

Di Aulabaugh, PPWA
Erin Valdez, HSA
Samantha Back, MITCS
David Jensen, MITCS
John Harris, MITCS

I. Convene Meeting

Cathy Ehorn convened the meeting at 10:05am.

II. Approval of Minutes of January 23, 2009

Cathy Ehorn asked if all had reviewed the minutes of March 18, 2009. Samantha Back, MITCS noted that the reference to 500 terabytes in item B under scheduled items needed to be amended to reflect 500 megabytes. Merrie Wales, HRA asked that the minutes note 125 machines under item E Project Review. Hearing no other comments Merrie made a motion to adopt the minutes with the changes mentioned. Debra Hubbard, Ag/Air seconded that motion. All members voted in favor, motion passed unanimously.

III. Scheduled Business

- A. **Digital Signature Encryption** – members participated in a WebEx presentation by Verisign.
- B. **Countywide Password Policy** – Samantha Back, MITCS provided members a copy of the current Glenn County HIPAA Policy & Procedure for Passwords. Members discussed the handout and agreed that if that policy was revised to meet the needs countywide it would be reviewed and considered for adoption at the next regular meeting of the IS Committee.
- C. **Streaming Media** – Mr. Shoemaker and Ms. Back shared that the Sheriff wished to allow media streaming for Jailers after hours. Members discussed the difficulty of managing policies with exceptions. Further discussion was had regarding bandwidth as a shared resource and the limited impact that after hours use would have on the other users of the network. It was the consensus of the members that under the current electronics policy Department Heads set policy within their respective departments.
- D. **Project Scheduling** – Ms. Back reported that Departments would be contacted directly to make allowances for specific projects. The project schedule would then be posted for all members to review.
- E. **10% Contract Withholding** – Members were asked if there were any reasons to continue to withhold payment for last months' services. None were heard. Cathy Ehorn made the motion to release funds to MITCS. Erin Valdez seconded the motion, all members voted in favor, motion passed unanimously.

IV. Status Reports by Members

Merrie Wales, HRA- HRA plans to release a listing of all computers, monitors, printers and other related devices to the CAO's office which will be made available to other departments in need.

Rich Warren, Sheriff – SO is making good progress towards the improvement of their computer infrastructure. Policies have been put in place and the Department hopes to have all upgrades in place in 6 months.

Erin Valdez, Health Services – Staff is working toward the redesign of the network that will include the use of Citrix based access to network resources via Thin Clients. John Harris added that they are scaling back the computer replacement project.

Debra Hubbard, Ag/Air – Upgrading a server and systems software, need a better backup system.

John Harris for Child Support Services - Department is still struggling to operate under the State's mandate that computer network management is controlled at the State level.

David Jensen for PPWA – Planning & Public Works has implemented many of their larger projects and is working on fine tuning and performance based issues. Currently considering file storage options.

Cathy Ehorn, Dept. of Finance – Don is looking into the possibility of securing a USDA grant to fund the upgrade of DOF fiscal software. Including digital imaging software in DOF budget request for 2010. Independent auditors will be back in June. MITCS assisting with procedures and security.

Dave Shoemaker, CAO- BOS/clerk looking to move to new offices in June. Taking MITCS contract to Board to authorize 1 yr. extension.

IV. Unscheduled Matters & Public Comment - none

VI. Schedule Next Meeting – May 20, 2009

Meeting adjourned 11:45am.

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

~ Respectfully prepared and submitted by Di Aulabaugh, Planning & Public Works Agency ~