

Glenn County Information Services Coordinating Committee



~MINUTES~

Wednesday, May 20, 2009

Present:

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

Sendy Ibanez, Assessor
Sheryl Thur, Assessor/Clerk/Rec
Robyn Krause, HRA
Erin Valdez, HSA

Di Aulabaugh, PPWA
Jennifer Peters, Co Counsel
Samantha Back, MITCS
David Jensen, MITCS
John Harris, MITCS

I. Convene Meeting

David Shoemaker convened the meeting at 10:35am.

II. Approval of Minutes

Minutes of April 15, 2009 were presented for review. Don Santoro made a motion to accept, Sheryl Thur seconded, all members in favor. Motion passed unanimously.

III. Scheduled Business

A. **Password Policy** – Mr. Shoemaker introduced the item and suggested that a countywide password policy is a move toward a more consistent security setup. Samantha Back of MITCS handed out a revised policy. The members reviewed it and the consensus was to call the Policy “Password Guidelines”. Don Santoro motioned to adopt minimum standards that require each employee to have a network password that has a minimum of eight characters, change every three months, no use of same password in a twelve month period, seven day notice of need to change. Sheryl Thur seconded the motion; all members were in favor, motion pass unanimously.

B. **Willows Memorial Hall (WMH) Internet Access** – Samantha Back presented that isolated access can be provided. County Electrician has installed a port in the WMH for trainings and other County business. Access is managed by requesting service prior to use. Port is not active otherwise.

C. **Data Processing (DP) Budget** – Don Santoro reminded members of the committee that any items voted on by the committee that require funding, need to have the funding source identified. The example used was Spectra 360 which has an annual maintenance fee of five thousand dollars. Those funds are coming from the DP budget.

D. **Project Scheduling** – Ms. Back reported that MITCS was working on a new format for reporting projects, schedules, etc. Members were encouraged to work with their technicians.

E. **10% Contract Withholding** – Members were asked if there were any reasons to continue to withhold payment for last month’s services. None were heard. Don Santoro made the motion to release funds to MITCS. Sheryl Thur seconded the motion, all members voted in favor, motion passed unanimously. Cathy Ehorn handed the check to Samantha Back.

IV. Status Reports by Members

Don Santoro/Cathy Ehorn, Dept. of Finance – Efforts to secure a USDA grant to fund the upgrade of DOF fiscal software continues. Installation falls within the ProSupport contract. PPWA CAMS to Payroll interface is very close to being complete. Ready for HRA's C4 project. PERS changes are upcoming. New carpet, thanks to Facilities crew, great job.

Di Aulabaugh, PPWA- PPWA is looking for samples of E-Waste destruction documents in order to assist those departments like Child Support, Sheriff and District Attorney with E-Waste disposal of surplus computers. Replacing two older servers, moving completely away from stand alone servers, all rack mounted. May replace desktop computers if funding proves to be available. Computer software training scheduled for May is "Outlook-It's more than just email".

Erin Valdez, Health Services – Still working towards new updated servers. HIPPA compliance is ongoing.

Sheryl Thur, Assessor – Current project is Elections Server. Working with MITCS to schedule.

Deb Hubbard, Ag/Air – Working on backup server tape drives, should arrive shortly.

Jennifer Peters, Co Counsel – No new projects to report.

Robyn Krause, HRA – Butte College computer lab was a joint project with HRA. It will now be managed by the College. PC's in lab will be replaced and may become available for redistribution.

David Jensen, MITCS for Sheriff – Work is ongoing. Completely new infrastructure.

John Harris for Child Support Services – State is to send upgrades, backup system.

Dave Shoemaker, CAO – Still working on the move across the street. Rotating older Board server out, use as backup server. Putting Assessor's old server in its place.

IV. Unscheduled Matters & Public Comment – Dave asked members to send agenda ideas to Sandy or Di at least a week prior to the next scheduled meeting.

VI. Schedule Next Meeting – June 17, 2009

Meeting adjourned 11:40am.

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 ~