



Glenn County Information Services Coordinating Committee

~MINUTES~

Wednesday, June 17, 2009

Present:

David Shoemaker, CAO
Sandy Soeth, CAO
Don Santoro, DOF
Cathy Ehorn, DOF
Di Aulabaugh, PPWA

Merrie Wales, HRA
Sheryl Thur, Assessor/Clerk-Rec
Sandy Ibanez, Assessor
Mark Black, Ag/Air
Deb Hubbard, Ag

Erin Valdez, HSA
Samantha Back, MITCS
Greg Delorey, MITCS

I. Convene Meeting

David Shoemaker convened the meeting at 10:30am.

II. Approval of Minutes

Minutes of May 20, 2009 were presented for review. Don Santoro made a motion to adopt, Merrie Wales seconded, all members in favor. Motion passed unanimously.

III. Scheduled Business

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

IV. Status Reports by Members

Samantha Back, MITCS – Gave an overview of the current projects in the County. Ag Commissioner's office has a new Server and workstation install project. Discussion was held to share hours amongst the Departments under the Pro Support monthly allotment or to seek a special project addendum. It was decided that in consideration of time and available funds the Ag Commissioner's project would proceed under a special addendum. Election's server should be complete by June 30, Sheriff server and Probation's workstations should be completed by end of July. HRA's server reconfiguration took twice the estimated hours. MITCS staff does not believe hours will need to be shuffled in July. Probation needs 3 workstations, Sheriff has new CAD workstation, District Attorney's office has standard work, County Counsel's office is still working on Business Continuity Plan, Personnel is working to improve their Access database, most departments are working on regular maintenance issues. High volume of email spam experienced by all users. Settings were changed to block out of country email. Members were encouraged to report spam to their MITCS representatives.

Erin Valdez, Health Services – Nothing new to report.

Di Aulabaugh, PPWA- June's computer software training class was cancelled, hoping to send out the line up for July thru Dec by end of June so Department's can plan to attend.

Mark Black & Deb Hubbard, Ag/Air- working on new server & desktop, upgrading to Microsoft Office 2007 and Vista. Looking forward to the computer trainings held by PPWA.

Don Santoro & Cathy Ehorn, Dept. of Finance – Proceeding with efforts to secure USDA grant for upgrade to Finance software. Replacing 3 workstations, BiTech changes to comply with State (C4,

Child Support garnishments, PERS), copier lease due to expire at month end, Interface between PPWA's cost accounting system (CAMS) payroll module is complete. Working with PPWA to establish protocols and procedures for internal control.

Merrie Wales, HRA- Working on a number of State mandated projects. Eligibility System (C4), new server, testing between HRA, DOF and the Bank required for new Electronic Benefit Cards (EBT). New State vendor prompted new cards, new hardware/software setup. Adult Services application, new Children's Services application. Need 4 servers, not currently approved by State. Looking to set up an interface between SIRE Document Imaging System software and C4. Installation of new workstations went well. Now using Spectra for monitoring. Butte College lab upgrade may result in some surplus machines. Once inventory listing is finalized it will be disseminated to the departments for sharing.

Sheryl Thur, Assessor – Still working on Elections Server. No other major projects.

Dave Shoemaker & Sandy Soeth, CAO- Board's laptop is having issues. Applied for stimulus funds, hoping to hear back in August. Funds would be used for Granicus automated agenda process.

IV. Unscheduled Matters & Public Comment – Members discussed a countywide intranet. Example was HRA's. Members discussed its use a communication tool. Some member shared concern about the value of the system in comparison to the current budget issues. Other's thought this may be a solution to a non-existent problem. General consensus was to review again at a later date when budgets were healthier.

VI. Schedule Next Meeting – July 15, 2009

Meeting adjourned 11:25am.

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 ~