



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

Wednesday, July 15, 2009

Present:

David Shoemaker, CAO  
Cathy Ehorn, DOF  
Deborah Storz, DOF  
Di Aulabaugh, PPWA

Sheryl Thur, Assessor/Clerk-Rec  
Deb Hubbard, Ag  
Erin Valdez, HSA

Samantha Back, MITCS  
David Jensen, MITCS  
John Harris, MITCS

#### **I. Convene Meeting**

David Shoemaker convened the meeting at 10:35 am and confirmed that there was a quorum.

#### **II. Approval of Minutes**

Minutes of June 17, 2009 were presented for review. Di handed out corrected minutes and stated that Merrie Wales, HRA clarified the acronyms in the Status Reports by Member section under HRA. Cathy Ehorn made a motion to adopt the minutes as presented with the corrections, Sheryl Thur seconded, and all members were in favor. Motion passed unanimously.

#### **III. 10% Contract Withholding**

Members were asked if there were any reasons to withhold payment for last month's services. None were heard. Sheryl Thur made the motion to release funds to MITCS. Cathy Ehorn seconded the motion; all members voted in favor, motion passed unanimously. Cathy Ehorn handed the check to Samantha Back.

#### **IV. Status Reports by Members**

**Debra Storz & Cathy Ehorn, Department of Finance** – Purchased a new BizHub Printer/Scanner/copier. The new machine works better than the old and costs less than the previous model. USDA grant application for the BiTech upgrade is in process. Staff is working on meeting the State mandates for electronic set up of Child Support. Testing is being completed with PPWA on electronic submission of payroll. Incoming data tests have been completed with HRA, outgoing testing still needs to be done.

**David Jensen, MITCS for PPWA** – Overall network operations are moving smoothly. Installing and setting up two new replacement servers and a new wireless connection to the landfill. One more step towards implementation of online scale operations and access to all PPWA network resources for the remote site.

**Erin Valdez, Health Services** – IT Project proposal was submitted to the State, expect to hear back by end of month. Moving staff and computers at several locations. Putting hardware out to bid.

**John Harris, MITCS for Ag/AIR/CUPA** – Purchased upgrade software and hardware, installing and setting up for use. May possibly need two more desktops. MITCS is handling the request for bids.

**David Jensen, MITCS for Sheriff**– Migrating Sheriff's Office to a new domain, new server, and separation of user accounts with all new settings. Anticipate completing soon.

**Samantha Back, MITCS**– Installing Assessor’s old server at Board’s Office to serve County Counsel, Personnel and Emergency Operations Center. Installing viewers for Office 2007 in Assessor’s office so they can view documents from those using the upgraded Office software. Installed a new server at Elections office, using old server as a print server for the time being. Rotating old Department of Finance machines out. May use HRA monitors in the new Board Chamber. Windows 7 is being released to Enterprise users in September. Full details on report of IT initiatives and consultants hours posted to web at: <https://mitc.projectpath.com/projects/583925>

**David Jensen, MITCS** – raised concern over the lack of layered approach to countyofglenn network access. Number of hits from the outside is in excess of 1000’s per second. That is a lot for a single router to manage. Suggests the County consider purchasing a router and firewall for added protection. David Shoemaker suggested that MITCS put together a proposal for the committee to review.

**IV.    Unscheduled Matters & Public Comment – None**

**VI.    Schedule Next Meeting – August 12, 2009**

Meeting adjourned 11:15am.

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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 ~