

# Glenn County Information Services Coordinating Committee



## ~MINUTES~

Wednesday, September 16, 2009

Present:

David Shoemaker, CAO  
Sandy Soeth, CAO  
Deb Hubbard, Ag  
Tina Brothers, Ag  
Sandy Ibanez, Assessor

Don Santoro, DOF  
Cathy Ehorn, DOF  
Merrie Wales, HRA  
Wyatt Acheson, HRA

Samantha Back, MITCS  
David Jensen, MITCS  
John Harris, MITCS  
John Linhart, PPWA  
Di Aulabaugh, PPWA

### **I. Convene Meeting**

Don Santoro convened the meeting at 10:15am. Those in attendances introduced themselves and it was noted that we did not have a quorum and could not address any action items.

**II. Intranet Presentation** – Merrie Wales and Wyatt Acheson of HRA presented a live demonstration of their Agency’s Intranet set up as the sample of what could be done on a countywide basis. All members present received hard copy screen shots of the demo. Throughout the presentation members asked questions and discussed the optional uses of such a set up. It was noted that even in these difficult budget times an intranet solution should still be considered as a goal in the future. *(Sandy Ibanez joined the meeting providing the necessary quorum)*

### **III. Approval of Minutes**

Minutes of August 19, 2009 were presented for review. David Shoemaker, CAO made a motion to adopt the minutes as presented, Sheryl Thur seconded the motion and all members were in favor. Motion passed unanimously.

### **IV. 10% Contract Withholding**

Mr. Santoro asked the members present if they had any issues or concerns with last month’s service. Hearing none Merrie Wales made the motion to release funds to MITCS. David Shoemaker 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, Department of Finance** – no word yet on the USDA grant to upgrade the Department of Finance’s fiscal software. Working with HRA to complete testing on the benefit payments to clients, child support garnishments and electronic submittal of payroll.

**Merrie Wales, HRA** – Five & half months away from going live with C-IV. The HRA and Finance departments are working together to test files to and from C-IV. Bi-Tech has been assisting to ensure compatibility with their product. In the process of re-deploying Spector to a new server so that the old server can be used for the new PGP encryption software. This software will allow encryption for email being transferred to the state and to Health Services. HRA does have the nine 17” monitors that the board would like to use for the new board chambers and they are waiting for pickup. All monitors match and they have the center mount required for compatibility to the brackets being used.

**Deb Hubbard, Ag Commissioner** – Both Windows 2003 Servers were replaced with one new Small Business Server (SBS) 2008. Email was set up for the SBS2008 server to retrieve mail from the county core. Ag and Air workers now have shared calendars. Sharepoint is installed on the server along with remote workplace. All Ag and Air computers were installed with Windows Vista and Office 2007. They have software assurance on all systems so Windows 7 will be installed as soon as it is received and that will remove some compatibility issues that are currently affecting some users.

**David Shoemaker** – Willows Memorial Hall project nearly complete, move sometime after October 20, 2009 Board meeting in order to hold the November 3<sup>rd</sup> meeting in the new facility. Utilizing surplus computer monitors from HRA in the new Board chambers. David announced his departure as of December 2009. IS Committee may need to be reorganized by the Board of Supervisors to allow the chairmanship to rotate among the voting members.

**John Harris, MITCS for Health Services Agency** – The TAY [Transition Age Youth] department move was completed successfully. Federal SAMHSA funding is running out and the Orland East office shared with HRA is moving into the CRC office located on South St/RD 200. Most are moving into the CRC office with several moving to different offices until the project to build and addition onto the CRC office is completed. The move is scheduled to be completed by the end of this month. The Prop 63 facilities and IT infrastructure upgrades have not been given a start date yet

**Sendy Ibanez, Assessor** – nothing to report, all is well.

**Di Aulabaugh & John Linhart, PPWA** – Di introduced her new Director to the members present and reported that wireless access has been installed at the landfill scale house providing staff a direct connection to the PPWA network and all its resources. Long term goals are to have a fully computerized scale software program that interfaces with the PPWA cost accounting fiscal system eliminating many duplicative steps in the cash handling and tonnage recording processes. Electronic payroll procedures were finalized and PPWA is now transmitting all payroll records for import into the Department of Finance's system. PPWA and DOF staff will work toward standardizing access for payroll import similar to that of claims so other Departments can submit their payroll records similarly.

**V. Unscheduled Matters & Public Comment –**

- a. Minute Taking: Di Aulabaugh asked that others share in the responsibility of taking the minutes of the IS Committee. Mr. Santoro volunteered Cathy Ehorn for the October and November meetings, Merrie Wales and Sandy Soeth also volunteered to take turns.
- b. Sharing of GIS information between PPWA, Assessor's, Ag Commissioner and possibly the Sheriff's offices. – Item for next meeting.
- c. Discussion regarding the rotation of meeting locations.

**VI. Schedule Next Meeting – October 21, 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 ~