

Glenn County Information Services Coordinating Committee



WEDNESDAY, October 15, 2008

Present:

Sandy Soeth, CAO
Cathy Ehorn, Finance
Debbie Newman, Finance
Di Aulabaugh, PPWA
Erin Valdez, Health Services

Sean Munns, HRA
Merrie Wales, HRA
Wyatt Acheson, HRA
Ian Ledbetter, AG/Air

Jim Umenhofer, MITCS
Samantha Back, MITCS
David Jensen, MITCS
Greg Delorey, MITCS

I. Convene Meeting with Introductions

Sandy Soeth called the meeting to order at 10:00am. It was noted that the time of the meeting had been changed and there were not enough members currently present to take any action items. Once all members were present action items were taken in order from the agenda.

II. Minutes

Sandy presented the minutes for review and acceptance. Sean Munns made the motion to accept the minutes. Motion was seconded by Debbie Newman, all members present were in favor, motion passed.

III. Scheduled Business

- A. **Backup Solution** – Samantha Back presented a handout from Infotech Ltd on a product called Zenith. Mrs. Back reviewed and members discussed the information presented. It was noted that this could result in a savings to the County as it would replace current backup solutions, licensing and hardware. MITCS is to have this solution in place within their business operation and provide Glenn County a live demonstration at the meeting in December. An update on that will also be provided at the November meeting.
- B. **Website Redesign** – Greg Delorey presented a live overview of the new site and took comments and suggestions from the members present. Greg noted that MITCS would be making requests of all departments for content. He further explained that there the software product Adobe Contribute would be used to edit and update the site. The cost is approximately \$200 per seat.
- C. **Sharing documents through SIRE** –The item was held over for the next meeting to allow Sandy Soeth to contact LR Hines for additional information. Di Aulabaugh presented that it was PPWA's desire to make their agencies public documents available on their website through a SIRE online product.
- D. **Review and approval of Projects schedule** – Members were directed to the MITCS Extranet website for detailed information on current, upcoming and previous projects. Schedules for the current month and November were also available on that site.
- E. **10% Withholding** – Sandy asked for comments on the service provided by MITCS in the prior month. None made. Sean Munns made the motion to make the payment of 10% withholding, Di Aulabaugh seconded the motion, all members were in favor, motion passed. Payment was handed to Samantha Back.

IV. Status Reports by Members

Wyatt Acheson, HRA – Currently having major printing issues. Migrating SharePoint 2007 to a new server.

Sandy Soeth, CAO – No new projects or issues.

Erin Valdez, Health Services – Having issues with their Email Server. Proceeding with the scheduled replacement of machines in the agency.

Ian Ledbetter, APCO/CUPA/AG – Excited about the new site and being able to edit content at the department level.

Cathy Ehorn, Finance – Currently working on multiple projects to allow departments to submit claims electronically. Also trying to finish up projects with PPWA for payroll submittal and claims return file. Having some minor issues with a few of the machines in the department.

Di Aulabaugh / David Jensen, PPWA – Working toward completion of the virtual server project. Going from 9 physical servers to 4 or 5. Saving resources and reducing costs. Di mentioned that the monthly trainings would start up again in January.

V. Unscheduled Matters & Public Comment –

Cathy Ehorn, Finance – Would like to have the Data Processing budget reviewed and discussed at the IS Committee level.

Meeting adjourned 11:30 am.

Next meeting November 19, 2008, 10:30 am at the Board's Conference Room.

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

Members: David Shoemaker, Committee Chairman & County Administrative Officer; Don Santoro, Vice Chair & Director of Finance; Vince Minto, Assessor; Larry Jones, Sheriff; Dan Obermeyer, Planning & Public Works Agency Director; Kim Gaghagen, Human Resource Director; Scott Gruendl, Health Services Director; Brandon Thompson, Chief Probation Officer