



Glenn County Information Services Coordinating Committee

~MINUTES~

Wednesday, October 21, 2009

Present:

Delia Azure, Ag/Air
Tina Brother, Ag/Air
Sendy Ibanez, Assessor
Sheryl Thur, Assessor
David Shoemaker, CAO
Sandy Soeth, CAO

Cathy Ehorn, DOF
Merrie Wales, HRA
Scott Gruendl, HSA/HRA
David Jensen, MITCS
John Harris, MITCS
Samantha Back, MITCS

Di Aulabaugh, PPWA
Mardy Thomas, PPWA
Marsha Squier, PPWA
Mike Biggs, PPWA

I. Convene Meeting

David Shoemaker convened the meeting at 10:35 a.m. Those in attendances introduced themselves and it was noted that there was a quorum.

II. Approval of Minutes

Minutes of September 16, 2009 were presented for review. Merrie Wales made a motion to adopt the minutes as presented, Sheryl Thur seconded the motion and all members were in favor. Motion passed unanimously.

III. Sharing Information Between Departments

Discussion was held regarding the need for all departments to work together to develop Countywide integrated systems for GIS and SIRE document imaging. There are opportunities to share data between departments to lessen workloads and make the information more accessible.

a. GIS System – Mardy Thomas, PPWA described how the Planning & Public Works Agency was using the GIS system for planning purposes, redistricting, locating people, land use analysis, elevation maps, flood zone, coordination with Mosquito Abatement district, etc. Sheryl Thur explained that the Assessor's office provides parcel information to ParcelQuest and that other departments could have access to that data free of charge by using a login to the ParcelQuest software. Merrie Wales reported that HRA has a requirement to report where services are being provided under the American Recovery and Reinvestment Act program and that HRA could be working with GIS to provide that reporting. The GIS system is stored on the PPWA server and has the ability through queries and filters to provide multiple layers of data specific to each department's requests. The IS Committee by consensus of the members present made the recommendation that the owners of the data would be responsible for updating and maintaining their own data. Data in most departments is currently updated on a monthly basis, however, it may be possible to update daily through automated scripts.

b. SIRE Document Imaging – Approximately five different servers are currently running various versions and modules of SIRE within the County. The committee discussed the need to tie these systems together and encourages all departments to prioritize automation and data consolidation projects. Scott Gruendl discussed that both Health Services and Human Resource Agency experience compatibility issues when working with Statewide databases. Merrie Wales reported that SIRE now has the ability and more flexibility to transfer files easily to other document imaging software. Several departments expressed that there is not enough time or staff resources available to devote to the imaging project. Scott Gruendl stated that HRA is able to place individuals in the departments through the Employment & Training program and to consider that as a resource. Sandy

Soeth and Di Aulabaugh have been speaking with Lonnie Hines from SIRE regarding the possibility of having SIRE provide a county-wide training session onsite for all departments. They plan to provide more details and scheduling information at the November meeting.

IV. IS Committee Restructure

Sandy Soeth has researched formation of the IS Committee and has not been able to find any by-laws for the committee. David Shoemaker stated that the Committee will need to address leadership changes and should schedule discussion on the November agenda.

V. 10% Contract Withholding

Mr. Shoemaker asked the members present if they had any issues or concerns with last month's service. Hearing none Di Aulabaugh 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

Di Aulabaugh, PPWA & David Jensen, MITCS – The Planning & Public Works Agency has completed a project to consolidate multiple servers in to one centralized rack and also migrate files from the individual workstations to the servers with a goal of working toward standardized desktop deployment within the agency. Some user profiles became corrupted during the file migration and have either been restored or recreated. A virtualization project is underway to bring GIS, SIRE and Trackit information to the web with an estimated completion date by the end of the calendar year.

John Harris, MITCS for Ag Commissioner/Air Pollution – Installation and migration to the new server is almost complete. Spector 360 monitoring software will be deployed by the end of the month.

John Harris, MITCS for Health Services Agency – The Orland East office has moved and consolidated with the CRC office on County Road 200. There were multiple internet connectivity issues associated with the move and it was discovered that a wireless environment would not work. An avatar upgrade has been completed and there have been improvements within the Citrix software to accommodate i-phones and other mobile equipment. The department is in the process of migrating to a thin client environment and will be removing software & files from the desktops and storing that information on the servers. The air conditioning unit has been replaced in the CRC server room.

Sheryl Thur, Assessor – Elections has installed a new server and the project is complete.

Samantha Back, MITCS – A cleanup of the active directory on the exchange server has caused problems with some of the e-mail distribution lists. MITCS is working to resolve, however, departments may continue to experience problems with the distribution lists until fully resolved. Samantha recommended hitting the “plus sign” to expand the address list and confirm that all of the intended addressees are included before sending the e-mail.

Merrie Wales, HRA – HRA is four months away from going live with C-IV. During the month of November certain HRA staff will be attending training sessions pertaining to the new C-IV program and those staff members will be responsible for training the remainder of the staff. Spector 360 monitoring software will be fully installed by the end of the month.

Cathy Ehorn, Department of Finance – There is still no word regarding the USDA grant to upgrade the Department of Finance's accounting software. The electronic payroll file from the Public Works CAMS system is working successfully and the department is ready to start working with other departments to

automate the payroll time card process. DOF is working with Bi-Tech to make changes to the payroll system to accommodate the 4% PERS budget changes.

David Shoemaker, CAO – The Willows Memorial Hall project is nearly complete and the CAO/Clerk/Board offices will move around the first of November. The Board of Supervisors will hold their November 17th meeting in the new facility. The County has been in discussion with the State to transfer title of the Courthouse to the State. Once the title transfer occurs the Court will begin a remodel and restoration of the courthouse facility and those departments storing records in the basement need to start planning for relocation of those records. The Clerk-Recorder office will also need to be relocated by 2011. The Board is in the process of interviewing candidates for the County Counsel and Human Resource Agency positions. The Sheriff has entered in to a new contract with CFMG for jail medical services. David announced his departure as of December 2009 and thanked everyone for their expertise and support over the years.

VI. Unscheduled Matters & Public Comment

Mr. Shoemaker opened the meeting up for unscheduled matters and public comment. No items or discussion were presented.

VI. Schedule Next Meeting – November 18, 2009 at 10:30 a.m. at the Willows Memorial Hall conference room

Meeting adjourned 12:05 pm.

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 Cathy Ehorn, Department of Finance ~