



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

Wednesday, November 18, 2009

Present:

David Shoemaker, CAO  
John Linhart, PPWA  
Di Aulabaugh, PPWA

Don Santoro, DOF  
Merrie Wales, HRA  
Dee Azure, AP  
Tina Brothers, Ag

Samantha Back, MITCS  
John Harris, MITCS  
Steve Soeth, BOS

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

David Shoemaker convened the meeting at 10:30am. It was determined that Di Aulabaugh would take the minutes for the meeting as Cathy Ehorn was not present at the meeting.

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

Minutes of October 21, 2009 were presented for review. John Linhart made a motion to adopt the minutes as presented, Merrie Wales seconded the motion and all members were in favor. Motion passed unanimously.

**III. Appointment of Committee Chair** – David Shoemaker explained that he was leaving County employment and this committee would need to elect a new Chairman and Vice Chairman. Nominations were then opened. Merrie Wales nominated Don Santoro for the seat of Chairman, Supervisor Soeth seconded the nomination. Don accepted the nomination. A vote was called; all members were in favor of Mr. Santoro being appointed as Chairman of the Information Services Coordination Committee. Nominations were then opened for the Vice Chairman seat. Don Santoro nominated Scott Gruendl. John Linhart seconded the motion. In that Mr. Gruendl was not present and unable to accept the nomination it was determined that the nomination for Vice Chair would be held over to the next meeting.

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

Mr. Shoemaker presented the item for adoption explaining to those present that the contract with MITCS includes a clause by where the County withholds 10% of the monthly compensation until the IS Committee approves its payment. Hearing no objections Merrie Wales made the motion to release funds to MITCS. John Linhart seconded the motion; all members voted in favor, motion passed unanimously. Don Santoro handed the check to Samantha Back.

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

- a. Countywide trainings – Di Aulabaugh announced that PPWA was putting together their annual training schedule and asked the members present if they would object to the 4 hour trainings, once monthly, being rotated between the various agencies of the County. Merrie Wales offered both HRA conference rooms, Willows and Orland, as possible locations. Merrie went on to share that HRA would eventually be able to make their Willows Computer Lab available as well. A brief discussion was held regarding the number of attendees, types of courses offered and desire to continue the effort.
- b. Crystal Reports Training – Merrie Wales announced that HRA was conducting a Crystal Reports two to three day training in the HRA Computer Lab in December. Members would receive a notice of the date, time and costs.
- c. Spector 360 – Don Santoro shared that the cost of the software seemed high. Dave Shoemaker reminded those in attendance of the settlement agreement requiring the County to log internet

usage. Discussion ensued about the other tools in Spector 360, remote access to County resources and the possible complications of providing remote access.

- d. Computer network equipment in Courthouse – Don shared his concern that the agreement between the County and the Courts didn't sufficiently address the basement space which houses the County's core computer, fiber connections and telephone equipment.

## **VI. Status Reports by Members**

***Di Aulabaugh & John Linhart, PPWA*** – all is well. Working on regular system maintenance and preparing project lists for future.

***Merrie Wales, HRA*** – Between now and March HRA is working toward the implementation of a new eligibility system. C-IV training in January, project seems to be going smoothly, some Bi-Tech changes are required prior to completion.

***Don Santoro, DOF*** – Recognized a job well done by MITCS. Don had a major system failure and John Harris, MITCS got him back up and running within hours. DOF is meeting with USDA to discuss the grant funding the 7i upgrade to the fiscal software. Tyler Smith, MITCS is the project manager. Reconfiguring BiTech to accommodate the PERS changes in employee contribution. Still working with PPWA on fine tuning the electronic payroll submittal. Looking forward to opening up to other departments.

***John Harris, MITCS*** – Health Services has received notice that their virtualization project has received funding, adding a T1 line for the TAY office.

***Deb Hubbard & Tina Brothers, Ag/Air/CUPA*** – Ag is having some issues with Vista, just received their Windows 7 licenses, looking forward to upgrading. Hope it resolves most if not all issues.

***Sam Back, MITCS for Sheriff*** – Dispatch has two machines that need to be upgraded, MITCS working on email configuration to support the iPhones, CLETS still having issues.

***Sam Back, MITCS for Probation*** – All seems to be well except one machine that still needs to have Spector installed. Machine conflicts are preventing installation.

***Dave Shoemaker, CAO*** – Reported to all present that the new Board of Supervisor Chamber has Microsoft Power Point built in and available for all. Board Conference Room is also available, can check with the Clerk's to see if they're available or make tentative reservations using Outlook.

***Sam Back, MITCS for County Counsel*** – Some HIPAA changes are coming and they may affect others in the County that fall under the HIPAA requirements.

## **VII. Schedule Next Meeting – December 16, 2009**

Meeting adjourned 11:10am.

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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 ~