



Glenn County Information Services Coordinating Committee

~MINUTES~

WEDNESDAY, November 19, 2008

Present:

David Shoemaker, CAO
Sandy Soeth, CAO
Ian Ledbetter, APCD
Erin Valdez, HSA

Don Santoro, Finance
Dan Obermeyer, PPWA
Di Aulabaugh, PPWA
Merrie Wales, HRA

Samantha Back, MITCS
Jim Umenhofer, MITCS
John Harris, MITCS
Jennifer Peter, Co. Counsel

I. Convene Meeting with Introductions

David Shoemaker called the meeting to order at 10:30am.

II. Minutes

Mr. Shoemaker presented the minutes for review and adoption. Merrie Wales made the motion to accept the minutes. Motion was seconded by Don Santoro, all members present were in favor, motion passed.

III. Scheduled Business

- A. **Backup Solution** – Samantha Back reported that the project was on schedule for December. Attendees had a short discussion about currently used backup software. Samantha Back suggested that she would bring additional information to the December meeting.
- B. **Federally Mandated Desktops** – David Shoemaker reintroduced the topic questioning the implementation timeline. Members revisited the subject. Mr. Shoemaker suggested that the process of locking down the desktops could be done in conjunction with the Business Continuity Plan and or installation of new machines. Di Aulabaugh reminded members that that decision was for the Department Heads to make. Mr. Shoemaker expressed concern that there should be some enforcement or verification of the department's documentation of their processes.
- C. **Spector 360** – Mr. Shoemaker questioned MITCS on the status of installation. Samantha Back relayed that all departments were installed with the exception of the District Attorney who was next on the schedule. Samantha went on to say that some departments were using the software for more than URL tracking. Dan Obermeyer spoke to that comment saying that within the PPWA he was using it to make flex scheduling and possibly even telecommuting available. PPWA was also able to use the data to determine patterns of customers by monitoring the machines at the Permit Center counter.
- D. **SIRE Document Sharing** – Sandy Soeth presented that after discussion with LRHines she didn't feel the website publishing of documents was going to be an option at this time due to the cost of licensing. A brief discussion was held regarding licensing options. Sandy went on to say that the Board of Supervisors resolutions have all been scanned. Clerk staff is now beginning to scan the ordinances.

- E. **Projects Schedule** – Samantha Back reported that there were no new projects. MITCS staff working on the Business Continuity Plan, moving of CAO servers to Willows Memorial Hall, cabling and PPWA payroll transfer & claims return batch files. David Shoemaker said the servers could be moved at anytime. Mr. Shoemaker went on to say that the main hall would be upgraded to have internet access. Mentioned that there had been positive feedback from the monthly PPWA trainings.
- F. **10% Withholding** – Mr. Shoemaker asked for comments on the service provided during this last month. Hearing none Dan Obermeyer made a motion to make the 10% withholding payment to MITCS. Don Santoro seconded the motion; all members voted in favor, motion passed. Payment was handed to Mrs. Back.

IV. **Status Reports by Members**

Sandy Soeth, CAO – shared that she had wished the County as a whole had purchased their licenses through the CAO's office prior to launching the website. Merrie Wales explained that HRA was already using Adobe Contribute so they did not need any additional licenses. Di Aulabaugh shared that that was also the case for PPWA. Sandy went on to ask if any others needed licenses because she was purchasing them in 5 packs. She explained that some departments were still trying to decide if their budget could support the purchase.

Ian Ledbetter, APCO/CUPA/AG – Just got Spectra 360 installed. When Contribute licenses get installed they are going to begin to update their web pages. John Harris added that the department was up and running on their new GIS server.

Don Santoro, Finance –No new projects. Samantha Back added that the Office of Education was still trying to determine if they would be participating with the County in upgrading the finance software.

Erin Valdez/John Harris, Health Services –reported that HSA had failed some sections of the technology audit. They're making changes in order to comply. Moving IT across the street. Looking into the Zenith backup solution, moving to a Citrix solution for remote users.

Dan Obermeyer, Planning & Public Works Agency –Planning Commission went paperless today. Having some difficulties with Outlook (Exchange Server) it's painfully slow. Still fine-tuning the affects of moving staff between locations, troubleshooting the lack of network speed between the Murdock office and the core. Have replaced all hardware, switches, next is a new fiber pair. Not sure where the slowdown is but it affects all users.

Merrie Wales, HRA –5 major IT related projects in the next 12-18 mos. Medical data audit (PII), eligibility software changes, child welfare software, adult services software, handed out digital signature information explained HRA wants to put something in place but wants to be sure it will be compatible with County operations. Discussion ensued in regards to a possible subcommittee formation to review. Merrie agreed to chair the subcommittee and asked that Finance, Health Services, Personnel, and MITCS participate. David Shoemaker suggested that the Sheriff also participate.

Samantha Back, MITCS – Very crazy last month Health Services went down the same time HRA was having issues as well as the Sheriff's generator. Hope for fewer issues this month. Still working on a firewall issue with Spectra 360. Holidays for MITCS conflict with the County's in that the County is working the Friday's following Christmas & New Year's days. MITCS requested to have minimal staffing on those days. Members agreed.

David Shoemaker –backup drive broke, looking for a hardware solution, looking forward to using the large tape carousel, ATS phone system upgrade is going in. Software package for desktop integration is available. System is going to pay for itself. ATS Contact person is Peter Kley. Support is a part of their contract. Can be reached at 530-245-2835. There are three outgoing board members, and a luncheon will be held at Pat & Larry's on Dec. 16, 2008.

V. Unscheduled Matters & Public Comment –

Di Aulabaugh, PPWA –Asked CAO to consider going to a paperless Board Agenda review using the example of the Planning Commission. Suggested that if the County wanted to save money a paperless submittal from the departments would go a long way towards that.

Meeting adjourned 12:10pm.

Next meeting December 17, 2008, 10:30 am at the HRA Conference Room (to be confirmed).

~ 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