



Glenn County Information Services Coordinating Committee

~MINUTES~

Wednesday, December 16, 2009

Present:

Deb Hubbard, Ag	Sandy Soeth, CAO, COB	Jim Umenhofer, MITCS
Tina Brothers, Ag	Cathy Ehorn, DOF	John Harris, MITCS
Dee Azure, Air Poll	Don Santoro, DOF	Samantha Back, MITCS
Sheryl Thur, Assessor	Merrie Wales, HRA	John Linhart, PPWA
Steve, Soeth, BOS	David Jensen, MITCS	

I. Convene Meeting

Don Santoro convened the meeting at 10:30 a.m. Those in attendances introduced themselves and it was noted that there was a quorum.

II. Approval of Minutes

Minutes of November 18, 2009 were presented for review. Merrie Wales made a motion to approve the minutes as presented, John Linhart seconded the motion and all members were in favor. Motion passed unanimously.

III. Appoint Committee Vice Chairman for Fiscal Year 2010

Scott Gruendl was nominated at the November meeting to serve as Vice Chairman for the 2009-10 fiscal year. Mr. Gruendl was not present at that meeting so the matter was continued to the current meeting. Mr. Santoro reported that Mr. Gruendl had been previously contacted, informed of the nomination and had agreed to accept the nomination. Mr. Gruendl was appointed as the Vice Chairman of the Information Services Coordination Committee by consensus of the committee members present.

IV. Nextel Equipment Upgrade Presentation

John Mellberg, a business solution representative of RPI, a division of Sprint was present and provided a presentation regarding solutions for upgrading mobile telephone equipment from Nextel to Sprint. Blackberry devices are included in the upgrade options and group license pricing is available. Blackberry enterprise server equipment would be required connect to the existing exchange server. Samantha Back questioned the coverage area in remote areas within the County. Mr. Mellberg explained that Sprint towers and services are separate from Nextel and that additional towers were being installed. 3G services are now available in the area and 4G will be released soon. No action was taken on the presentation.

V. 10% Contract Withholding

Mr. Santoro asked the members present if they had any issues or concerns with last month's service. Hearing none John Linhart made the motion to release funds to MITCS. Merrie Wales seconded the motion; all members voted in favor, motion passed unanimously. Cathy Ehorn delivered the check to Samantha Back.

VI. Status Reports by Members

John Linhart, PPWA – Mr. Linhart reported that all systems were working well in the Planning & Public Works Agency.

Cathy Ehorn, Department of Finance – USDA has approved the funding to upgrade the Department of Finance's accounting software. The department hopes to begin the upgrade process in February. Testing of the Bi-Tech interface for Social Services C-IV changes is complete and ready to implement once the State completes the Social Services conversion. Bi-Tech is scheduled to load the year-end W-2 and 1099 upgrade on December 18th.

Dee Azure, Ag Commissioner/Air Pollution – The department is in the process of upgrading to Windows 7. They have not encountered any problems.

John Harris, MITCS for Health Services Agency – CMIPS access has been granted for the Orland users. A T-1 circuit for the Orland sites is in the process of being installed. The agency is researching and ordering equipment for a server replacement project and technology refresh for both the Orland and Willows locations.

David Jensen, MITCS for PPWA – Migrations of SIRE and Trackit software are underway.

Samantha Back, MITCS for Probation – Connection problems in Probation have been resolved. It was determined to be caused by a bad network interface card.

Merrie Wales, HRA – HRA is in the process of upgrading the State eligibility system and has an estimated live date of March 1, 2010. Encryption services have been installed for all outside communications. The next step will be to install encryption on all desktop and server files. The adult services division will be beginning a software migration soon. Staff will be attending Crystal Report training on December 21st and 22nd.

Sheryl Thur, Assessor, Clerk-Recorder, Elections – Everything is working fine.

Tina Brothers, Ag Commissioner – Matson & Isom is running a parallel virtual environment installation on their server to troubleshoot problems various users are experiencing.

Sandy Soeth, CAO & Clerk of the Board – All files have been moved to the new server. Parveen is in the process of troubleshooting problems with the Day Timer software.

VII. Unscheduled Matters & Public Comment

- a. Jim Umenhofer thanked the committee members for their attendance and support at the Board of Supervisors meeting regarding the extension of the pro-support agreement.
- b. Samantha Back expressed concerns regarding scheduling several large projects in February. She will review the workload and report back at the January meeting.
- c. Sandy Soeth suggested that Lonnie Hines from SIRE be invited to provide a complete demo of the document imaging software including examples of how other counties are using the software.

VIII. Agenda Item for January Meeting

SIRE joint training session and demonstration

IX. Schedule Next Meeting – January 20, 2010 at 10:30 a.m. at the Willows Memorial Hall conference room

Meeting adjourned 11:10 am.

Members: Deputy Administrative Officer; Director of Finance, Chairman; Board of Supervisors Member ;Assessor/Clerk Recorder; Sheriff; Planning & Public Works Agency Director; Human Resource Director; Health Services Director, Vice Chairman; Chief Probation Officer.

~ Respectfully prepared and submitted by Cathy Ehorn, Department of Finance ~