



**MINUTES**  
**Glenn County Information Services**  
**Coordinating Committee**

**WEDNESDAY, January 20, 2016**

Present:	Ed Lamb, Finance	Rich Warren, Sheriff	Jim Umenhofer, MITCS
	Erin Valdez, HHSA	Olivia Ramirez, Probation	Tyler Smith, MITCS
	Wyatt Acheson, HHSA	Marcie Skelton, Ag/Air	
	Di Aulabaugh, PPWA	Sheryl Thur, Assessor/Clerk-Recorder	

CALL TO ORDER: Mr. Lamb confirmed a quorum and called the meeting to order at 10:30 a.m.

**1. Minutes**

Matter: Approve Minutes of December 16, 2015  
Documents: Minutes of December 16, 2015  
Proceedings: Motion by Marcie Skelton to adopt minutes as presented, second by Sheryl Thur  
Order: Approve Minutes of December 16, 2015  
Vote: Unanimous

**2. Unscheduled Matters and Public Comment**

Proceedings: None Heard

**3. Budget**

Matter: Website Upgrade/Conversion to Drupal Proposal  
Documents: None  
Proceedings: Tyler Smith presented a proposal to the committee estimated to be \$26,967. The primary change would be to move away from the per user licensed Adobe Contribute program, replacing it with a free open code program called Drupal. Members discussed the proposal. Marcie Skelton motioned that the cost and allocation of cost be further explored and determined if able to proceed in current year using savings in DPISF budget, seconded by Sheryl Thur.  
Vote: Unanimous

Matter: OpenDNS  
Documents: None  
Proceedings: Tyler Smith reported that the OpenDNS security program approved for implementation countywide in December was successfully deployed and has begun logging. Discussion regarding possibility of expanding OpenDNS to serve other purposes similar to those provided by Specter. By consensus it was agreed to add a summary to the monthly MITCS report. Further discussion and consensus to acknowledge unblock requests shall go to the Department Head or their designee.

**4. Document Imaging & Storage Solution**

Matter: Discussion and possible action on request for proposals on a countywide solution.  
Documents: None  
Proceedings: Nothing reported.

**5. Best Practices / Policies**

Matter: Standing item for discussion and possible action  
Documents: None

Proceedings: Wyatt Acheson reminded that the County's password policy needed to be enforced at the CORE. It was agreed that MITCS would take action to enforce as of February 1 and an advisory email would be sent by the Committee Chairman prior as a reminder.

**6. Department & MITCS Report**

Matter: VOIP Phone System Status

Documents: None

Proceedings: Di Aulabaugh shared that MITCS staff had been brought into the project to help with outreach, coordination and deployment of the system. Sheryl Thur inquired about wireless handheld phones. Discussion ensued. Jim Umenhofer reported that the project was a couple weeks out from setting deployment dates, HNSA deployment first, installation of new hardware at Department of Finance (Annex) before end of week.

Matter: PPWA Software Training Series

Documents: None

Proceedings: Tyler Smith reported that Microsoft's WORD 2013 software was being presented in February on the 25<sup>th</sup> in the Board's Conference Room from 9am to Noon.

Matter: Receive reports from Departments and MITCS

Documents: MITCS Project Status, Schedule and Statistics Report

Proceedings: Jim Umenhofer and Tyler Smith presented the monthly and an annual recap report.

**7. Call for Agenda Items for Next Meeting**

Consensus was to roll forward standing items plus website upgrade, 2017 budget allocation

**8. ClearIT (MITCS) Review**

Matter: MITCS support services

Documents: None

Proceedings: None heard.

**9. Next Scheduled Meeting**

Next regular meeting to be held February 17, 2016 at 10:30 a.m. Board of Supervisors Conference Room Willows Memorial Hall

Meeting adjourned at 11:38 a.m.

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