



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

**WEDNESDAY, April 20, 2016**

Present:	Cathy Ehorn, DOF	Olivia Ramirez, Probation	Sheryl Thur, Assr/Clerk/Rec
	Grinnell Norton, HHSA	Erin Marshall, Personnel	John Harris, MITCS
	Wyatt Acheson, HHSA	Christine Zoppi, HHSA	David Jensen, MITCS
	Di Aulabaugh, PPWA	Jolene Swanson, PPWA	Jim Umenhofer, MITCS
	Matt Gomes, PPWA	Marcie Skelton, Ag/Air	Tyler Smith, MITCS
	Erin Valdez, HHSA	Linda Ram, CICC	Greg Delorey, MITCS
			Tara Sullivan-Hames, Butte 211

CALL TO ORDER: Di Aulabaugh confirmed a quorum, announced that Ed Lamb, Chairman was not able to make the meeting and Sheryl Thur, Vice Chair called the meeting to order at 10:33 a.m.

**1. Minutes**

Matter: Approve Minutes of March 16, 2016  
Documents: Minutes of March 16, 2016  
Proceedings: Motion by Erin Marshall to adopt minutes as presented, second by Sheryl Thur  
Order: Approve Minutes of March 16, 2016  
Vote: Unanimous

**2. Unscheduled Matters and Public Comment**

Proceedings: Erin Valdez reported that HHSA was working with MITCS to conduct an IT security risk assessment and would report back to the committee at a future meeting.

**3. Budget**

Matter a: 2017 Data Processing ISF Allocation & Estimates  
Documents: Budget Workpaper for FY 2015/16  
Data Processing Internal Service Fund Allocation 2016/17  
Proceedings: Cathy Ehorn presented budget worksheet for fiscal year 2015/16 and data processing internal services fund allocation for fiscal year 2016/17 asking for any comments or concerns, stating adjustments are needed as soon as possible so they could be incorporated into the presentation by Mr. Lamb at the May 3, 2016 Board meeting. David Jensen noted Microsoft licensure changes, server count up and user count down. Di Aulabaugh noted GIS estimate of costs dropped from \$40K to \$35K. Tyler Smith suggested the committee consider Open DNS as a preventive security by user, getting a monthly subscription versus annual. Cost estimate provided was \$1.50 per user per month, to be emailed to Ms. Ehorn. Mr. Jensen mentioned cost is to coming down on CSME and the County should likely be able to expand capacity at a reduced rate from current.

Matter b: County Website Upgrade Status  
Documents: None  
Proceedings: Greg Delorey, MITCS, presented new website and reported department migration will begin within the next two weeks. Mrs. Aulabaugh requested any ideas for Home Page that would better represent the County organization versus the Clerk of the Board should be sent to Greg. Mr. Delorey will send a survey to collect these ideas. Marcie Skelton mentioned issues with fillable forms online. Mrs. Aulabaugh stated there is a

need for public and staff areas, separate from each other so editable forms, letterhead, etc. can be easily shared between staff without making it accessible to the public. Greg Delorey shared that a login to the county website could also accomplish this. David Jensen mentioned the County has current license access to a Citrix product that could assist with sharing and workflow. MITCS will be looking at both options and providing feedback at future meetings.

#### **4. Best Practices / Policies**

Proceedings: No reports or comments provided.

#### **5. Department & MITCS Report**

Matter a: Countywide Phone System Project Status

Documents: None

Proceedings: Tyler Smith reported he spoke with DGI and found delays are anticipated due to AT&T issues. Delays in the range of two to six weeks to schedule porting for HHSa to go live. Wyatt Acheson reported he is getting call flow documentation in place this week and verifying to prep.

Matter b: Sheriff – data Equipment Upgrades Status

Documents: None

Proceedings: David Jensen reported Sheriff project is complete and working well. Cathy Ehorn inquired as to how often we need to do backup. Mr. Jensen replied there is no permanent schedule as of yet but once every couple weeks should be minimum. Jim Umenhofer shared they will be setting up a plan/schedule for backup. Mr. Jensen mentioned they are looking into V-Cloud for backup recovery (2016/17 budget item).

Matter c: HelpCentral.org 211

Documents: RCRC Letter – Senate Bill 1212

Proceedings: Tara Sullivan-Hames, Butte 211, presented 211 services information to the committee reporting 38 counties now have these services. Butte County is interested in partnering with Glenn County. This is an online and call center service. Ms. Sullivan-Hames stated California Public Utilities Company (CPUC) handles set up and service. Christine Zoppi inquired of set up and cost requirements. Ms. Sullivan-Hames replied 211 is now allowing counties to piggyback on application process therefore, Glenn County could piggyback on Butte County's application with BOS approval, CPUC authorization, AT&T one-time cost of \$3K to \$5K for switch set up, costs beyond that would be for database, directory, staff 24/7 (including afterhours cost). Ms. Sullivan-Hames further shared example costs for Tehama County of approximately \$27K per year and Shasta County \$40K per year. She also mentioned that 211 has an agreement with 911 on how calls are shared back and forth. Example was given of Hurricane Katrina, 911 went down while 211 did not. She invited all to come visit Butte 211 center.

Matter d: SB 272 Compliance Request for Feedback

Documents: None

Proceedings: Jim Umenhofer reported MITCS has drafted a sample compliance document which will be sent out via email within the next week to the departments for their review, update, and approval to submit. Compliance documents should be presented to and approved by the Board by July 2016.

Matter e: MITCS Monthly Report  
Documents: MITCS IS Committee Report 4/20/2016  
Proceedings: David Jensen and Jim Umenhofer presented report and discussed with members and staff.

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

Consensus was to roll forward standing items, except item 5b which is complete. Cathy Ehorn inquired on any further countywide training. Mrs. Aulabaugh and Mr. Smith responded yes and asked anyone who had a particular topic to send in a request and include level of training needed. Mrs. Aulabaugh also shared that WI-FI devices can now be used during trainings at Ag/Air, BOS Conference Room and Board Chambers. Still working on security settings to be able to extend service to the public.

**7. ClearIT (MITCS) Review**

Matter: MITCS support services  
Documents: None  
Proceedings: None heard.

**8. Next Scheduled Meeting**

May 18, 2016 at 10:30 a.m.  
Board of Supervisors Conference Room  
Willows Memorial Hall

Meeting adjourned at 12:15 p.m.

~Respectfully prepared and submitted by Jolene Swanson, Planning & Public Works Agency~