



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

**WEDNESDAY, June 15, 2016**

Present:	Rich Warren, Sheriff	Sendy Ibanez, Assessor
	Jody Samons, HHSA	Marcie Skelton, AG
	Christine Zoppi, HHSA	Cathy Ehorn, DOF
	Di Aulabaugh, PPWA	Tyler Smith, MITCS
	Olivia Ramirez, Probation	Jim Umenhofer, MITCS
	Courtney Houle, COB	

CALL TO ORDER: Di Aulabaugh confirmed a quorum and called the meeting to order at 10:32 a.m. noting that both the Chairman and Vice Chairman were absent.

**1. Election of Chairman**

Matter: Elect Chairman for purpose of running June 15, 2016 meeting.  
Proceedings: Motion by Marcie Skelton to nominate herself as Chairman, second by Rich Warren.  
Vote: Unanimous

**2. Minutes**

Matter: Approve Minutes of May 18, 2016  
Documents: Minutes of May 18, 2016  
Proceedings: Motion by Erin Marshall to adopt minutes as presented, second by Olivia Ramirez.  
Order: Approve Minutes of May 18, 2016  
Vote: Unanimous

**3. Unscheduled Matters and Public Comment**

Proceedings: Nothing to report.

**4. Budget**

Matter a: 2017 Data Processing ISF Allocation & Estimates  
Documents: Budget Workpapers for FY 2016/17  
Data Processing Internal Service Fund Allocation 2016/17  
Proceedings: Cathy Ehorn stated there was no new info.

Matter b: County Website Upgrade Status  
Documents: None  
Proceedings: Greg Delorey presented an over view of the website and stated that recorded trainings will be made available for those who could not attend trainings as well as admin training. He advised that emails will be sent out regarding credentials for confirmation, that they will be working with departments on records/data migration and the old site will be available as a temporary resource. Di Aulabaugh added that the “go live” date has been extended to later in the month, prior to June 30 when the task order expires.

**5. Best Practices / Policies**

Proceedings: Christine Zoppi commented regarding a security audit, whereby Rich Warren stated that he would share his Department of Justice CLETS policies and procedures with Ms. Zoppi and Erin Valdez.  
Tyler Smith stated that the AG/AIR Departments were in the process of being moved to the CORE and he would bring back a report to the next meeting.

## **6. Department & MITCS Report**

Matter a: Countywide Phone System Project Status

Documents: None

Proceedings: It was reported that the Health and Human Services Agency is porting numbers over, but there has been a delay as to when the new phone system will be up and running due to the high numbers of employees in the department.

Marcie Skelton advised that the Ag Department's personal message systems were not working.

Matter b: HelpCentral.org 211

Documents: None

Proceedings: Christine Zoppi stated she had nothing new to add.

Matter c: SB 272 Compliance - Draft Statement/Category Catalog (MITCS)

Documents: None

Proceedings: Rich Warren stated that he did not recall receiving the notification whereby Di Aulabaugh stated that she would forward the notice to him.

Matter d: Spector/Open DNS (MITCS)

Documents: None

Proceedings: Tyler Smith advised that Open DNS could be used for a replacement for Spector, but could retain for departments that wanted to keep Spector. Di Aulabaugh noted that departments wishing to retain Spector could do so but at their own expense.

Matter e: MITCS Monthly Report

Documents: Monthly Hours Report

Proceedings: Tyler Smith reviewed report that was provided.

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

Nothing to roll forward.

## **8. ClearIT (MITCS) Review**

Matter: MITCS support services

Documents: None

Proceedings: None heard.

## **9. Next Scheduled Meeting**

July 20, 2016 at 10:30 a.m.

Board of Supervisors Conference Room

Willows Memorial Hall

Meeting adjourned at 11:18 a.m.

~Respectfully prepared and submitted by Courtney Houle, Legal Secretary/Deputy Clerk of the Board~