



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

**WEDNESDAY, July 20, 2016**

Present: Ed Lamb, Chair, DOF, Chair      Sheryl Thur, Vice-Chair, Assessor/Rec.  
Jody Samons, HHSA      Marcie Skelton, AG  
Christine Zoppi, HHSA      Erin Marshall, Personnel  
Di Aulabaugh, PPWA      Tyler Smith, MITCS  
Erin Valdez, HHSA      Jim Umenhofer, MITCS  
Wyatt Acheson, HHSA      John Harris, MITCS  
Alicia Ekland, County Council      Bill Caloia, MITCS  
Jolene Swanson, PPWA      David Jensen, MITCS (phone conferenced in)

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

**1. Minutes**

Matter: Approve Minutes of June 15, 2016  
Documents: Minutes of June 15, 2016  
Proceedings: Motion by Di Aulabaugh to adopt minutes as presented, second by Marcie Skelton.  
Order: Approve Minutes of June 15, 2016  
Vote: Unanimous

**2. Unscheduled Matters and Public Comment**

Proceedings: Sheryl Thur joined meeting at 10:33 a.m. Wyatt Acheson expressed concerns of tech support from Inland and requested discussion of switching vendors. Di Aulabaugh shared that there are 11 months left on the contract and we would be going out to RFP in January. Jim Umenhofer offered to go speak with Inland. Erin Valdez reported that HHSA and PPWA went out to RFP and have chosen a new vendor (ECS) to replace SIRE. Mrs. Thur inquired if she could review the ECS proposal and contract, adding there is very little they use in SIRE but, if ECS would be a cost savings she may be interested. Mrs. Aulabaugh stated she would send out an email to department heads to follow up.

**3. Budget**

Proceedings: Di Aulabaugh reported the need to communicate to the Department of Finance any changes effecting modification of the approved 2016-2017 approved working budget.

**4. Best Practices / Policies**

Matter a: Countywide Phone System Project Status  
Documents: None  
Proceedings: Jim Umenhofer introduced Bill Caloia, MITCS. Mr. Caloia reported the goal for moving CORE was 7/29 but this was contingent on the current carrier (ATT) and AireSpring, completing their parts. Currently only 4 of 200+ numbers were completed for HHSA. There needs to be a two week difference between the CORE and cut over to allow for the movement of hardware. Worst case scenario would be end of August for HHSA. Marcie Skelton commented that Ag/Air is currently still having to use answering machines. Mr. Umenhofer responded they will be moving Ag/Air prior to the rest of the CORE.

Dwight Foltz joined meeting at 10:48 a.m.

Matter b: County Website Upgrade Status  
Documents: None  
Proceedings: Tyler Smith reported new site launched mid-June with ongoing support and training videos available. Training videos will continue to be added. Di Aulabaugh shared Department heads have control managing who they would like to be administrators. Ed Lamb commented the listing on the Departments page was confusing, not in any particular order. Mrs. Aulabaugh responded that they may do away with that page as the drop down list is a part of the header. Marcie Skelton inquired as to whether she could modify her department drop down. Mrs. Aulabaugh replied yes although a site administrator will make the actual change. Mrs. Skelton suggested "CUPA" be added to drop down description as it is more identifiable. Mr. Smith replied this would be done through Greg Delorey.

Matter c: HelpCentral.org 211  
Documents: None  
Proceedings: Christine Zoppi reported a survey had been sent out for interest stating they are currently in the exploration period.

Matter d: Spector/Open DNS (MITCS)  
Documents: None  
Proceedings: Mrs. Aulabaugh stated that the County has an obligation to index and provide in a reportable format the activity of the staff on the internet. She further stated that the product originally chosen to meet this obligation was Spector. With the purchase and implementation of Open DNS and its capability to do the same she suggested that the departments wishing to retain Spector could do so. John Harris commented HHS may need both Spector (now known as [Veriato 360](#)) and [Open DNS](#) to meet its [HIPAA requirements](#).

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

Matter a: MITCS Monthly Report  
Documents: IS Committee Report July 20, 2016  
Proceedings: Tyler Smith reviewed report provided. Sheryl Thur inquired on CORE hour overages. David Jensen responded this was due to upgrades and changes. Mr. Umenhofer announced Samantha Back resigned from MITCS, staff reassignments have been made and the County would see more of Bill Caloia and Cesar Reyes.

Matter b: Ag/Air Move to Core - Status  
Documents: None  
Proceedings: Jim Umenhofer stated MITCS to follow up with Marcie Skelton after meeting regarding moving Ag/Air first.

## **6. DEMO (11:15 a.m.)**

Matter: Citrix Share File  
Documents: <https://www.sharefile.com/features>  
Proceedings: Lauren Booth presented via Webinar, answering committee and staff questions.

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

Consensus of committee to carry over usual items, adding Inland Contract, SIRE replacement (ECS), Citrix Sharefile Subcommittee.

**8. MITCS (ClearIT) Review**

Matter: MITCS support services

Documents: None

Proceedings: None heard.

**9. Next Scheduled Meeting**

August 17, 2016 at 10:30 a.m.

Board of Supervisors Conference Room

Willows Memorial Hall

Meeting adjourned at 11:12 a.m.

~Respectfully prepared and submitted by Jolene Swanson PPWA~