



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, January 18, 2017

Present:	Ed Lamb, DOF, Chair	Di Aulabaugh, PPWA, Vice Chair
	Sendy Ibanez, Assessor	Jody Samons, HHSA
	Wyatt Acheson, HHSA	Erin Marshall, Personnel
	Erin Valdez, HHSA	Olivia Ramirez, Probation
	Russ Browning, District Attorney	Chip Meriam, Assessor
	Alyssa Cordova, AG/AP	Jim Umenhofer, MITCS
	Kevin Mautz, AG/AP	Tyler Smith, MITCS
	Tina Brothers, PPWA	David Jensen, MITCS (phone conferenced in)

CALL TO ORDER: Ed Lamb confirmed a quorum and called the meeting to order at 10:33 a.m.

1. Minutes

Matter: Approve Minutes of November 16, 2016
Documents: Minutes of November 16, 2016
Proceedings: Motion by Sendy Ibanez to adopt minutes with grammar changes in #4 and #5, second by Erin Marshall.
Order: Approve Minutes of November 16, 2016
Vote: Unanimous

2. Elect Vice Chair

Matter: Elect Vice Chairman to fulfill remaining term of Sheryl Thur
Documents: None
Proceedings: Motion by Sendy Ibanez to elect Di Aulabaugh as new Vice Chair, second by Ed Lamb.
Order: Di Aulabaugh elected Vice Chairman
Vote: Unanimous

3. Unscheduled Matters and Public Comment

Proceedings: No comments were heard.

4. Budget

Proceedings: Ed Lamb mentioned the mid-year totals look good and he may email out 16/17 Mid-Year Budget papers by the end of the week.

Di Aulabaugh mentioned on behalf of Cathy Ehorn that she needs estimates from departments and M & I for licenses, hardware and software for the 17/18 budget.

5. Best Practices / Policies / Projects

Matter a: Countywide Phone System Project Status
Documents: None
Proceedings: Ed Lamb mentioned the roll out for the rest of the phones has been completed.
1. CISCO Call Accounting-Di Aulabaugh mentioned that she thought this was a CISCO tool that was included. She asked if Matson & Isom could work on the possibility of implementing this tool because it is needed in order to separate out each department's phone expenses. Ed Lamb mentioned that a conference call was scheduled with DGI Friday, January 20, 2017 at 10:30am. David Jensen will email Ed Lamb the information needed for the conference call.

2. Final Count/Debt Service Repayment/Annual Licensing-Erin Valdez mentioned that her department had to order additional 75 licenses and 25 phones. She informed the group that Cathy Ehorn will be emailing out the final count in the near future for review.
3. Phone System Support Contract-Di Aulabaugh asked how the group wanted to move forward with this item. Di mentioned the importance of having a support contract. Tyler Smith mentioned that DGI and CISCO were the closest vendors. Di Aulabaugh suggested that PPWA has been assisting other departments with the setup of voicemail and sending in tickets on their behalf and asked M&I to be sure to tie the tickets to the appropriate departments and not PPWA.

Matter b: Web Monitoring

Documents: None

Proceedings: David Jensen reported that he is still looking into the Iron Port device as an alternative to Open DNS. There may be another alternative as well so he's trying to figure out the best option for the county. He's also researching prices to renew the County's Firewall software.

Matter c: Requests for Proposal (RFP)

Documents: None

- Proceedings:
1. IT Outsourcing-Ed Lamb mentioned the need to start preparing a RFP since the contract for Matsom & Isom will be expiring later in the year. Di Aulabaugh informed the group that she had spoken to Jim Umenhofer and he has requested a formal request from the county for network design information in enough detail to allow proposals but not so much that it was a map to hack into the County's system. David Jensen mentioned the information has just been recently been streamed lined however the phone system portion has significantly changed so that would need updated. Ed Lamb mentioned we need a timeline due to the 17/18 budget being prepared in March/April 2017 and approved by June 2017. Matsom & Isom was asked to set their goal to complete updates and gather the documentation by the next meeting in February 2017.
 2. Business Machines (Copiers/Printers)-Di Aulabaugh mentioned the Inland contract will be expiring at the end of June 2017. This contract has been a battle for County Counsel and other departments so this item will be taken to the next Department Head meeting for their input.

6. Department & MITCS Reports

Matter a: MITCS Monthly Report

Documents: IS Committee Report January 18, 2017

Proceedings: Jim Umenhofer mentioned the District Attorney's office is having problems faxing and the Sheriff and Probation's office is having problems due to the testing issues not being addressed prior to deploying the new phones however they are being taken care of.

David Jensen reviewed report provided. The County Phone System (Core) was deployed last week and the Citrix upgrade and migration was completed. Antivirus upgrade and migration is scheduled to be completed by tomorrow (January 19th). PPWA and HHSa document imaging server implementation has been completed. ECS Imaging will be coordinating with HHSa & PPWA on the process of data migration from Sire to LaserFiche. The VMware v Cloud has been sized and quoted for offsite disaster recovery. The Core hours for December were over by 68 more than projected

due to the large Citrix work and testing. Jim Umenhofer informed the group that Matsom & Isom was absorbing the hours and they expected similar overages in January.

Tyler Smith reviewed the Opened/Closed Ticket report provided. Out of 226 open tickets 24 tickets weren't closed in the month of December.

Russ Browning mentioned the District's Attorney office is having problems with their lines and ATT is requesting a letter in writing to confirm their lines. It was determined that Ed Lamb would have to submit the letter.

Erin Valdez mentioned their department is receiving ATT bills with 15 lines that don't belong to them. She is going to email all department heads to see if anyone recognizes the numbers before she has them disconnected.

7. Call for Agenda Items for Next Meeting

Consensus of committee to carry over usual items as well as add VM vCloud and documentation update from Matson & Isom.

8. MITCS (ClearIT) Review

Matter: MITCS support services

Documents: None

Proceedings: None heard.

9. Next Scheduled Meeting

February 15, 2017 at 10:30 a.m.

Board of Supervisors Conference Room

Willows Memorial Hall

Meeting adjourned at 11:35 a.m.

~Respectfully prepared and submitted by Tina Brothers, Planning & Public Works Agency~