



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, January 15, 2020

Members Present:

Humberto Medina, Interim Director of Finance
Marcie Skelton, Ag/Air Commissioner
Sendy Perez, Assessor/County Clerk/Recorder Representative
Donald Rust, Planning and Community Development Director
Erin Valdez, Health and Human Services Agency Representative
Rich Warren, Sheriff – Coroner / OES Director

Others Present:

Scott De Moss, CAO	Di Aulabaugh, COB/GS	Tina Brothers, COB/GS
Jill Hughes, GCSO	Wyatt Acheson, HHSA	Dan Green, HHSA
Tyler Smith, MITCS	Russell Moeai, MITCS	David Jensen, MITCS (Remote)
Erin Emma, Personnel	Michelle Knight, Probation	Kevin Cook-Guteriez, PWA

1. WELCOME

Scott H. De Moss, County Administrative Officer, confirmed a quorum of members, and called the meeting to order at 10:30 a.m.

2. MINUTES

Matter: Approve Minutes of November 20, 2019

Documents: Minutes of November 20, 2019

Proceedings: On motion by Marcie Skelton, seconded by Don Rust, it was the consensus by members present to approve the minutes of November 20, 2019.

3. UNSCHEDULED MATTERS AND PUBLIC COMMENT

Matter: Receive comments from the audience, staff and committee members and, if deemed necessary, refer the subject matter for follow-up and/or schedule the matter on a subsequent agenda if required.

Proceedings: No comments heard.

4. BUDGET

Matter: Standing item for discussion and possible action on budget considerations and allocation of costs.

Documents: None

Proceedings: Di Aulabaugh reported the first six months of the DP ISF budget was on track and further shared that she was collecting job ledger data to complete the midyear Budget review.

5. BEST PRACTICES/POLICIES/PROJECTS

Matter a: Website Management Policy Development Subcommittee – Sendy Perez

Documents: None

Proceedings: Sandy Perez reported the Subcommittee has not been able to meet, no updates at this time.

Matter b: Systems and Software Integration

Documents: None

Proceedings: i. TrakIT-Don Rust reported this has been an ongoing project since November 2019. Sendy Perez and he have been in contact with Megabyte to find a solution to integrate the software with the Assessor's Parcel Quest database. The GIS portion of the project may need to go back before the Board of Supervisors for approval.

ii. OneSolution / OpenGov-Scott De Moss reported this project is on track and the program will be implemented for the 2020/2021 budget year. He is working on the budget module and stated there will be onsite training as well as online training resources. The schedule will be emailed out to Department Heads in the near future. Humberto Medina stated he was given a tentative date of March 13, 2020 for the upgrade of OneSolution. Erin Valdez asked when there would be training, whereby Humberto Medina stated in April 2020.

Matter c: Scanning Software – Di Aulabaugh

Documents: None

Proceedings: Di Aulabaugh reported this project was approved by the Board of Supervisors and the next step is to add the licenses. Sendy Perez and herself have been working together and considering Laserfische for their respective departments.

6. DEPARTMENT & MITCS REPORTS

Matter a: OES Upgrade for Public Safety Systems / GIS – Sheriff Warren

Documents: None

Proceedings: Jill Hughes reported the CAMS project is completed, moving forward with GIS program, and the department has scheduled training for the Record Management System in February 2020 and once completed will be able to roll out the program.

Matter b: Planned Projects- David Jensen, MITCS

Documents: None

Proceedings: David Jensen provided an update on all countywide open projects provided on the IT Project Portfolio List. Tyler Smith stated the 0365 Migration project is countywide as well as the largest project. The goal is to have this project completed in March 2020 and advised that staff may see popups and will need to follow the instructions given. Tyler Smith provided an update on Outsourced IT Hours for December 2019 & the planned hours for January 2020. He also reviewed a chart that showed a breakdown of hours by month, per department throughout 2019 calendar year. Scott De Moss asked what the impact is when we go over the average, whereby Tyler Smith stated it falls on Matson & Isom and the cause may be due to additional projects, their staff overloaded and don't have the ability to complete every task.

Matter c: Disaster Recovery Plan Discussion – Sendy Perez / Erin Valdez

Documents: None

Proceedings: Erin Valdez reported that Scott De Moss has been in contact with Amy Travis in regards to funding and that Amy Travis was going to get in contact with Grinnell Norton for further discussion. Scott De Moss advised the importance of the Plan and agreed it was necessary to have a subcommittee for this project. He also stated he would be working with Sendy Perez and Erin Valdez to develop the committee and make sure to include the Sheriff's Department. Michelle Knight shared an experience when a family member was hospitalized while there was a power outage and how unorganized the staff was and unprepared due to not having a disaster recovery plan.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

With none being heard, it was suggested to send items by email.

8. NEXT SCHEDULED MEETING

February 19, 2020 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:09 a.m.

Prepared and submitted by Tina Brothers, ASA II – Deputy Clerk