



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, AUGUST 21, 2019

Members Present:

Ed Lamb, Chair, Director of Finance Donald Rust, Planning & Comm Dev Srcs
Marcie Skelton, Ag/Air Commissioner Sedy Perez, Assessor/County Clerk/Recorder

Others Present:

Jill Hughes, Sheriff Erin Valdez, HHSA Scott H. De Moss, CAO
Di Aulabaugh, COB/GS Wyatt Acheson, HHSA Russell Moeai, MITCS
Ashlee Veneman, COB Cathy Ehorn, Finance Tyler Smith, MITCS

1. WELCOME

Ed Lamb, acting as committee chairperson, confirmed a quorum of members, and called the meeting to order at 10:30 a.m.

2. MINUTES

Matter a: Approve Minutes of July 17, 2019

Documents: Minutes of July 17, 2019

Proceedings: Ed Lamb requested a comma be removed in Section 2 of the Minutes after the QAlert representative's first name; Di Aulabaugh requested a comma be added in Section 2 of the minutes reflecting a dollar value of \$4,500. Motion by Marcie Skelton to adopt the minutes, seconded by Donald Rust.

Order: Approve Minutes of July 17, 2019 with noted corrections.

Vote: Unanimous

3. UNSCHEDULED MATTERS AND PUBLIC COMMENT

Proceedings: No comments or matters were heard.

4. BUDGET

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

Documents: None

Proceedings: Scott De Moss confirmed that the committee budget has been finalized.

5. BEST PRACTICES/POLICIES/PROJECTS

Matter a: Website Management Policy Development Subcommittee – Sedy Perez

Documents: None

Proceedings: Di Aulabaugh stated the Web Subcommittee has begun collaboratively reviewing policy and Lisa Hunter has compiled contributions from each of the subcommittee members.

Matter b: Systems and Software Integration – Di Aulabaugh

Documents: None

Proceedings: Di Aulabaugh stated the committee is looking for additional Countywide software integration to increase sharing capability between departments, and is currently compiling an inventory of software to see if any integrations currently exist or are

accessible because the goal is to lower and/or share costs, increase efficiency and have more uniform systems Countywide integrating

Matter c: Scanning Software – Di Aulabaugh

Documents: None

Proceedings: Di Aulabaugh noted different software programs used by various departments and stated she is researching the possibility of integrating the Laserfiche scanning software with the other software programs to make sure they will be compatible with each other.

6. DEPARTMENT & MITCS REPORTS

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

Documents: None

Proceedings: Jill Hughes stated the Sheriff’s Department is still experiencing setbacks and the department’s upgrade implementation is slowly moving forward.

Matter b: Planned Projects- David Jensen, MITCS

Documents: None

Proceedings: Tyler Smith reviewed the in-progress and future projects listing for the County, and noted that employees should see an increased efficiency with the completion of the Hyperflex Expansion project. He noted the Open/Closed ticket report distributed with the agenda showed August to be a high service month, so MITCS will be scheduling additional staff to service the County.

Matter c: Receive comments and reports from consultant, County staff and committee members

Documents: None

Proceedings: Erin Valdez stated HHSA has selected a vendor for a phone paging system (Fusion) that will provide workflow benefits between the department offices. The WIC Program office will be converting to a web based application system, requiring scanners and updated work stations, and the Child Welfare offices will also be updating soon.

Cathy Ehorn stated the Department of Finance staff has been engaged in training for a pending One Solution software upgrade, and that the upgrade will allow more customization for data entry.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

Consensus of the committee was to carry over standing agenda items.

8. DOCUSIGN DEMONSTRATION

Christopher Nguyen, Account Executive for DocuSign, presented a demonstration of the DocuSign software and its various features. Ed Lamb asked if the software allowed for complete visibility of workflow, whereby Mr. Nguyen confirmed the Certificates of Completions could be issued, impressing the validity of the documents. Di Aulabaugh asked if the software is capable of redacting signatures on documents that are to be posted online, and Mr. Nguyen provided two possible solutions to how this could be done. After the demonstration, Erin Valdez stated HHSA currently uses the software and pays \$900/user annually and though the software has helped

document turnaround time immensely, the department is looking for best practices to optimize what's included in the licensing agreement.

9. NEXT SCHEDULED MEETING

September 18, 2019 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 12:04 p.m.

Prepared and submitted by Ashlee Veneman, ASA II – Deputy Clerk