MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, October 16, 2019

Members Present:
Humberto Medina, Interim Director of Finance
Jason Beauchamp, Assistant Ag/Air Commissioner
Sandra Velazquez, Assessor/County Clerk/Recorder Representative
Rich Warren, Sheriff

Others Present:

Liliana Chavez, County Counsel	Jill Hughes, Sheriff	David Jensen, MITCS (Remote)
Di Aulabaugh, COB/GS	Mardy Thomas, PCDSA	Russell Moeai, MITCS
Ashlee Veneman, COB	Linda Durrer, Personnel	Tyler Smith, MITCS
Erin Emma, Personnel		

1. **WELCOME**

   Di Aulabaugh, General Services Director, confirmed a quorum of members, and called the meeting to order at 11:31 a.m.

2. **GRANICUS PEAK TRAINING**

   Matter: Presentation and training of Granicus PEAK Platform

   Documents: Creating Agenda Items in PEAK; Starting Workflow Process for Drafters

   Proceedings: Michael Kelly, Granicus Product Training Specialist, presented a training session on using the Granicus PEAK agenda item creation system one hour prior to the commencement of the regular ISC Committee meeting for various county employees and committee members.

3. **MINUTES**

   Matter: Approve Minutes of September 18, 2019

   Documents: Minutes of September 18, 2019

   Proceedings: It was the consensus of members present to move this item to the next meeting agenda, as not enough representative members from the September meeting were present.

4. **UNSCHEDULED MATTERS AND PUBLIC COMMENT**

   Proceedings: Linda Durrer asked if the next Board of Supervisors meeting will have a paper agenda, whereby Di Aulabaugh confirmed there would be. Humberto Medina asked the difference between Granicus PEAK and DocuSign, whereby Mrs. Aulabaugh explained the Granicus system is used for creating agendas and agenda items for various meeting bodies and the DocuSign software is an electronic signature verification program that can be used for any document.

5. **BUDGET**

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

   Documents: None

   Proceedings: Di Aulabaugh stated there will be a mid-year budget review tentatively set for January or February of 2020.

6. BEST PRACTICES/POLICIES/PROJECTS

Matter a: Website Management Policy Development Subcommittee – Sendy Perez
Documents: None
Proceedings: Di Aulabaugh stated the next Web subcommittee meeting will host a Granicus PEAK training, as well as review a working draft of a website management policy to submit to the Department Heads and eventually the Board of Supervisors.

Matter b: Systems and Software Integration – Di Aulabaugh
Documents: None
Proceedings: Di Aulabaugh stated she is still reviewing software systems used by various County departments that can be integrated or synchronized for more efficiency.

Matter c: Scanning Software – Di Aulabaugh
Documents: None
Proceedings: Di Aulabaugh stated the Board of Supervisors, Assessor/Clerk/Recorder and Planning and Community Service Development Agency use scanning SIRE software, while the Public Works Department and Health and Human Services Agency use Laserfische. Mrs. Aulabaugh further stated the former three departments are attempting to determine if a move from SIRE to Laserfische would be beneficial.

7. DEPARTMENT & MITCS REPORTS

Matter a: OES Upgrade for Public Safety Systems / GIS – Sheriff Warren
Documents: None
Proceedings: Jill Hughes stated the OES Upgrade is still in progress, though progress was delayed due to electrical issues. Ms. Hughes further stated that the dispatch center is almost completed, the Record Management System and Jail Management System upgrades should be completed by end of January 2020 and the CAMS system upgrade is being finalized.

Matter b: Planned Projects- David Jensen, MITCS
Documents: None
Proceedings: Mr. Jensen provided updates on the IT Project List. Tyler Smith reviewed the September IT ticket information as well as October's projected consultant hours. Mr. Smith announced the departure of an MITCS employee, and stated MITCS employee Robert Holmes would be assisting the County in the departed employee's place. Mr. Smith also announced that Microsoft will be ending service and support to Windows 7 and Server 2008 R2 on January 14, 2020 and the MITCS team will be working with various departments to decommission any of those products. Mardy Thomas stated PCDSA still has laptops with Windows 7, whereby Di Aulabaugh advised Mr. Thomas to consult with the PCDSA Director to confirm new hardware already ordered and received will replace the laptops. Humberto Medina asked if MITCS has a schedule to work with each department to complete this transition, whereby Mr. Smith confirmed they do and Mrs. Aulabaugh stated the County goal is to have all equipment associated with Windows 7 and Server 2008 R2 decommissioned by May 2020.

Matter c: Disaster Recovery Plan Discussion – Sendy Perez
Documents: None
Proceedings: Mrs. Aulabaugh stated both the Health and Human Services Agency as well as the Elections department have been asked for an updated Disaster Recovery Plan in different state audits so a subcommittee may be formed to review the current document and see what needs to be updated to be compliant.

8. **CALL FOR AGENDA ITEMS FOR NEXT MEETING**
    Consensus of the committee was to carry over standing agenda items.

9. **NEXT SCHEDULED MEETING**
    November 20, 2019 at 10:30 a.m.
    Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:46 a.m.

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