



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, November 20, 2019

Members Present:

Parker Hunt, Assistant Director of Finance
Marcie Skelton, Ag/Air Commissioner
Sandra Velazquez, Assessor/County Clerk/Recorder Representative
Donald Rust, Planning and Community Development Director
Nan Di Louie, Health and Human Services Agency Representative

Others Present:

Wyatt Acheson, HHSA	Michelle Knight, Probation	David Jensen, MITCS (Remote)
Ashlee Veneman, COB	Erin Emma, Personnel	Russell Moeai, MITCS
Scott H. De Moss, CAO	Tyler Smith, MITCS	

1. WELCOME

Scott H. De Moss, County Administrative Officer, confirmed a quorum of members, and called the meeting to order at 10:31 a.m.

2. MINUTES

Matter: Approve Minutes of October 16, 2019

Documents: Minutes of October 16, 2019

Proceedings: On motion by Sandra Velazquez, seconded by Erin Emma, it was unanimously ordered by members present to approve the minutes of October 16, 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: Greg Balter, Account Executive with OpenGov, gave a presentation on OpenGov's features and capabilities.

Marcie Skelton stated her department manages various special districts and asked for information on the new website requirements needed from SB 929; whereby, Mr. De Moss stated he would distribute information on this topic provided from the Golden State Risk Management Authority 2019 Annual Conference to all departments. Michelle Knight stated the Occupational Safety and Health Administration (OSHA) has a template available to assist in bringing certain agency website requirements up to code.

4. BUDGET

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

Documents: None

Proceedings: No updates were provided; no comments heard.

5. BEST PRACTICES/POLICIES/PROJECTS

Matter a: Website Management Policy Development Subcommittee – Sindy Perez

Documents: None

Proceedings: Sandra Velazquez stated there are no updates at this time.

Matter b: Systems and Software Integration – Di Aulabaugh

Documents: None

Proceedings: Don Rust stated his department has been receiving training for the new Trak-It software and reported improved functionality when retrieving data from Microsoft Word and Microsoft Access. Mr. Rust further stated they have been having some connectivity issues but they are hoping to discover a way to integrate with the Assessor's ParcelQuest database and are currently looking at how other departments utilize the software. Parker Hunt stated the Finance department ran into complications during the initial testing of One Solution Server 19.1 but once the installation issues are resolved, they will be back in the testing phase and most likely on One Solution Server 19.2. Mr. Hunt further stated that it does not appear the upgraded version will be used by the department until after the end of the calendar year.

Matter c: Scanning Software – Di Aulabaugh

Documents: None

Proceedings: Mr. De Moss stated there are no updates at this time.

6. DEPARTMENT & MITCS REPORTS

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

Documents: None

Proceedings: Tyler Smith stated the projects and upgrades are all delayed by vendor issues currently.

Matter b: Planned Projects- David Jensen, MITCS

Documents: None

Proceedings: David Jensen provided updates on the IT Project List. Tyler Smith reviewed the October IT ticket information as well as November's projected consultant hours.

Michelle Knight asked if it was necessary to replace computers with a Microsoft Windows 7 operating system; whereby, Mr. Smith stated it's highly recommended as the software will be unsupported as of January 15, 2020 and it will put users at a high risk of cybercrime.

Mr. Smith presented the new employee user request form and stated the form is available via a link that can be sent and once submitted, a ticket is automatically generated and the submitter notified. Mr. De Moss stated the form will be presented to all department heads prior to allowing access to other employees.

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

Documents: None

Proceedings: Nan Di Louie requested to have a subcommittee generated for this endeavor; whereby, Mr. De Moss stated he has been working with the Sheriff's office to start a continuity of operations plan that will hopefully assist in this.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

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

8. NEXT SCHEDULED MEETING

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

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:56 a.m.

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