

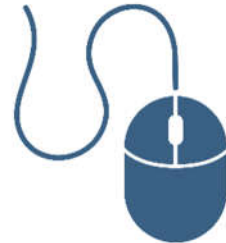
MEETING MINUTES

GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, JULY 21, 2021
10:30 AM

MEMBERS PRESENT:

Humberto Medina, 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
Talia Ricardson, Interim Public Works Director



OTHERS PRESENT:

Sarah Stupey, GS	Di Aulabaugh, COB/GS	Joe Bettencourt, GS
Jill Hughes, GCSO	Wyatt Acheson, HHSA	Dan Green, HHSA
Tyler Smith, MITCS	Russell Moeai, MITCS	David Jensen, MITCS
Erin Emma, Personnel	Michelle Knight, Probation	Liliana Chavez, County Counsel
Jamie Moyle, PCDS	Janelle Kelly, HHSA	Kathryn McDaniel, CAD
Lea Eddie, CO-OP	Oscar Chavez, GS	

1. WELCOME

Di Aulabaugh, Clerk of the Board/General Services Director, confirmed a quorum of members, and called the meeting to order at 10:30 a.m.

2. MINUTES

Matter: Approve Minutes of January 15, 2020
Documents: Minutes of January 15, 2020
Proceedings: Di Aulabaugh called for comments and/or corrections on the previous meeting minutes. Hearing none, the minutes were approved by consensus of members present.

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 a: Standing item for discussion and possible action on budget considerations and allocation of costs.
Documents: None
Proceedings: Di Aulabaugh reported on the copier contract with Inland Business Systems that expired June 30, 2021. New copier agreements established with three preferred vendors for Xerox, Konica Minolta, and Sharp copiers.

Matter b: Matson and Isom IT Contract Expiration

Documents: None

Proceedings: Di Aulabaugh reported on the request for proposal (RFP) drafted and in review. Current outsourced consulting IT contract expires August 31,2021. A workgroup established through this committee will review proposals in August.

Matter c: ECS Imaging, Inc.

Documents: None

Proceedings: Sarah Stupey reported on the effort to fully implement the digital imaging software Laserfiche software. New licenses will be required and training for designated department staff will be made available. Don Rust asked about moving from SIRE to Laserfiche, whereby Di Aulabaugh stated that SIRE is no longer supported by the software company that purchased them (Hyland) and further reported that some documents converted from SIRE to Laserfiche by former Planning & Public Works Agency are available for those departments; and that the Assessor's and Board's offices are the last known to still working with SIRE. Kathryn McDaniel asked how departments could obtain extra licenses, whereby Sarah Stupey stated departments will need to identify the number of users.

Matter d: Data Processing ISF

Documents: None

Proceedings: Budget remained the same as previous fiscal year.

5. BEST PRACTICES/POLICIES/PROJECTS

Matter a: Standardization and Coordination of Countywide Efforts – Sarah Stupey

Documents: None

Proceedings: Sarah Stupey reported on the development of the future IT Strategic Plan for Glenn County. It would consist of a three-year plan with the ISCC helping to establish goals and develop tactics. A survey of departments to gauge the current climate around outsourced IT services will be conducted. Marcie Skelton asked for a timeline, whereby Sarah Stupey stated completion date goal is December 2021. Erin Valdez asked if County of Glenn HIPPA risk assessment conducted in 2019 should be incorporated into the strategic plan, whereby Di Aulabaugh stated it should and requested it become a part of future ISC meeting discussion. Di Aulabaugh asked if the Sheriff Department had any risk assessment documents that could be incorporated into the strategic plan, whereby Rich Warren stated there were two known and possibly others.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. Impacts of Telecommuting and audio, video meetings –

Erin Valdez reported on the impacts of telecommuting and her department's experience. The return of staff put a strain on the network but working with vendors to establish dedicated Zoom network channel to reduce impact on overall County bandwidth. The installation of Wi-Fi boosters has helped. Di Aulabaugh stated the bandwidth has been doubled countywide and hopes it continues to work well to allow meetings in person or remote.

ii. Future of teleconference beyond COVID-19 –

Marcie Skelton reported the need to transition to monitors with built in cameras and microphones to facilitate teleconference meetings. Michelle Knight agreed the cameras

and microphones would allow for private virtual meetings that would save a lot of travel time. Don Rust asked if it would be cost effective to use one teleconferencing software and if we should start using one platform like Microsoft Teams, whereby Di Aulabaugh affirmed that is a future goal and IT staff are looking at enhancing our Teams platform to include call in features similar to WebEx, GoToMeeting and other platforms currently in use.

iii. Siteimprove –

Sarah Stupey reported on the Siteimprove reports discussing ratings, broken links, and automated reports to remain compliant. Stated individuals should not post without previous ADA compliance training.

iv. SB272 County IT Inventory Catalog –

Di Aulabaugh stated the county needs to maintain the catalog. It has to be updated once annually. The current list is posted on the ISC Committee webpage.

v. Utilizing Granicus GovDelivery –

Sarah Stupey stated the County is working on an emergency alert system for internal communication to county employees. Described some scenarios in which it might be used in addition to general staff advisories and public notifications of meetings. She further stated she could add users to the platform and invited departments to reach out for access and training.

6. DEPARTMENT & MITCS REPORTS

Matter a: Planned Projects - Russell Moeai, MITCS

Documents: None

Proceedings: Russell Moeai provided an update on all countywide open projects provided on the IT Project Portfolio List. Russell Moeai stated the Managed Printing Vendor Migration Facilitation project is countywide and the latest project. The goal is to have this project completed in August. The API Integration (Active Directory + GovDelivery) and Virtual Server Migration projects were completed this month. Humberto Medina asked why the One Solution upgrade project was not included in the countywide projects list, whereby Russell Moeai stated it is still on their to do list but has been on hold. Russell Moeai provided an update on Outsourced IT Hours for June 2021 & the planned hours for July 2021. He also reviewed a chart that showed a breakdown of hours by month, per department throughout 2021 calendar year.

Matter b: Public Records Request – Liliana Chavez

Documents: None

Proceedings: Liliana Chavez reported that they have seen an increase for public record requests from departments. County Counsel is looking to establish a process to streamline and be more cost effective.

Matter c: One Solution – Humberto Medina

Documents: None

Proceedings: Humberto Medina reported One Solution will go live in November and HR/Payroll has been fully tested. Next phase will be CAMs integration testing.

Matter d: Surplus Equipment – Erin Valdez

Documents: None

Proceedings: Erin Valdez reported HHSA had completed a Thin Client refresh and have old Thin Clients and monitors available if any department needs equipment. Departments were referred to General Services Surplus Property if there were interested.

Matter e: Software Implementation – Don Rust

Documents: None

Proceedings: Don Rust reported PCDS will be moving forward with Central Square project and Laserfiche implementation.

Matter f: Teleconferencing Setup – Talia Richardson

Documents: None

Proceedings: Talia Richardson reported the Public Works department will be using WebEx instead of Zoom as their video conferencing platform. They will be setting up units for their conference rooms.

Matter g: Jail System Upgrade– Rich Warren

Documents: None

Proceedings: Rich Warren stated the new jail system will be going live soon.

Matter h: CAMs Deployment – Di Aulabaugh

Documents: None

Proceedings: Di Aulabaugh reported that a new integration feature to export job ledger data for AP and journals will be added to the four deployments of CAMs in the County after testing with Department of Finance.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

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

8. NEXT SCHEDULED MEETING

August 18, 2021 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:56 a.m.

Prepared and submitted by Oscar Chavez, ASA III – General Services