

GLENN COUNTY INFORMATION SERVICES COORDINATING COMMITTEE

BOARD OF SUPERVISORS CONFERENCE ROOM
525 W. SYCAMORE ST., SUITE B1
WILLOWS, CA 95988



Agricultural Commissioner/Air Pollution Officer
Assessor/Clerk-Recorder/Elections
Department of Finance Director
Health & Human Resources Agency Director
Law Enforcement - District Attorney, Sheriff and Probation
Planning & Community Development Services Director
Public Works Agency Director

WEDNESDAY, AUGUST 18, 2021
10:30 AM

1. **WELCOME AND INTRODUCTIONS** *Confirm meeting quorum prior to opening meeting. More information about the committee can be found on the [Glenn County website](#).*
2. **MINUTES** *Approval of Minutes from last scheduled meeting.*
 - 2.a Approve minutes for July 2021 meeting.
[2021-07-21 Information Services Coordinating \(ISC\) Committee Minutes.pdf](#)
3. **UNSCHEDULED MATTERS** *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.*
4. **BUDGET** *Standing item for discussion and possible action on budget considerations and allocation of costs.*
 - 4.a
 - Copier Contract renewal - July 1, 2021
 - Cost for M&I to change printer servers will be evaluated by v-disk
 - MITCS Contract expiration August 31, 2021 (1 year extension)
 - ECS Imaging, Inc. – Scope of Services for Laserfiche Training and Needs Assessment
 - Status Quo budget for Data Processing ISF
5. **BEST PRACTICES, POLICIES AND PROJECTS** *Standardization and Coordination of Countywide Efforts. Items for discussion and possible action.*
 - 5.a Standardization and Coordination of Countywide Efforts
 - Future IT Strategic Plan for Glenn County
 - Will be utilizing this committee to develop a 3 year Strategic plan
 - ISCC will help establish goals and develop tactics
 - Request for Proposal (RFP) Process
 - Build a small workgroup through this committee to review proposals in August.
 - Survey of Departments to gauge the current climate around outsourced IT services for both the Strategic Plan and RFP Process
 - 5.b Items for Discussion and Possible Action

- Impacts of telecommuting and audio, video meetings
- Future of teleconference moving beyond Covid-19, solutions for future
- Website Management Policy Development Subcommittee
- SiteImprove Reports for our webpages will be sent out monthly to Department Heads and their Point of Contact (POC) starting August 2021
 - We have access to 20 seats for SiteImprove Academy for self-guided training
- SB272 County IT Inventory Catalog will be update by the Committee late 2021
 - The latest version was provided and needs to be posted
- Utilizing Granicus GovDelivery as a communication tool

6. DEPARTMENT AND VENDOR REPORTS *Receive comments and reports from consultants, County staff and committee members.*

6.a MATSON & ISOM MONTHLY REPORT

Report of Matson & Isom activity for June 2021 and plan of hour for July 2021.

[2021.08.18 GC M&I IS Committee Report.pdf](#)

6.b DGI MONTHLY REPORT

Report of DGI activity for July 2021.

[2021.08.18 GC DGI IS Committee Report.pdf](#)

6.c DEPARTMENT REPORTS

Review, discuss and take possible action on departmental technology projects and activities.

- Agriculture/Air
- Assessor
- Child Support Services
- Community Action
- Cooperative Extension
- County Counsel
- District Attorney
- Finance
- General Services Agency
- Health & Human Services Agency
- Personnel
- Planning & Community Development
- Probation
- Public Works Agency
- Sheriff/Civil Division

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING *Receive recommendations from committee members for items to be discussed at the next regular meeting.*

8. NEXT SCHEDULED MEETING *Future meetings will be offered in two formats: in-person and teleconference. Meetings will be monthly on third Wednesday.*

9. ADJOURN

10. TELECONFERENCE MEETING ACCESS

- You can join the meeting via [WebEx](#)

- *Meeting Number: 146 234 0380*
- *Password: WelcomeISC*
- *You can also dial +1-415-655-0001 and enter your meeting number*