

MEETING MINUTES

GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, August 18, 2021
10:30 AM

MEMBERS PRESENT

Marcie Skelton, Ag/Air Commissioner
Sandy Perez, Assessor/County Clerk/Recorder Representative
Donald Rust, Planning and Community Development Director
Erin Valdez, Health and Human Services Agency Representative Rich
Rich Warren, Sheriff – Coroner/OES Director



OTHERS PRESENT:

Sarah Stupey, GS	Di Aulabaugh, COB/GS	Ricardo Valdez, GS
Jill Hughes, GCSO	Wyatt Acheson, HHSA	Michelle Cavier, Personnel
Tyler Smith, MITCS	Russell Moeai, MITCS	David Jensen, MITCS
Erin Emma, Personnel	Michelle Knight, Probation	Scott De Moss, CAO
Jamie Moyle, PCDS	Lea Eddie, CO-OP	Amy Travis, OES
Oscar Chavez, GS		

1. WELCOME

Sarah Stupey, IT Program Manager, confirmed a quorum of members, and called the meeting to order at 10:33 a.m.

2. MINUTES

Matter: Approve Minutes of July 21, 2021

Documents: Minutes of July 21, 2021

Proceedings: Sarah Stupey called for comments and/or corrections on the previous meeting minutes. Hearing none, Rich Warren and Sandy Perez motioned for the minutes to be approved as presented.

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: David Jensen from Matson and Isom stated pool1 is at 31 out of 34 allocated hours.

4. BUDGET

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

Documents: None

Proceedings: Sarah Stupey reported on the copier contracts and adding users to pools from departments that recently decided to switch vendors. Oscar Chavez reported County Counsel had sent a letter on behalf of the county to the leasing company that Inland

Business System had used for equipment.

Matter b: Matson and Isom IT Contract Expiration

Documents: None

Proceedings: Sarah Stupey reported on a three-month contract extension for Matson & Isom while we conduct the request for proposal (RFP) bid process.

Matter c: ECS Imaging, Inc.

Documents: None

Proceedings: Sarah Stupey reported contract draft is in process for Laserfiche software. Training for designated department staff will be made available. Michelle Knight asked what the process to sign up for training would look like, whereby Sarah Stupey stated that a needs assessment will be conducted to identify departments that need training. Sendy Perez asked if Laserfiche would replace SIRE, whereby Di Aulabaugh stated yes and integration to existing software would be possible. Don Rust stated he would need eight licenses and if training would be in a group or individual setting, whereby Sarah Stupey stated trainings would be personalized meetings with Laserfiche representatives.

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 deadline for three-year strategic plan extended to end of current fiscal year. The request for proposal (RFP) process for IT services is coming to an end with the bids due August 28, 2021. A survey was sent out to departments to gauge the current climate around outsourced IT services. The survey will be live a few more weeks and the information gathered will be used by the work group to help establish the three-year strategic plan.

Matter b: Items for Discussion and Possible Action

Documents: None

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

Scott De Moss reported on the increase in capacity of network by fifty percent to allow for the use of various online platforms without impacting the county wide bandwidth. Standardization to one online platform for virtual meetings would be great in the future. We will continue to monitor the network to ensure the data capacity upgrade remain effective.

ii. Future of teleconference beyond COVID-19 –

Rich Warren asked to ensure Matson & Isom communicate and coordinated when they will be conducting maintenance to ensure dispatch center is not affected, whereby Scott De Moss stated we need to ensure all notification are sent ahead of time and to let us know if there are any issues. The internet outages this week were not scheduled events and we will try to send out notices via mobile devices in the future.

iii. Website –

Sarah Stupey stated Scott De Moss and her will be meeting with HHSA to discuss the end of life of Drupal and the need for a new vendor.

iv. Siteimprove –

Sarah Stupey reported on the Siteimprove reports discussing ratings, broken links, and automated reports to remain compliant. Stated six new users signed up for training after last meeting and there are still fourteen spots left.

v. SB272 County IT Inventory Catalog –

Sarah Stupey stated the updated list will be uploaded to the ISC Committee webpage.

vi. Utilizing Granicus GovDelivery –

Sarah Stupey stated the tool is being utilized for copier contract updates and Matson & Isom planned work. The max emails a user can send per day is two hundred and the user will be locked out if they exceed that number. The Sheriff and Behavioral Health Departments have been trained and the Personnel Department is scheduled next.

Tyler Smith from Matson & Isom stated that the security rules for two hundred max emails is a good tool to prevent phishing attacks and the GovDelivery platform is a perfect tool to utilize.

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 went smooth and Caltronics was excellent to work with. The Community Action Department move to Parkside was nearly complete with the exception of printer migration. The storage area network (SAN) replacement project prerequisites were completed and work is scheduled to begin first week of September. Tyler Smith stated that the current (SAN) reached its end of life and the system will be upgraded. Other scheduled projects are the virtual migration from SIRE to Laserfiche. The One Solution upgrade project will resume in October through November. The Recorder/Election project will have eight laptops deployed and onsite support the day of the recall. Matson & Isom is also working on a mobile device solution management system for Apple devices with the Sheriff Department. Russell Moeai provided an update on Outsourced IT Hours for July 2021 & the planned hours for August 2021. He also reviewed a chart that showed a breakdown of hours by month, per department throughout 2021 calendar year.

Matter b: DGI Monthly Report – Sarah Stupey

Documents: None

Proceedings: Sarah Stupey reported on phone related items and tickets.

Matter c: Department Reports

Documents: None

Proceedings: i. Agriculture/Air

Marcie Skelton reported they are waiting for their new copiers that are backordered from Caltronics.

ii. Assessor – Sendy Perez

No updates.

iii. Child Support Services-

Di Aulabaugh stated working on implementing bridge gap IT support to provide Citrix access to GC Doc Share files

iv. Community Action Department-

No updates.

v. Cooperative Extension- Lea Eddie

Received new copier and excited to utilize new features.

vi. County Counsel-

No updates.

vii. District Attorney-

No updates.

viii. Finance-

No update.

ix. General Services- Di Aulabaugh

No updates.

x. Health & Human Services Agency- Erin Valdez

Warehouse full of old equipment if anyone is in need of supplies. Having issues with Inland Business Systems providing new lease agreement for Xerox copiers.

xi. Personnel- Erin Emma.

No updates.

xii. Planning & Community Development- Don Rust

New copier is working great. Requested quote for Trackit and Central Square implementation.

xiii. Probation- Michelle Knight

Copier transition was a smooth process.

xiv. Public Works Agency-

No updates.

xv. Sheriff/Civil Division- Rich Warren

No updates.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

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

8. NEXT SCHEDULED MEETING

September 15, 2021 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:31 a.m.

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