

# 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, SEPTEMBER 15, 2021**  
**10:30 AM**

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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 August 2021 meeting.  
[2021-08-18 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 Extension September 1, 2021 - November 30, 2021
    - Request for Proposal (RFP) Process
      - Build a small workgroup through this committee to review proposals in September
    - ECS Imaging, Inc. – Scope of Services for Laserfiche Training and Needs Assessment
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
    - Survey of Departments to gauge the current climate around outsourced IT services for both the Strategic Plan and RFP Process
    - MS Teams Platform Call-in Numbers Deployment
    - MS Teams Policy & Best Practices on Physical Devices

- Utilizing Granicus GovDelivery as a communication tool
  - Upcoming training on Wednesday, September 29, 2021 at 10:00 AM
  - SMS (Text Message Alerts) Option for Department Heads, County Employees and County-owned Cell Phones

[GovDelivery SMS.pdf](#)

#### 5.b Items for Discussion and Possible Action

- Website Subcommittee
  - Drupal 7 ends November 2022
  - Website Management Policy Development
- SiteImprove Reports for our webpages will be sent out monthly to Department Heads and their Point of Contact (POC)
  - We have access to 20 seats for SiteImprove Academy for self-guided training
- SB272 County IT Inventory Catalog will be updated by the Committee late 2021
  - The latest version was provided and needs to be posted
- HSA Surplus Computer Property available to departments and partners
- Video Conferencing and Solutions for Future
- Information Technology Forms for All Departments - Send to Personnel
  - [IT Form - Employee Termination](#)
  - [IT Form - New Employee Setup](#)
  - [IT Form - Employee Transfer](#)

### 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 August 2021 and plan of hour for September 2021.

[2021.09.15 GC M&I IS Committee Report.pdf](#)

#### 6.b DGI MONTHLY REPORT

Report of DGI activity for August 2021.

[2021.09.15 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
- Board of Supervisors
- 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**

#### **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