

MEETING MINUTES

GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, September 15, 2021
10:30 AM

MEMBERS PRESENT

Marcie Skelton, Ag/Air Commissioner
Sandy Perez, Assessor/County Clerk/Recorder Representative
Josh Crane, Department of Finance Representative
Erin Valdez, Health and Human Services Agency Representative
Michelle Knight, – Probation Representative



OTHERS PRESENT:

Sarah Stupey, GS	Scott De Moss, CAO	Joe Bettencourt, GS
Jill Hughes, GCSO	Wyatt Acheson, HHSA	Samantha Grundy, GS
Tyler Smith, MITCS	Russell Moeai, MITCS	David Jensen, MITCS
Erin Emma, Personnel	Dan Green, HHSA	Oscar Chavez, GS
Mardy Thomas, PCDS	Lea Eddie, CO-OP	Jamie Moyle, PCDS
Liliana Chavez, County Counsel		

1. WELCOME

Sarah Stupey, IT Program Manager, confirmed a quorum of members, and called the meeting to order at 10:30 a.m.

2. MINUTES

Matter: Approve Minutes of August 18, 2021

Documents: Minutes of August 18, 2021

Proceedings: Sarah Stupey called for comments and/or corrections on the previous meeting minutes. Hearing none, Michelle Knight and Marcie Skelton 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.

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 upcoming deliveries to Ag/Air, Fleet, County counsel, and Veterans.

Matter b: Request for Proposal (RFP) Process

Documents: None

Proceedings: Sarah Stupey reported that the RFP process has been completed and the selection committee will intent to award the contract to Matson & Isom at the Board of Supervisors meeting on October 5, 2021.

Matter c: ECS Imaging, Inc.

Documents: None

Proceedings: Sarah Stupey reported contract for Laserfiche software has been executed. Training for designated department staff will be made available. Next step is to conduct a needs assessment for departments.

5. BEST PRACTICES/POLICIES/PROJECTS

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

Documents: None

Proceedings: i. Sarah Stupey reported this item is on hold for now and will be revisited in the near future.

ii. Survey of Departments for IT Services-

Sarah Stupey reported the survey is still active and will close October 1, 2021. This survey will be used for the future IT Strategic Plan.

iii. MS Teams Platform-

Sarah Stupey reported the call-in numbers for meetings will be deployed county wide and expect to receive an email. It is not spam and safe to open. It will come with user details and Matson & Isom has made some MS Teams trainings available, whereby Tyler Smith stated the numbers will not be local.

iv. Granicus GovDelivery Utilization-

Sarah Stupey reported there will be multiple trainings made available with the vendor representative. Please replay to the after-action email and Invitations will be sent out for those interested in participating. Also testing the SMS alerts for situations when internet is down, and people don't have access to their emails.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. Website Subcommittee–

Sarah Stupey reported Drupal 7 version will become obsolete November 22, 2021. The options are to stay with Drupal and upgrade to a current version or look for a new vendor. Meeting will be scheduled in the near future to discuss options.

ii. Siteimprove –

Sarah Stupey reported that Siteimprove reports will be sent to Department Heads and their point of contacts. There are also ten seats available for the Siteimprove Academy self-guided trainings.

iii. SB272 County IT Catalog –

Sarah Stupey The latest version will be posted to the county website at the end of the month. This will be revisited next April.

iv. HHS Surplus Equipment –

Erin Valdez reported that they have monitors, keyboards, and thin clients available. They will hold them for another month before disposing of them.

v. Video Conferencing & Solutions for Future –

Sarah Stupey reported that Matson & Isom are working on identifying which webcams will work in the Citrix environment. Our goal is to establish a standard webcam and headset that is compatible with the Thin Clients. We are also looking on upgrading video and audio in all conference rooms. Tyler Smith reported that they are compiling a list of equipment that has been tested and verified to work on the Citrix environment.

vi. Information Technology Forms for all Departments –

Sarah Stupey provided links to the IT employee termination, new employee setup, and employee transfer forms. These forms need to be sent to the Personnel Department so tickets can be submitted to DGI and Matson & Isom, whereby Erin Emma stated please submit them a few days or week ahead of effective dates please.

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 nearly complete. The Community Action Department move to Parkside, the storage area network (SAN) replacement, Elections recall projects have all been completed. The One Solution upgrade project will resume in October through November. The Recorder/Election project for server upgrade is nearly completion. 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 August 2021 & the planned hours for September 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 experiencing issues with Jabber.

ii. Assessor-

Sendy Perez reported closing electronic recording and kiosk installation. Also wanted to thank Matson & Isom for the help on this project.

iii. Child Support Services-

No update.

iv. Community Action Department-

No update.

v. Cooperative Extension-

No update.

vi. County Counsel-
No update.

vii. District Attorney-
No update.

viii. Finance-
Josh Crane reported to be on the lookout for the One Solution update whereby, Liliana Chavez asked if they were any One Solutions trainings available. Josh Crane reported he would investigate the matter.

ix. General Services-
Oscar Chavez reported they are working on establishing an onsite training for the Cascade Accounting Management System. The representative will be onsite for a three-day period and if you are interested, please reply to the after-action email.

x. Health & Human Services Agency- Erin Valdez
Grant for Juvenile Hall remodel has been approved and will be working to develop project scope.

xi. Personnel-
No update.

xii. Planning & Community Development-
Mardy Thomas reported there will be a Trackit update and looking forward to the Laserfiche implementation. Also looking for GIS cloud deployment options.

xiii. Probation-
No update.

xiv. Public Works Agency-
Talia Richardson reported they are looking forward to countywide trainings and if it could be added as an agenda item.

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

October 20, 2021 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:30 a.m.

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