

## MEETING MINUTES

### GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, October 20, 2021  
10:30 AM

#### **MEMBERS PRESENT**

Sendy Perez, Assessor/County Clerk/Recorder Representative  
Josh Crane, Department of Finance Representative  
Erin Valdez, Health and Human Services Agency Representative  
Michelle Knight, – Probation Representative  
Talia Richardson - Public Works Interim Director  
Jason Beauchamp, Ag/Air Representative  
Mardy Thomas, Planning Community Development Services Agency Representative



#### **OTHERS PRESENT:**

Sarah Stupey, GS	Scott De Moss, CAO	Oscar Chavez, GS
Dan Green, HHSA	Wyatt Acheson, HHSA	Samantha Grundy, GS
Tyler Smith, MITCS	Russell Moeai, MITCS	David Jensen, MITCS
Lea Eddy, CO-OP	Lisa Jones, Ag	Chimamara Clark, CAD
Janelle Kelley, HHSA	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 September 15, 2021

Documents: Minutes of September 15, 2021

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

#### **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 the implementation was nearing completion. The cost for Matson & Isom to change the printer servers will be evaluated by v-disk. Oscar Chavez stated that any departments still receiving Inland Business System

invoices need to forward them to him so he can send them to County Counsel.

Matter b: Request for Proposal (RFP) Process

Documents: None

Proceedings: Sarah Stupey reported the Request for Proposal (RFP) process is complete and Matson & Isom was awarded the three-year contract. Terms are November 1,2021- August 31,2024.

Matter c: ECS Imaging, Inc.

Documents: None

Proceedings: Sarah Stupey reported Laserfiche training for super users will be next month and there will be a needs assessment conducted for each department to identify their needs and user designation.

Matter d: Purchasing Three-year Wyse Licenses for Thin Clients

Documents: None

Proceedings: Sarah Stupey reported there is a need for more licenses that are required for Thin Clients. The cost will be about \$57.00 per license, and we will be following up with departments to verify the Thin Client quantities per department via email.

## **5. BEST PRACTICES/POLICIES/PROJECTS**

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

Documents: None

Proceedings: i. Sarah Stupey reported the IT Strategic Plan is on hold for now and will be revisited soon.

ii. The Microsoft Teams Platform -

Sarah Stupey reported that the County has embraced Microsoft Teams as its primary Virtual Meeting Platform. Meeting information and Call-in numbers are generated when you book from the Microsoft Teams calendar.

iii. Utilizing Granicus GovDelivery-

Sarah Stupey reported she began to send text message alerts, but you need to subscribe to continue to receive the alerts. The text message alerts are great for instances when there is a county wide internet outage or emergency. This option is a great option for department heads and county employees with county owned mobile devices. Talia Ricardson reported her staff must click on the images to see the content, if there was a way to bypass that, whereby Sarah Stupey stated she is working on finding a solution for that, but it is intended as a security measure. Tyler Smith and Russell Moeai from Matson & Isom stated that the security setting measure is an industry default setting that will not be able to be bypassed.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. Website Subcommittee–

Sarah Stupey reported that our current version of Drupal is insufficient, and a decision needs to be made by November 2022 on whether we should upgrade to Drupal 9 or move to another management system such as Craft. A demo of Drupal 9 will be held on 10/27/2021 at 9:00am.

ii. SiteImprove Reports –

Sarah Stupey reported that SiteImprove is sending weekly e-mails with a report showing errors on department pages. Departments should be utilizing the report to fix any broken

links and grammar errors to make webpage ADA compliant. Mardy Thomas reported that the report is flagging certain items as errors that aren't always errors. Sarah Stupey advised there is an option to flag the error as "do not flag again." Lisa Jones reported she has been working on fixing broken links.

iii. Video Conferencing & Solutions for Future –

Sarah Stupey reported she is working with a few departments on getting webcams to work with Thin Clients. If anyone is interested in ordering and testing webcams, please reach out. Michelle Knight reported that they have Wi-Fi, but the signal is weak when using GC Public. Sarah Stupey advised using the County of Glenn Wi-Fi network and logging in with your credentials, avoid using GC public if possible.

Sarah Stupey will be meeting with Tri-Path for cost estimates for upgrading conference rooms to be more video conferencing friendly. If any department is interested in adding video conferencing to their conference room, please notify us.

5.c Training Opportunities

i. OpenGov University

Sarah Stupey reported self-guided trainings for OpenGov University will be made available for anyone that is interested. These trainings come at no extra charge.

ii. SiteImprove

Sarah Stupey reports that there are still 15 seats available for SiteImprove Academy trainings.

iii. Matson & Isom Clear IT Academy

Training webinars regarding Microsoft teams will be made available through Matson & Isom Clear IT Academy located on Matson & Isom website.

iv. Granicus GovDelivery

Sarah Stupey reported the GovDelivery Administrator Training Session is available on demand whereby, Mardy Thomas stated that they have access to GIS trainings that are self-guided. If anyone is interested, please reach out to me directly and I will create an account.

**6. DEPARTMENT & VENDOR REPORTS**

Matter a: Matson & Isom monthly report

Documents: None

Proceedings: Russell Moeai provided an update on all countywide open projects provided on the IT Project Portfolio List. Russell Moeai stated not too many changes with county wide projects. HHS projects are currently on hold. The Sheriff Department is currently piloting a mobile device management system for cell phones and tablets. If all goes well with the pilot program it can then be made available to other departments. David Jensen reports that C4 circuit upgrade has been delayed until December. They are waiting for hardware to be delivered. Tyler reported that the supply chain is affecting all IT hardware supplies. Shipping time frames are between 30-90 days, please provide early notices for any IT product requests. Tyler Smith reports that it is Cyber Security month, so Matson & Isom will be sending out more e-mails than usual regarding Cyber Security. Russell Moeai stated the Parkside switch is delayed. Child Welfare project is on hold for now as they are awaiting

response from the state. Video dedicated network project is ongoing. We are currently in the process of testing and should be operational soon.

Matter b: DGI Monthly Report – Sarah Stupey

Documents: None

Proceedings: Sarah Stupey reported on phone related items and tickets. Please e-mail or message Sarah Stupey regarding any desk phones that need to be changed to vacant due to an employee leaving that department. Thalia Richardson and Liliana Chavez reported they have seen calls come through showing names of employees who no longer work for the county. Sarah advised that we are currently working on updating the phone directory.

Matter c: Department Reports

Documents: None

I. Proceedings:

- i. Agriculture/Air-  
Jason Beauchamp reported the appreciation of SiteImprove, it's been a great tool for prompting our staff to review and maintain the website. Also, the Konica-Minolta copiers required a bit of a learning curve from our old units but functioning well and no issues to report.
- ii. Assessor-  
No updates.
- iii. Board of Supervisors-  
No Updates.
- iv. Child Support Services-  
No updates.
- v. Community Action Department-  
No updates.
- vi. Cooperative Extension-  
No updates.
- vii. County Counsel-  
Liliana Chavez asked if the new printers work differently on desktops versus Thin Clients. She states that her department is on desktops and when new printers were installed, they were down for half the day.
- viii. District Attorney-  
No updates.
- ix. Finance-  
Josh Crane reported they are waiting for the delivery of two printers. Due to shipping issues the printers are taking longer than expected.
- x. General Services-  
Oscar Chavez reported that the Data Processing ISF allocation sheets are in the process of being updated. Please reach out if the allocation sheets seem inaccurate. We are working on bringing fiber optic connection to a couple different Buildings. Furthermore, we are still working on getting a Cascade training set up.
- xi. HHS-  
Erin Valdez reports that this is the last call for any department that may be needing hardware, otherwise the hardware will be being donated soon.
- xii. Personnel-  
No updates.
- xiii. Planning & Community Development-

Mardy Thomas reported they are looking to upgrade their Community Development software because their current software TrackIt, will be going away soon. They have data backups from Transit that need to be uploaded and submitted soon. They are unsure if the wireless internet can handle the large data upload.

xiv. Probation-

No updates.

xv. Public Works Agency-

Talia Richardson reported that she is interested in getting webcams and getting internet connection to the bus barn.

xvi. Sheriff/Civil Division

No updates.

**7. CALL FOR AGENDA ITEMS FOR NEXT MEETING**

Sarah Stupey called for adding the GS Doc Share as an agenda item for our next meeting.

**8. NEXT SCHEDULED MEETING**

November 17, 2021 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:47 a.m.

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