

# MEETING MINUTES

## GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, November 17, 2021  
10:30 AM

### MEMBERS PRESENT

Sendy Perez, Assessor/County Clerk/Recorder Representative  
Erin Valdez, Health and Human Services Agency Representative  
Rich Warren– Glenn County Sheriff Representative  
Jolene Swanson, Public Works Representative  
Marcie Skelton, Ag/Air Representative  
Mardy Thomas, Planning Community Development Services Agency Representative



### OTHERS PRESENT:

Sarah Stupey, GS	Scott De Moss, CAO
Liliana Chavez, County Counsel	Oscar Chavez, GS
Russel Moeai, MITCS	Samantha Grundy, GS
Shianne Osa, GCSO	Jillian Hughes, GCSO

### 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 October 20, 2021

Documents: Minutes of October 20, 2021

Proceedings: Oscar Chavez called for comments and/or corrections on the previous meeting minutes. Hearing none, Sendy Perez and Mardy Thomas 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 that the printer deployment project is almost complete, the last Sharp printer is scheduled to be delivered to Community Action Department this Thursday. Matson & Isom will be billing printer installation hours per department.

Matter b: ECS Imaging, Inc.

Documents: None

Proceedings: Sarah Stupey reported that her and Oscar Chavez will have an administrative meeting with Laserfiche this Friday, November 19<sup>th</sup>, 2021. Once the administration console has been completed, we will then reach out to the departments for a needs assessment for the Laserfiche implementation.

## 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. Utilizing Granicus GovDelivery-

Sarah Stupey reported that GovDelivery is being utilized more than ever before and she will be reaching out to the department heads to discuss how they would like to receive text message alerts from GovDelivery.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. Website Subcommittee–

Our current version of Drupal will be expiring November 2022, last month we had a meeting to show each platform option, Drupal9 and Craft. The meeting was recorded and is on Microsoft Teams group. It can be accessed for anyone who may have missed the meeting or would like to watch again. Also, there is a short survey posted on Microsoft Teams, please fill out the survey for feedback on these platforms.

ii. Video Conferencing & Solutions for Future –

Sarah Stupey reported that she had a meeting with Tri-Path regarding setup for video conferencing in the Chambers and Board of Supervisors conference rooms. Tri-path will be planning to come meet with Sarah in person to measure the rooms for a more appropriate estimate. Marcie Skelton stated that she would also like an estimate done for the conference room at Ag/Air. Sarah Stupey reported that she was just informed that the Thin Client model 3040 will not support video and audio in the near future. Working with Matson & Isom to verify if the Thin Client model 5070 will support audio and video.

5.c Training Opportunities

i. OpenGov University –

Sarah Stupey reported that OpenGov University has self-guided trainings available if anyone is needing more training with OpenGov. The trainings are available at no extra charge.

ii. SiteImprove –

Sarah Stupey reported that there are still 20 seats available for SiteImprove Academy trainings.

iii. Matson & Isom Clear IT Academy-

Sarah Stupey reported that Matson & Isom have four trainings videos for Microsoft Teams that are very helpful.

iv. Granicus GovDelivery-

Sarah Stupey reported that the training provided in late September was recorded for

anyone who would like to watch or re-watch.

## **6. DEPARTMENT & VENDOR REPORTS**

Matter a: Matson & Isom monthly report

Documents: None

Proceedings: Russel Moeai reported that the printer deployment project is just about complete, and the plan is to start on the OneSolution project with Department of Finance soon. Russel Moeai also reported that the County Departments are currently over the allocated IT hours. Matson & Isom are trying their best to prioritize issues to limit the hours overage. If something is critical please reach out. For the month of November, the Matson & Isom team will be onsite Tuesday's only. Onsite visits should be back on track for Tuesdays and Thursdays beginning December.

Matter b: DGI Monthly Report – Sarah Stupey

Documents: None

Proceedings: Sarah Stupey stated that we are receiving a monthly report that provides open tickets for the phones. In the future, we may need to replace the servers on the phones and upgrade to a flex licensing.

Matter c: Department Reports

Documents: None

### I. Proceedings:

- i. Agriculture/Air-  
Marcie Skelton reported that the department is currently looking at the age of their Thin Clients for a possible refresh of devices. Sarah Stupey reported that all Ag/Air Department is now up and running on Jabber.
- ii. Assessor-  
No updates.
- iii. Board of Supervisors-  
No updates.
- iv. Child Support Services-  
No updates.
- v. Community Action Department-  
Sarah Stupey reported that she and Oscar are currently working with Community Action Department on their Cost Accounting Management (CAMs) Module. CAMs has the ability to make many changes so if your department is in need of a possible adjustment or change to CAMs please reach out to us.
- vi. Cooperative Extension-  
No updates.
- vii. County Counsel  
No updates.
- viii. District Attorney-  
No updates.
- ix. Finance-  
No updates.
- x. General Services-  
Working with AT&T to get fiber to the Juvenile Hall and Planning & Community

Development Services Agency buildings. An AT&T contractor conducted an initial site visit to inspect the current equipment. We are still working on Wyse licensing renewals.

- xi. Health & Human Service Agency-  
Erin Valdez reported that they were awarded a grant recently to update the electronic health records database for Behavioral Health.
- xii. Personnel-  
No updates.
- xiii. Planning & Community Development Services Agency-  
Mardy Thomas asked for a timeline for the AT&T fiber upgrade. Sarah Stupey reported that she reached out for an update this morning and will follow up soon. Mardy Thomas stated there was discussion about establishing a direct link between the Assessors Department and Central Square. We would like to renew the discussion and Matson & Isom may need to be involved. Also, we are working to upgrade our GPS equipment to streamline data connection in the field.
- xiv. Probation-  
No updates.
- xv. Public Works Agency-  
No updates.
- xvi. Sheriff/Civil Division  
Jill Hughes reported that they have just completed the cyber security review for Homeland Security. We had to fix some issues that were found in our network. We have several systems trying to roll out. We are currently working with Matson & Isom on a pilot program for the device management for multi-authenticator. The Sheriffs had additional grant funding awarded through Homeland Security. Lastly, the rollout for the Fire Department dispatch is almost completed.

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

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

**9. NEXT SCHEDULED MEETING**

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

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:10am

*Prepared and submitted by Samantha Grundy, AGS III – General Services*