

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, FEBRUARY 16, 2022
10:30 AM

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 January 2022 meeting.
[2022-1-19 Information Services Coordinating \(ISC\) Committee Minutes](#)
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
 - Developing the 2022-2023 DPISF Budget
 - Centralizing Information Technology Purchases
 - Departments to give estimates on M&I Projects for FY 2022-2023
 - Hardware/Software Upgrades
 - FoxIt PDF - number of Licenses Needed
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
 - ISC Committee will help establish goals and develop tactics
 - Updating the New Employee/Terminated Employee process with Personnel
 - [Glenn County Employee IT New Hire PDF Form](#)
 - [Glenn County Employee IT Termination PDF Form](#)
 - [Glenn County Employee IT Transfer PDF Form](#)
 - Future Policy for Personal Devices/Computers when working remotely
 - Centralized Procurement through Amazon, Office Depot, & CDWG

5.b Items for Discussion and Possible Action

- ECS Imaging, Inc. – Laserfiche
 - 11 Departments participating in the Laserfiche Deployment
 - Needs Assessment Meetings Starting Late January through April
 - Trainings will take place in February and April
- Website Subcommittee
 - Drupal 7 ends November 2022 - Moving forward with Drupal 9 Upgrade
 - Need to be reviewing how much effort we can dedicate to this upgrade vs. M&I hours
 - Next Subcommittee meeting will be pushed out to April - Need two super users per Department to attend
- Video Conferencing and Solutions for Future
 - Working with individual departments to equip employee Thin Clients with appropriate web camera/mic set-up
 - [Logitech USB Headset H340](#) \$25.00
 - [Logitech S150 USB Speakers with Digital Sound](#) \$16.00
 - [Logitech C270 HD Webcam](#) \$32.00
 - As we replace Thin Clients we recommend purchasing the 5070 model to ensure Video Conferencing capabilities
 - Working with several vendors to explore options for Conference Rooms
- Copier Contract with Caltronics and Coastal
 - Departments to report questions/concerns to info@countyofglenn.net
 - Correspondence from Inland should be routed to County Council's Office
 - Toner Program for Desktop Printers

5.c Training Opportunities

- **OpenGov University**
 - [OpenGov University \(OGU\)](#) contains self-directed training courses to supplement deployment and support
 - All of our OpenGov Users should have received an email with login credentials
 - Our Facilities Team is experimenting with sending a Survey via [OpenGov Open Town Hall](#)
- **SiteImprove**
 - SiteImprove Web Accessibility Check [Academy](#) has 20 seats available for our County
- **Matson & Isom Clear IT Academy** Training Webinars regarding Microsoft Teams:
 - [Meet & Collaborate with People Outside your Organization using Microsoft Teams](#)
 - [How to Plan & Host Amazing Meetings Remotely using Microsoft Teams](#)
 - [Deep Dive: Better Collaboration using Microsoft Teams](#)
 - [Collaborate & Communicate with Microsoft Teams](#)
- **Granicus GovDelivery**
 - September Recording of live govDelivery [Administrator Training Session](#) (Access Code: 8=XULd=F)

- **MemberLink/TargetSolutions**
 - Malicious Email Training Videos

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 January 2022 and plan of hour for February 2022
- Recommended Practices in our Virtual Environment
 - If you work on a non-thin client device, do not open applications in Citrix and on your PC at the same time
 - Windows 11 Update
- Scheduled System Maintenance and On-Site Visits

[2022.02.16 GC M&I IS Committee Report](#)

6.b DGI MONTHLY REPORT

- Report of DGI activity for January 2022
- Development Group Inc. (DGI) Contract and Licensing Expiring
 - DGI's Contract Expires: 04/30/2022
 - Phone Licenses/Phone Servers Expire: 05/25/2022

[2022.02.16 GC DGI IS Committee Report.pdf](#)

6.c DEPARTMENT REPORTS

Review, discuss and take possible action on departmental technology projects and activities.

- Sheriff/Civil Division
- Public Works
- Probation
- Planning & Community Development
- Personnel
- Health & Human Services
- General Services
- Finance
- District Attorney
- County Counsel
- County Administrative Office
- Cooperative Extension
- Community Action
- Child Support Services
- Board of Supervisors
- Assessor/Elections/Recorder
- Agriculture/Air

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.*

8.a Next Meeting Date: 03/16/2022

9. ADJOURN

TELECONFERENCE MEETING ACCESS *You can join the meeting via Microsoft Teams:*

Join on your computer or mobile app: [Click here to join the meeting](#)

Or call in (audio only) [+1 323-676-6164,,330430908#](#) United States, Los Angeles

Phone Conference ID: 330 430 908#