

# MEETING MINUTES

## GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, March 16, 2022  
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/Probation Representative  
Jolene Swanson, Public Works Representative  
Jason Beauchamp, Ag/Air Representative  
Mardy Thomas, Planning Community Development Services Agency Representative  
Joshua Crane, Department of Finance Representative



### OTHERS PRESENT:

Sarah Stupey, GS	Scott De Moss, CAO	Jamie Moyle, PCDSA
Erin Emma, Personnel	Oscar Chavez, GS	Dan Green, HHSA
Russel Moeai, MITCS	Samantha Grundy, GS	Randy Royce, CAD
Joe Bettencourt, Facilities	Robyn Nygard, CAD	Lisa Jones, Ag/Air
Wyatt Acheson, HHSA	David Jensen, MITCS	Dagoberto Bobadilla, HHSA
Lilianna Chavez, County Counsel	Tyler Smith, MITCS	
Brandon Thompson, Probation	Michelle Cavier, Personnel	

### 1. WELCOME

Sarah Stupey, IT Program Manager, confirmed a quorum of members, and called the meeting to order at 10:32 a.m.

### 2. MINUTES

Matter: Approve Minutes of February 16, 2022,

Documents: Minutes of February 16, 2022

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

Josh Crane reported that Cathy Ehorn has been working to add attachments into One Solution. Attachments are now available to view in One Solution. Give the items a day or two to be processed before the image is available.

### 4. BUDGET

Matter a: Standing item for discussion and possible action on budget considerations and allocation of costs.

Documents: None

Proceedings: Oscar Chavez reported that the Data Processing ISF budget is under review and once it is ready, Heather Clay will make it available on OpenGov.

Matter b: Hardware & Software Upgrades

Documents: None

Proceedings: Sarah Stupey asked departments to fill out tracking sheet for IT hardware so that we can get a good count on hardware and properly prepare for equipment refreshes.

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

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

Documents: None

Proceedings: i. Strategic Plan- Sarah Stupey reported that the strategic plan is on the horizon, and we are hoping to start working on the plan as a team in the upcoming fiscal year.

ii. Future Policy for Personal Devices/Computers when working remotely- Sarah Stupey reported that strategic plan will include policy for personal devices/computers. This committee will be vital in the development of these policies.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. ECS Imaging, Inc. — Sarah Stupey reported that departments voiced their concerns regarding ECS Imaging training. ECS has also reached out and let us know that departments are not filling out the needs request before their assessment. ECS Imaging stated they will send out a needs request email a week before the needs assessment training, so that the department is getting properly informed of what ECS can offer them. Please fill out these forms. Departments who have already had needs assessments will soon be seeing quotes.

ii. Website Subcommittee– Sarah Stupey reported that Drupal 9 has been pushed back and is not due this upcoming year, but we will continue to build it into the upcoming budget. We are hoping to allocate costs based on page visits, but this is still something we are discussing.

iii. Video Conferencing and Solutions for Future - Sarah Stupey reported that we have received a couple quotes from Tri-Path for video conferencing. In addition, there are links on the agenda for headsets, speakers, and webcams that are all decently priced and have been tested with thin clients. Jolene Swanson asked whether departments call Sarah or M&I for installation? Sarah advised that all equipment should be easy plug-in installs, but if anyone needs assistance with setting up equipment, please contact us and we will help you.

iv. Copier Contract with Caltronics and Coastal – Sarah Stupey reported that billing is being worked through as bills have not been being received. Scott De Moss asked if toner for copiers was to be purchased individually or through the contract? Sarah Stupey responded that we believe it is through contract but will verify. Erin Valdez reported that they have six machines from Inland that billing has not been correct on, therefore bill has not been paid and now the software used for the machines has been cancelled. She also reported that Coastal Printers have not been picked up and the space is limited. Sarah Stupey advised that she reach out directly to County Counsel.

v. Granicus Peak - Sarah Stupey reported that there is an issue with Granicus Peak where items are being added and not being visible. Granicus Peak is planning to provide administrative training along with end-user training.

vi. SB272 County IT Inventory Catalog – Sarah Stupey reported that we will be working on SB272 this upcoming April. Please look for an e-mail from Oscar regarding revision of inventory catalog. This information will be used to update the catalog to be in compliance with the senate bill 272.

#### 5.c Training Opportunities

i. OpenGov University –Sarah Stupey reported that OpenGov University has self-guided trainings available if anyone would like to view them. The trainings are available at no extra charge. All OpenGov users should have received an e-mail with login credentials. If you are unable to get set-up, please reach out via e-mail. Our Facilities team is currently experimenting with sending a Survey via OpenGov Open Town Hall. Town Hall is included in costs already. If you are needing a survey platform, please check out Town Hall.

ii. SiteImprove – Sarah Stupey reported that there are still twenty seats available for SiteImprove Academy trainings.

iii. Matson & Isom Clear IT Academy- Sarah Stupey reported that Matson & Isom Clear IT Academy has training videos available. They have Microsoft Teams training available to help anyone who is interested in utilizing Microsoft Teams better.

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.

v. MemberLink/TargetSolutions- Sarah Stupey reported that malicious e-mail training videos are available.

## 6. DEPARTMENT & VENDOR REPORTS

Matter a: Matson & Isom monthly report

Documents: None

Proceedings: Russell Moeai reported there are no new projects at this time. Matson and Isom is currently planning wish list projects for the upcoming fiscal year. The temperature deployment hardware has come in and will be working on getting that installed. One Solution project is coming back around, will also be working on video chat for zoom. Future projects would include looking into Microsoft 365 and take advantage of everything that 365 has to offer our county. David Jensen mentions there are a lot of projects on the horizon. Russell mentioned that February was a struggle to stay on track with hours, so far hours for March seem to be right on target.

Matter b: DGI Monthly Report

Documents: None

Proceedings: Sarah Stupey reported that the DGI contract and licensing is expiring soon. The contract expires 4/30/2022 and phone licenses expire 5/25/2022. We are currently working on the

DGI Contract. Sarah Stupey also advised that the DGI report is always available if anyone is interested in seeing the report.

Matter c: Department Reports

Documents: None

Proceedings:

- i. Agriculture/Air- Jason Beauchamp stated he is excited for the centralization of IT as it seemed that technology was a struggle the past few years.
- ii. Assessor- No Update.
- iii. Board of Supervisors- No Update.
- iv. Child Support Services- Sarah Stupey reported that Child Support will be piloting Microsoft Phones for the state.
- v. Community Action Department- No Update.
- vi. Cooperative Extension- No Update.
- vii. County Administrative Office- Scott De Moss reports that he recently gave department heads an update that cyber security is going to need to be implemented sooner rather than later. We are looking at maybe a year instead of 3 years as counties are being hacked and ransomed. We will also need to add a multi-authenticator for end-users. Insurance is going to require the county to establish a Cyber Security Plan in the near future.
- viii. County Counsel- No update
- ix. District Attorney- No Update.
- x. Finance- No Update.
- xi. General Services- Oscar Chavez reported that if you are having issues with Caltronics billing, please reach out so that he can coordinate with the representative.
- xii. Health & Human Service Agency- Erin Valdez reported no further update.
- xiii. Personnel- No Update.
- xiv. Planning & Community Development Services Agency- Mardy reported they are having plotter issues. They are also needing new Thin Clients but will wait for the OptiPlex 3000 to be tested. Mardy also advised that the transit video recording has an auto delete that he is working on trying to get resolved.
- xv. Probation- No Update.
- xvi. Public Works Agency- No Update.

- xvii. Sheriff/Civil Division- Rich Warren reported that the Jail Management System that was installed in 2000 was an old system and the system failed. They were forced to implement the new system sooner than expected.

**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**

April 20, 2022, at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:19 am

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