

# COUNTY OF GLENN

## Response to Senate Bill 272

Submitted by the County of Glenn Information Services Coordination Committee

April 2022

### STATEMENT OF COMPLIANCE:

In 2015, the California Legislature enacted Senate Bill 272 (SB272) – A Bill requiring local agencies to create a “catalog” of information technology (IT) systems that they use to manage data. The Bill doesn’t require disclosure of records or data sets; rather it asks local agencies to make and inventory and based on that inventory, create and post online a catalog of their data management systems, hardware, and software applications. The hope is that this catalog will “provide the state with an inventory of systems in use by local agencies, so as to better plan and facilitate the development of more open, accessible, integrated, and modern data management systems.”

Over the past several years, the County of Glenn IS Committee, acting on a directive of the County Board of Supervisors, has applied the principles of data management standards, consolidation, and integrated systems internally with noteworthy success. Collaboration among the County departments has resulted in a dramatic reduction in annual IT maintenance and support costs with a marked improvement in system security and overall performance. Instituting a platform designed to expand the sharing of information with the State, other regional agencies, and the public makes good sense.

### SB272 CATALOG OF ENTERPRISE SYSTEMS GUIDELINES

In preparing the County of Glenn Catalog of Enterprise Systems, the IS Committee used the following definitions and guidelines set for in SB272: An “enterprise system” is defined as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses. The enterprise system must be a multi-departmental system or system with information collected about the public; and, a system of record that serves as an original source of data within the agency.

### THE INVENTORY CATALOG OF ENTERPRISE SYSTEMS ARE TO INCLUDE ALL OF THE FOLLOWING:

1. System vendor
2. System product
3. Brief statement of system purpose
4. Description of types of data
5. Department that is system’s primary custodian
6. Frequency system data is collected
7. Frequency system data is updated

THE INVENTORY CATALOG SHOULD NOT INCLUDE ANY OF THE FOLLOWING:

1. IT Security Systems, including firewalls and other cybersecurity systems
2. Physical access control systems, employee identification management systems, video monitoring, and other physical control systems
3. Infrastructure and mechanical control system, including those that control or manage street lights, electrical, natural gas, or water and sewer functions
4. Systems related to 911 dispatch and operation or emergency services
5. Systems that would be restricted if disclosure would reveal vulnerabilities or increase potential for attack on an IT system of the public agency (Section 6254.19)
6. The specific records that the IT system collects, stores, exchanges or analyzes

Nothing should be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the current process for requesting public records. If public interest is better served by not disclosing full details, the agency will provide system name, brief title, or identifier of the system.

The catalog has been posted on the County website since July 1, 2016 and is updated annually.

### COUNTY OF GLENN IMPLEMENTATION

Each County of Glenn department reviews the guidelines and determines which of their enterprise systems, if any, meet the criteria for inclusion in the County of Glenn's inventory catalog. Department personnel compile the required information, leveraging the assistance of the County's IT Support vendor, Matson & Isom Technology Consulting as needed. Information received from all departments is then consolidated and put into the format currently posted on the County website.

In identifying what enterprise systems should and should not be included in the County's Inventory Catalog, the IS Committee advised Departments to error on the side of caution in ensuring that information submitted did not compromise the security of systems, data, or the interests of the public.

## COUNTY OF GLENN INVENTORY CATALOG OF ENTERPRISE SYSTEMS

| System Vendor  | System Product                  | System Purpose   | Types of Data   | Primary Custodian   | Frequency Collection | Frequency Update |
|--|---------------------------------|--|---|---|----------------------|------------------|
| <b>Advanced Database Designs</b>   | Permits Pro                     | Operations and Permitting  | Database  | Air Pollution Control District  | Daily                | Daily            |
| <b>Apex</b><br><a href="http://www.apexwin.com">www.apexwin.com</a>  | Sketch Pro                      | Drawing Plans  | Floor Planning  | Assessor  | As needed            | As needed        |
| <b>AutoDesk</b><br><a href="http://www.autodesk.com">www.autodesk.com</a>  | AutoCAD                         | Civil design & plan review   | Computer Aided Drafting                               | Public Works  | As needed            | As needed        |
| <b>Bell Data Systems</b><br><a href="http://www.belldatasystems.com">www.belldatasystems.com</a>                           | Client Services Database        | Housing Services Database  | Case Management/Records                               | Health and Human Services   | Daily                | As needed        |
| <b>Binti Inc</b><br><a href="http://www.binti.com">www.binti.com</a>   | Binti                           | Resource family approval software  | Resource family data                                  | Health and Human Services   | Daily                | Daily            |
| <b>BMI</b><br><a href="http://bmiimaging.com">bmiimaging.com</a>   | Digital Reel                    | Viewing of old documents   | Recorded documents                                    | Recorder  | -                    | As needed        |
| <b>CA Department of Child Support Services</b>   | Child Support Enforcement (CSE) | Child Support Management System  | Child Support Data                                    | CA Department of Child Support Services   | Ongoing              | Daily            |
| <b>CA Public Agencies</b><br><a href="http://www.calopps.org">www.calopps.org</a>  | CalOpps                         | Public employment job application databases system   | Database management software                          | Personnel   | Ongoing              | Daily            |
| <b>Care Access</b><br><a href="http://www.mysourcewise.com/product/careaccess">www.mysourcewise.com/product/careaccess</a> | Nexus                           | Track information and simplify matching consumers with independent providers for In Home Supportive Services | IHSS Provider and Recipient information               | Health and Human Services   | Daily                | Daily            |
| <b>Cascade Software Systems, Inc.</b><br><a href="http://www.csscams.com">www.csscams.com</a>                              | CAMS                            | Maintenance management and cost accounting management system   | Tracking and reporting, fiscal data collection        | Planning, Public Works, County General Services, Health and Human Services, Sheriff's Office, Community Action Department | Daily                | As needed        |
| <b>Central Coast Energy Services</b><br><a href="http://www.energyservices.org">www.energyservices.org</a>                 | ServTraq                        | Local Energy Services provider database  | Weatherization/Housing/Energy Services                | Health and Human Services   | Daily                | Daily            |
| <b>CentralSquare</b><br><a href="http://www.centalsquare.com">www.centalsquare.com</a>                                     | ONESolution                     | Accounts payable, budgetary reporting, asset management & public administration functions software           | Budgeting, personnel information, and fund accounting | Finance   | Daily                | Daily            |

|   |                           |  |  |  |                   |                        |
|---|---------------------------|--|--|--|-------------------|------------------------|
| <b>CentralSquare</b><br><a href="http://www.centralsquare.com">www.centralsquare.com</a>  | TRAKIT                    | Land management and permit tracking software   | Permit issuance, data and tracking mgmt. | Planning, Public Works, General Services                   | Daily             | As needed              |
| <b>Citrix Systems</b><br><a href="http://www.citrix.com">www.citrix.com</a>   | Xen Desktop               | Virtualized Applications   | Desktops and applications                | All Departments  | Daily             | Daily                  |
| <b>CMIPS II Project</b><br><a href="http://www.cmips2project.ca.gov">www.cmips2project.ca.gov</a>                                   | CMIPS II                  | Case management payroll system for IHSS  | Adult Services/IHSS                      | Health and Human Services                                  | Daily             | Daily                  |
| <b>Consortium - IV (CA Counties)</b><br><a href="http://www.c-iv.org">www.c-iv.org</a>  | C-IV Yourself             | Customer-based, on-line information and data management for public assistance programs                                   | CalWorks, Welfare, Employment Services   | Health and Human Services                                  | Ongoing Real-Time | Daily                  |
| <b>Corrections Software Solutions</b><br><a href="http://www.correctionssoftware.com">www.correctionssoftware.com</a>               | CSS Case Management       | Case management program for adult and juvenile probation cases   | Offender data                            | Probation  | Daily             | As needed              |
| <b>Dell EMC</b><br><a href="http://www.dell.com">www.dell.com</a>   | Avamar and Data Domain    | Backup and Disaster Recovery   | All systems                              | All Departments  | Daily             | Daily                  |
| <b>DFM</b><br><a href="http://dfmassociates.com">dfmassociates.com</a>  | EIMS                      | Digital information management, voter registration system and secure storage   | Voter registration data management       | Elections  | Ongoing           | As needed              |
| <b>ECS Imaging</b><br><a href="http://www.ecsimaging.com">www.ecsimaging.com</a>  | Laserfiche                | Document imaging and management system   | Fiscal documents, client records         | Health and Human Services, Public Works                    | Daily             | Daily                  |
| <b>ESRI</b><br><a href="http://www.esri.com">www.esri.com</a>   | ArcGIS Platform (ELA)     | Geographic information system available to all departments for online maps, data and information sharing with the public | Data mapping and applications            | Planning, Public Works, Ag Commissioner                    | Daily             | Daily                  |
| <b>FileMaker</b><br><a href="http://www.filemakerpro.com">www.filemakerpro.com</a>  | FileMaker Pro             | Transit ticket issuance, program eligibility cards, contract and purchase tracking                                       | Database                                 | Public Works, Air Pollution Control District               | Ongoing           | As needed              |
| <b>Granicus</b><br><a href="http://www.granicus.com">www.granicus.com</a>   | LiveManager Application   | Online Board agenda management and webcasting of Board meetings  | Agendas, documents, meeting minutes      | Board of Supervisors                                       | Weekly            | Quarterly or as needed |
| <b>HeartLand Payment Systems</b><br><a href="https://www.heartlandpaymentsystems.com/">https://www.heartlandpaymentsystems.com/</a> | Bolleta Heartland Cashier | Payment Processing System  | Payment transactions                     | Finance, Health and Human Services                         | Daily             | As needed              |
| <b>Hyland Software</b><br><a href="http://www.onbase.com">www.onbase.com</a>  | Sire – OnBase             | Document imaging system  | Documents and records                    | Assessor, Board of Supervisors, Planning, General Services | Daily             | As needed              |

|   |                      |  |  |                           |        |           |
|---|----------------------|--|--|---------------------------|--------|-----------|
| <b>IBM</b><br><a href="http://www.ibm.com">www.ibm.com</a>  | Lotus Notes          | Public Authority case management   | Case Management/PA   | Health and Human Services | Daily  | As needed |
| <b>Intuit, Inc.</b><br><a href="http://www.quickbooks.com">www.quickbooks.com</a>   | QuickBooks           | Financial account management   | Income/expense tracking and records                        | Public Guardian           | Daily  | As needed |
| <b>JUMP Technology Service LLC</b><br><a href="http://www.jumpfaster.com">www.jumpfaster.com</a>                                  | LEAPS                | Track and Manage Adult Protective Services Case data   | APS case information                                       | Health and Human Services | Daily  | Daily     |
| <b>Kings View</b><br><a href="http://www.kingsview.org">www.kingsview.org</a>   | Anasazi Software     | Behavioral Health Records System   | Case Management and Records                                | Health and Human Services | Daily  | As needed |
| <b>LegalServer</b><br><a href="http://www.legalserver.org">www.legalserver.org</a>  | LegalServer          | Case Management System   | Legal Case Management, Records Retention, Billing          | County Counsel            | Daily  | As needed |
| <b>Mediware</b><br><a href="http://www.mediware.com/human-services/servicepoint">www.mediware.com/human-services/servicepoint</a> | Service Point        | To collect HMIS (Homeless Management Information System)   | Household size, income, ages and other related information | Health and Human Services | Daily  | Daily     |
| <b>Megabyte Systems, Inc.</b><br><a href="http://www.mptsweb.com">www.mptsweb.com</a>   | MPTS                 | Property tax and assessment data collection and secure storage   | Assessment/property tax Information                        | Assessor, Finance         | Daily  | As needed |
| <b>Prosecutor by Karpel</b><br><a href="http://www.karpel.com">www.karpel.com</a>   | PBK                  | Computerized case management for criminal caseload   | Audio, Video and PDF                                       | District Attorney         | Daily  | Daily     |
| <b>SouthTech</b><br><a href="http://Southtechsystems.com">Southtechsystems.com</a>  | Old Books            | View of old documents and redacted documents   | Recorded documents   | Recorder                  | -      | As needed |
| <b>SouthTech</b><br><a href="http://Southtechsystems.com">Southtechsystems.com</a>  | Disclosure Documents | Form 700 Filings   | 700 Forms  | Board of Supervisors      | -      | As needed |
| <b>State of California CWS Project</b><br><a href="http://www.hwcws.cahwnet.gov">www.hwcws.cahwnet.gov</a>                        | CWS                  | Statewide tool that supports the Child Welfare System of services  | CWS/CMS  | Health and Human Services | Daily  | As needed |
| <b>State of California</b><br><a href="http://www.medi-cal.ca.gov">www.medi-cal.ca.gov</a>  | MEDS/CMS Net         | State Medi-Cal Eligibility System and Children's Medical Services Network                                    | Medi-Cal Eligibility                                       | Health and Human Services | Daily  | Daily     |
| <b>State of California</b><br><a href="http://www.sfis.gov">www.sfis.gov</a>  | SFIS                 | Statewide Fingerprint Imaging System – DOJ Background check  | Background Check DOJ                                       | Health and Human Services | Weekly | As needed |
| <b>State of California</b><br><a href="http://www.cdph.ca.gov">www.cdph.ca.gov</a>  | WICMIS               | Case management system for federally funded health and nutrition program serving women, infants and children | Case Management  | Health and Human Services | Daily  | As needed |

|   |                |  |                                |          |       |           |
|---|----------------|--|--------------------------------|----------|-------|-----------|
| <b>Tyler Technologies</b><br><a href="http://www.tylertech.com">www.tylertech.com</a> | Eagle Software | Recording and tax information database and services management | Recording, and tax information | Recorder | Daily | As needed |
|---|----------------|--|--------------------------------|----------|-------|-----------|