

# MEETING MINUTES

## GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, April 20, 2022  
10:30 AM

### **MEMBERS PRESENT**

Erin Valdez, Health and Human Services Agency Representative  
Michelle Knight– Glenn County Sheriff/Probation Representative  
Jolene Swanson, Public Works Representative  
Marcie Skelton, Ag/Air Representative  
Mardy Thomas, Planning Community Development Services Agency Representative  
Joshua Crane, Department of Finance Representative



### **OTHERS PRESENT:**

Sarah Stupey, GS	Oscar Chavez, GS	Russell Moaei, MITCS
David Jensen, MITCS	Samantha Grundy, GS	Jennifer Kline, Ag/Air
Tyler Smith, MITCS	Jill Hughes, Sherriff	Robyn Nygard, CAD
Wyatt Acheson, HHS		

### **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 March 16<sup>th</sup>, 2022 meeting.

Documents: Minutes of March 16, 2022

Proceedings: Sarah Stupey called for comments and/or corrections on the previous meeting minutes. Hearing none, Michelle Knight and Jill Hughes 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.  
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: 2022-2023 Data Processing Budget-

Oscar Chavez reported that the Data Processing ISF budget for fiscal year 2022-2023 is available on OpenGov.

Matter b: Procurement of Drupal 9

Documents: None

Proceedings: Sarah Stupey reported Drupal 9 will remain on the agenda although it does not need to be deployed in the upcoming fiscal year because the end of life was extended to Fall 2023. Sarah Stupey also advised that there may possibly be some remaining funds in the Data Processing ISF budget that will not be used. If that is the case, we would like to know if anyone opposes using that money to upgrade Drupal 9 ahead of time. Marcie Skelton asked what Drupal 9 was used for and Sarah Stupey gave a brief description of Drupal 9 explaining that we need it for our county website. Currently our website is running on an old version of Drupal that will reach its end-of-life next year.

Matter c: Centralizing Information Technology Purchases

Documents: None

Proceedings: Sarah Stupey reported that an IT Inventory form has been sent to all departments and most of them have been returned, thank you for taking the time to fill out these forms. It will help us in the future to manage equipment purchases. Liliana Chavez asked if there was ever a tracking mechanism in place for hardware. Sarah responded that she has been unable to find one, but this updated excel spreadsheet will help with hardware tracking.

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

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

Documents: None

Proceedings: i. Strategic Plan- Sarah Stupey reported strategic planning will remain on the agenda, tracking hardware will help with our upcoming planning for the strategic plan.

Matter b: Items for Discussion and Possible Action

Documents: None

Proceedings: i. ECS Imaging, Inc. — Sarah Stupey reported ECS imaging has completed the needs assessment meetings with the departments. Department specific quotes should be available soon.

ii. Website Subcommittee– Sarah Stupey reported that we will get subcommittee started soon but we will need to figure out how many web editors per department will be available to help with moving to Drupal 9.

iii. Video Conferencing and Solutions for Future - Sarah Stupey reported that we are still planning to move forward with Owls as a conference room solution versus going with Tri-Path. The links provided on the agenda for headsets, speakers, and webcams will remain on the agenda for now. In case anyone needs to purchase any of these items, they have been tested with 5070 thin clients and work well. We are in the process of getting an OptiPlex 3000 thin client to test with all these items including the Owl to see if it is compatible. Michelle Knight asked about computers that she has been waiting on, Sarah Stupey responded that she will reach out to Michelle and look into this.

iv. Copier Contract with Caltronics and Coastal – Sarah Stupey advised to please not shake toner cartridge when toner becomes low. We are still planning to move forward with an automatic toner ordering system. A representative recently came out to each department

to do a walk through to see how many printers are in departments that could be serviced by Caltronics.

v. Granicus Peak - Sarah Stupey reported that the representative followed up and is willing to provide Granicus Peak training. Any department needing training, please reach out.

vi. SB272 County IT Inventory Catalog – Sarah Stupey reported that she will be sending out the SB272 County IT Inventory Catalog. This will be something we will be asking for yearly around this time. Please fill out the IT form and get it back to us with any changes that may need to be made. We will be posting the updated IT Inventory Catalog in early May to stay in compliance.

#### 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. Tyler Smith recently did a training video on Microsoft Planner as a couple of departments were asking for training on Microsoft Planner. A link has been provided of the training video.

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 that Matson and Isom is working with improving cybersecurity. We are moving forward with SQL upgrade project with Department of Finance. Hardware sourcing is still an issue, and we are waiting on hardware to arrive on some of the other projects. We have been making really good progress with the Sheriff's Department and their Mobile Device Management. We are on track with hours for last month and this month. Working on closing out open tickets.

Matter b: DGI Monthly Report

Documents: None

Proceedings: Sarah Stupey reported we have some good news, our DGI phone contract went to the board

and was approved. From May 25<sup>th</sup> through June 30<sup>th</sup>, we will not be able to order any phones until the new contract begins on July 1<sup>st</sup>, 2022. If your department thinks it may be needing to order a phone for a new hire between that time, please let us know before May 25<sup>th</sup> so that we can order phones.

Matter c: Department Reports

Documents: None

Proceedings:

- i. Agriculture/Air-Marcie Skelton has reported that uploading pictures has become an issue. Tyler Smith advised that the newest firmware update will not allow pictures to be uploaded using a USB-C cable. Photos can be uploaded via app-based method in One Cloud. Marcie also reported they had recently bought new iPads and there were issues with the way the previous iPads were set-up and would like the new equipment to be set up differently. Sarah has asked if they could wait to deploy the new iPads until the upcoming fiscal year. The Mobile Device Management Program is not quite ready, and it will be easier to set-up new devices rather than working backwards. Marcie advised she would hold on deploying the new equipment until then.
- ii. Assessor-No Update
- iii. Board of Supervisors- No Update
- iv. Child Support Services- No Update
- v. Community Action Department- No Update
- vi. Cooperative Extension- No Update
- vii. County Administrative Office- No Update
- viii. County Counsel- No Update
- ix. District Attorney- No Update
- x. Finance- Josh Crane asked about WYSE laptops and whether they can order them. Sarah has asked to please hold off on purchasing the laptops at this time as the laptops are currently being tested. Josh then responded that they would like to order the laptops before the end of this fiscal year.
- xi. General Services- Oscar Chavez asked that if there are any org keys that are not being utilized by departments, please reach out so that we can clean up our Data Processing ISF budget. Sarah also asked that departments be cautious of e-mails, if any e-mails seem suspicious, please reach out to Oscar or Sarah. We can then loop in M&I.
- xii. Health & Human Service Agency- No Update
- xiii. Personnel-Erin Emma reported that their department would like to hold off on Laserfiche at this time.
- xiv. Planning & Community Development Services Agency- No Update

- xv. Probation- No Update
- xvi. Public Works Agency- No Update
- xvii. Sheriff/Civil Division- No Update

**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**

May 18, 2022, at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:18 am

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