

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, MAY 18, 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 April 2022 meeting.
[2022-04-20 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
 - Centralizing Information Technology Purchases
 - Tracking Hardware/Software Upgrades
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
 - ISC Committee will develop an Information Technology Strategic plan with future goals
 - Starting in June, 1-2 representatives needed from each department that will meet outside of this ISC meeting to write the plan
 - Hardware Recommendations
 - Wyse 5470 Laptop, with portable monitor, backpack case, and docking station
 - 5.b Items for Discussion and Possible Action
 - Foxit Pro Licenses
 - M&I will be deploying these changes soon and end-users will need to select the correct license when prompted

- ECS Imaging, Inc. – Laserfiche
 - Needs Assessment quotes for each of the participating department should be here end of May
 - Trainings will take place after Needs Assessment quotes are received and approved
- Website Subcommittee
 - Moving forward with Drupal 9 Upgrade M&I Project in late 2022
 - Next Subcommittee meeting will be pushed out late 2022 to prepare for the change
- 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 in process
- Granicus Peak Performance
 - We have asked for feedback and training ideas from Departments regarding Granicus Peak

5.c Training Opportunities

- **OpenGov University**
 - [OpenGov University \(OGU\)](#) contains self-directed training courses to supplement deployment and support
- **SiteImprove**
 - SiteImprove Web Accessibility Check [Academy](#) has 20 seats available for our County
- **Matson & Isom Clear IT Academy Training Webinars:**
 - [Plan, Organize & Track Team Tasks using Microsoft Planner](#)
 - [How to Spot Fraudulent Email & Communicate Safely](#)
- **Granicus GovDelivery**
 - Live govDelivery [Administrator Training Session](#) (Access Code: 8=XULd=F)

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 April 2022 and plan of hour for May 2022
- Recommended Practices in our Virtual Environment
- Scheduled System Maintenance and On-Site Visits

[2022.05.18 GC M&I IS Committee Report.pdf](#)

6.b DEVELOPMENT GROUP INC. (DGI)

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

6.c DEPARTMENT REPORTS

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

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

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: 06/15/2022

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#