

MEETING MINUTES

GLENN COUNTY INFORMATION SERVICES COORDINATING (ISC) COMMITTEE

WEDNESDAY, JANUARY 19, 2022
10:30 AM

MEMBERS PRESENT

Erin Valdez, Health and Human Services Agency Representative
Jolene Swanson, Public Works Representative
Jason Beauchamp, Ag/Air Representative
Mardy Thomas, Planning Community Development Services Agency Representative
Dana Baker, Assessor/Clerk-Recorder



OTHERS PRESENT:

Sarah Stupey, GS	Scott De Moss, CAO	Stephanie Rust, HHSA
Joe Bettencourt, Facilities	Oscar Chavez, GS	
Russel Moeai, MITCS	Samantha Grundy, GS	
Wyatt Acheson, CAD	David Jensen, MITCS	
Tyler Smith, MITCS	Erin Emma, 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 January 19, 2022,

Documents: Minutes of January 19, 2022

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

4. BUDGET

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

Documents: None

Proceedings: i. Oscar Chavez reported that we are actively working on the 2022-2023 DPISF Budget. If any Org keys need to be changed, please reach out and advise.
ii. Centralizing Information Technology Purchases- Oscar Chavez reported that we are currently working on centralizing purchasing. Working on a purchasing portal for CDWG

that will be built like our countywide Amazon account.

iii. Projected Matson & Isom Projects- Oscar Chavez stated to let us know if departments have Matson & Isom projects planned for fiscal year 2022-2023. We would like to estimate project costs.

iv. Hardware & Software Upgrades- Oscar Chavez reported that we are working on hardware and software upgrades whereas, Mardy Thomas asked if we keep track of the life cycle of equipment? Sarah Stupey advised that we don't but that is why we are working on centralizing procurement. It will be essential for tracking life cycles of equipment.

5. BEST PRACTICES/POLICIES/PROJECTS

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

Documents: None

Proceedings: i. Oscar Chavez reported the IT Strategic Plan is on hold for now and will be revisited soon. The goal is to come up with a 3-year IT Strategic Plan with feedback from this committee.

ii. Updating the New Employee/Terminated Employee process with Personnel – Oscar Chavez asked departments to please turn in IT new hire or termination forms to the Personnel Department as soon as possible. This will allow the on-boarding and off-boarding process to move more quickly.

iii. Future Policy for Personal Devices/Computers when working remotely – Oscar Chavez reported that the goal is to create a policy for remote work with the help of this committee. Scott DeMoss advised that we are currently working on licensing through Microsoft for a license called Crayon, this new licensing will enhance Mobile Device Mobility. Once we can obtain this licensing and mobile devices have been properly installed we can then work on getting policies in place for remote work.

Matter b: Items for Discussion and Possible Action

Documents: None

- i. Proceedings: ECS Imaging, Inc. — Oscar Chavez reported that there are currently eleven departments participating in the Laserfiche deployment. If any departments are interested in participating in Laserfiche, please reach out. Needs assessment meetings will start late January and run through April. There was a Laserfiche kick-off meeting 12/14/2021 that was recorded and is available if anyone would like to view it.
- ii. Website Subcommittee– Oscar Chavez reported that Drupal 7 ends November 2022. A survey has been sent to website editors via MS teams Channel. Sarah Stupey reported that the survey results indicated not in favor of moving to Craft and upgrading Drupal. We need to review the cost benefit analysis of working on the upgrade internally compared to Matson & Isom working on it. Our next subcommittee meeting will be pushed out to March or April. We will need two super users per department to attend.
- iii. Video Conferencing and Solutions for Future – Oscar Chavez reported that we are working with individual departments to equip employees with Thin Clients that can support web cameras and microphones. As we replace Thin Clients, we are recommending the 5070 model to ensure video conferencing capabilities. We are currently testing microphones, headsets, and cameras before recommending purchasing anything in bulk. We are also working with several vendors to explore options for conference rooms.
- iv. Copier Contract with Caltronics and Coastal- Oscar Chavez reported that any questions or concerns regarding the new printers should be addressed during this meeting or by

e-mailing info@countyofglenn.net. We can then review the issue and decide who to contact for support. Also, if you are still receiving correspondence from Inland, those calls, and invoices should be routed to County Councils office.

- v. 3- Year WYSE licensing for all Thin Clients- Oscar Chavez reported that we successfully co-termed all licensing, and we will be purchasing for the entire county. Dell has not allowed us to do this in the past. This will provide cost savings for the county.

5.c Training Opportunities

i. OpenGov University –

Oscar Chavez 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.

ii. SiteImprove –

Oscar Chavez reported that there are still twenty seats available for SiteImprove Academy trainings.

iii. Matson & Isom Clear IT Academy- Oscar Chavez reported that Matson & Isom Clear IT Academy has training videos available. They have a Microsoft Teams training webinar scheduled this week. Links are available on the agenda.

iv. Granicus GovDelivery-

Oscar Chavez reported that the training provided in late September was recorded for anyone who would like to watch or re-watch.

v. MemberLink/TargetSolutions- Oscar Chavez reported that videos regarding phishing will start to be sent out. Personnel should have sent e-mail to add these trainings to Target Solutions.

6. DEPARTMENT & VENDOR REPORTS

Matter a: Matson & Isom monthly report

Documents: None

Proceedings: Russell Moeai reported that Matson & Isom has plans for a cloud to cloud back up for Microsoft 365. Piloting mobile device management for the Sheriff's Department. They are working on policies and profiles, once that is completed, they will be implemented on mobile devices. We are still hitting roadblocks with hardware due to supply chain demand. The hours for December were higher than what was intended, but hours for January appear to be back on track. You may see a lot of Admin & Core tickets for alerting and monitoring systems. These tickets are typically for maintenance monitoring and support.

Matter b: DGI Monthly Report – Oscar Chavez 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 exploring and evaluating options to move forward with. An e-mail went out regarding the holiday messages on our phone system. DGI has received our holiday schedule and will enable generic “our office is closed” messages on these days if you would like to record your own holiday message you may. Sarah Stupey added that she advises against this as the holiday message would need to be done internally and then disabled internally.

Documents: None

Proceedings: Oscar Chavez – Reports that

Matter c: Department Reports

Documents: None

I. Proceedings:

- i. Agriculture/Air- No update.
- ii. Assessor/Elections/Recorder- 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
- viii. County Counsel –No update.
- ix. District Attorney- No update.
- x. Finance- No update.
- xi. General Services-
Oscar Chavez reported fiber optic installations are in process at the Juvenile Hall and Planning & Community Development Services Agency buildings. Preparing a future project to add fiber optic line to the bus barn. Please be on the lookout for a GovDelivery email for Paper procurement for SB1383. Effective January 1, 2022, under SB1383, all departments that make paper purchases will be required to purchase and keep purchase records for paper products. They must contain postconsumer recycled content and are recyclable.
- xii. Health & Human Service Agency- No update.
- xiii. Personnel- No update.
- xiv. Planning & Community Development Services Agency- Mardy Thomas reported that they are currently working through printing issues with Matson & Isom and are close to having it resolved.
- xv. Probation- No report
- xvi. Public Works- No report.
- 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**

February 16, 2022, at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:07 am

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