



# Web Planning Committee

A Subcommittee of  
Glenn County Information Services Coordinating Committee

## MINUTES OF MEETING

March 26, 2019

### Present:

Di Aulabaugh, General Services	Ashlee Veneman, Board of Supervisors
Don Rust, Planning	Amy Travis, Sheriff
Lisa Hunter, Agriculture/Air	Robert Johnson, Health & Human Services
Parker Hunt, Finance	Cindy Holly, Veteran Services
Greg Delorey, Matson & Isom	

In the absence of the subcommittee chairperson, Di Aulabaugh, Director of General Services and Clerk of the Board of Supervisors, opened the meeting at 1:32 p.m. and welcomed all in attendance.

### 1. Minutes of February 26, 2019

On motion of Lisa Hunter, seconded by Donald Rust, minutes of February 26, 2019 were approved by consensus.

### 2. Focus Group Reports

- a. Compatibility, Content, Templates: Lisa Hunter, Robert Johnson, Sarah Stupey, Lea Eddy  
Lisa Hunter handed out a checklist, reviewed the draft document. Members present were complimentary of the easy implementation and usability of the checklist, requesting it be forwarded for them to use as a template in other areas.
- b. Images, Graphics & Style: Liliana Chavez, Sendy Perez  
No report was made on this focus group, as both members were unable to attend the meeting.
- c. Training & Compliance: Michelle Cavier, Liliana Chavez, Amy Travis, Di Aulabaugh  
Di Aulabaugh stated that there are no updates to report and that the focus group will be scheduling a meeting soon.
- d. Restrictions, Rejections & Appeals: Dana Baker, Di Aulabaugh (for Dwayne Stewart)  
Di Aulabaugh reiterated that Mr. Stewart had requested she participate on his behalf prior to the last meeting. Ms. Aulabaugh stated that she needs to familiarize herself with the current group progress and schedule a meeting with Dana Baker.
- e. Functionality, Links, Navigability: Jolene Swanson, Robert Johnson, Sarah Stupey, Lea Eddy  
Robert Johnson stated that per a discussion with Sarah Stupey (not in attendance), the group was looking to receive feedback to the content provided in item A before proceeding further with actions for this focus group. There are no updates to report at this time.
- f. Front Page: Di Aulabaugh, Department Heads, Board of Supervisors  
Ms. Aulabaugh stated per the most recent Department Head meeting that efforts are underway to add a connector on the homepage that will link to a page showcasing each department's social media accounts. Parker Hunt inquired if the County has a countywide social media platform, to which Ms. Aulabaugh



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confirmed there was none. Greg Delorey offered that some of the departments had forwarded their social media links to M&I and that the information had not yet been forwarded to Ms. Aulabaugh.

- g. Documentation, Archival & Deletion: Don Rust, Parker Hunt, Sindy Perez, Di Aulabaugh, Greg Conant  
No new information reported at this time, plan to regroup and coordinate a meeting soon.

### 3. SITE ENHANCEMENT SUGGESTIONS

- a. Mr. Delorey stated the County may benefit from a self-translating service across the website, similar to Google Translate. He estimates the implementation would take approximately 1.5 hours.
- b. Mr. Hunt commented on the benefits of the form tab separating forms from resources, and Ms. Aulabaugh asked that resources, site wide, be setup similarly to the collapsible Personnel's Department Resource page. Mr. Delorey stated that a service called Wu-Foo, used for forms, surveys, and questionnaires, has been used in the past and might be of interest to the departments. Example given was when the Board of Supervisors were seeking input from the public on the legalization of marijuana and the development of local polices. Mr. Hunt asked if there are features available that prevent a single individual from filling out a form more than once and Mr. Delorey confirmed there was.
- c. Mr. Delorey shared the Site Improve statistics have improved and reminded members present that all web content editors have logins to track the Site Improve feature. He also reminded members to track the broken links (if any) on their department pages.
- d. Mr. Hunt inquired about a possible Important Dates page on the website highlighting when taxes are due, election dates, special meetings, etc. Ms. Aulabaugh responded this could possibly be used in conjunction with the calendar on the website. Discussion ensued about various other tools that may also work such as news articles, announcements and other public notices that could be promoted to the homepage.

### 4. TIPS, TRICKS, AND TRAINING

Mr. Delorey stated the next web based training to be provided would be about 30 minutes long and focus on News, Notices and Events, when and how to use these tools and how to appropriately edit content based on content type. Ms. Aulabaugh suggested the previous training was in lieu of the regular subcommittee meeting. Consensus was to continue that practice and hold committee discussion following the training if time allowed. Mr. Delorey suggested that with the training being hosted on the web, large groups in the Board chambers, conference room could be accommodated and or individually at user workstations. Training would be setup to allow for chat session questions, no call in required.

### 5. Next Meeting

It was the consensus of the members present to move the standing agenda forward and include the aforementioned training at the next scheduled meeting on Tuesday, April 23, 2019 at 1:30 p.m.

Di Aulabaugh, adjourned the meeting at 2:15 p.m.