Web Planning Committee

A Subcommittee of
Glenn County Information Services Coordinating Committee

MINUTES OF MEETING
September 25, 2018

Present:

Chip Meriam, Assessor	Sendy Perez, Assessor	Parker Hunt, Finance
Dana Dogali-Baker, Assessor	Sarah Stupey, HHSA	Michelle Knight, Probation
Robert Johnson, HHSA	Di Aulabaugh, Clerk/Gen. Services	Greg Delorey, Matson & Isom
Greg Conant, PCDS	Liliana Chavez-Cardona, County Counsel	Jill Lutge, Matson & Isom
Lea Eddy, UCCE	Tina Brothers, Clerk/Gen. Services	

Sendy Perez, Chairperson of the committee opened the meeting at 1:30 p.m. and welcomed all in attendance.

1. Welcome
   Introductions were made.

2. Minutes of July 24, 2018
   It was the consensus of the committee to accept the minutes of July 24, 2018.

3. Focus Group Reports
   a. Compatibility, Content, Templates: Lisa Hunter, Robert Johnson
      Robert Johnson stated he met with Lisa Hunter and reviewed a couple of examples. They will have more information at the next meeting. Sarah Stupey, HHSA is being added to this group.

   b. Images, Graphics & Style: Liliana Chavez-Cardona, Sendy Perez
      Liliana Chavez-Cardona stated she was able to do some research on the trends of other websites and asked for clarification on what should be portrayed on the website. Greg Delorey recommended using professional pictures because the resolution of those images have better quality than clip art. He further cautioned about copyright and permissions to use photos. Lea Eddy mentioned her department has professional pictures they would be willing to share. Michelle Knight suggested show casing the winning pictures of 4H and FFA. Di Aulabaugh reminded that the subcommittee was to develop a policy for adoption.

   c. Training & Compliance: Michelle Cavier, Liliana Chavez-Cardona, Jill Hughes, Di Aulabaugh
      Di Aulabaugh stated her group was unable to meet however, ADA compliance software has been purchased, installed and Greg Delorey is working on the development of user trainings.

   d. Restrictions, Rejections & Appeals: Dana Baker, Dwayne Stewart
      Dana Baker stated she did not feel there was anything to report at this time. Di Aulabaugh mentioned the county receives requests all the time from third parties to post their information so she is very interested in this component of the policy, especially in regards to posting other persons or organizations information.

   e. Functionality, Links, Navigability: Mohammad Qureshi, Robert Johnson, Jennifer Scott

Robert Johnson had nothing to report at this time. It was announced that Jennifer Scott is no longer able to participate in this group.

f. <u>Front Page</u>: Di Aulabaugh, Department Heads, Board Members
Di Aulabaugh mentioned she has not been able to meet and looks for that to happen at the November department head meeting.

g. <u>Documentation, Archival & Deletion</u>: Don Rust, Parker Hunt, Chip Meriam
Parker Hunt mentioned this group met a couple of times. They found on information on Lifecycle Management, content that flowed really well so they are going to use it as a guide to development the county's procedures. Parker announced he will be emailing out questions to the departments and will discuss the replies at the next meeting. Chip Meriam asked if there was a possibility of archiving data on the website so the public can't see it, whereby Greg Delorey stated it was possible by un-publishing the data. He also advised if data is deleted and based on the retention policy it could be retrieved within a certain time period. Di Aulabaugh requested to be included in this group.

4. <u>New Business</u>
None heard at this time.

5. <u>Other Items</u>
a. Di Aulabaugh reminded the group of the Guiding Principles and Goals from Marcie Skelton and that the Web Planning Agendas and Minutes are located on the Information Services Coordinating Committee webpage.

b. Greg Delorey gave an overview and demonstration of the new Siteimprove tool. His recommendation is to concentrate on the Accessibility component. The tool is very user friendly and he has been testing and developing user groups within each department. The goal is to go through and correct issues to make a better countywide website.

6. <u>Next Meeting</u>
It was the consensus of the members present to schedule the next meeting on Tuesday, October 23, 2018 at 1:30 p.m.

Chairperson Perez adjourned the meeting at 2:28 p.m.