MINUTES
Glenn County Information Services Coordinating Committee

WEDNESDAY, September 19, 2018

Members Present:

Ed Lamb, DOF
Dana Dogali-Baker, Assessor/Recorder
Donald Rust, PCDS
Erin Valdez, HHSA
Mohammad Qureshi, Public Works
Marcie Skelton, AG/Air
Rich Warren, Sheriff

Others Present:

Di Aulabaugh, General Services
Wyatt Acheson, HHSA
Mardy Thomas, PCDS
Liliana Chavez, County Counsel
Jill Hughes, Sheriff
Tyler Smith, MITCS
Michelle Knight, Probation
Russell Moeai, MITCS
David Jensen, MITCS(Remote)
Debbie Lambert, Clerk of the Board

1. **WELCOME**

   After the Chairman confirmed a quorum of members, he called the meeting to order at 10:30 a.m.

2. **MINUTES**

   Matter: Approve Minutes of August 15, 2018
   Documents: Minutes of August 15, 2018
   Proceedings: Motion by Erin Valdez to adopt the Minutes, seconded by Rich Warren.
   Order: Approve Minutes of August 15, 2018
   Vote: Unanimous

3. **UNSCHEDULED MATTERS AND PUBLIC COMMENT**

   Proceedings: No comments were heard.

4. **BUDGET**

   Matter: Standing item for discussion and possible action on budget considerations and allocation of costs.
   Documents: None
   Proceedings: Ed Lamb advised that the Board of Supervisors passed the 2018/2019 Budget, including the DP ISF allocation which covers countywide IT.

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

   Matter a: Website Management Policy Development Subcommittee
   Documents: None
   Proceedings: Di Aulabaugh advised that SiteImprove has been purchased for continual ADA compliance monitoring of the website. Training for web contributors will be upcoming.

   Matter b: OES Upgrade for Public Safety Systems / GIS – Sheriff Warren
   Documents: None
   Proceedings: Sheriff Warren advised the goal is to build the new system from the ground up.

   Matter c: RFP for VoIP Software, Hardware and Support – Ed Lamb
   Documents: None
   Proceedings: Ed Lamb advised he had nothing to report at this time. David Jensen Matson & Isom (MITC) stated he reached out to Cisco, however he has not received any information from them.

Matter d: 2018/19 projects: Application Layering, Office 365 quotes for Exchange Server-David Jensen, MITC
Documents: None
Proceedings: Russell Moeai, MITC advised that addendums are being prepared to move these projects forward.

Matter e: Teleconferencing Options-Dr. Mohammad Qureshi, Public Works Director
Documents: None
Proceedings: Di Aulabaugh stated the Jabber roll out, with the exception of HHSA, are schedule to be completed in December. Erin Valdez asked if video conferencing is an option with Jabber, whereupon David Jensen stated that there are solutions that integrate video conferencing into the current system and he will provide links to Departments. Dr. Qureshi asked that the future agenda item be noted as video conferencing.

Matter f: GIS Demonstration-Planning & Community Development Services
Documents: None
Proceedings: Mardy Thomas advised that there was nothing new to report.

Matter g: Google analytics
Documents: None
Proceedings: Di Aulabaugh advised that Greg Delorey, MITC was working on getting Departments connected to retrieve their data.

Matter h: 2019 ESRI License Renewal – 3-year term
Documents: None
Proceedings: Di Aulabaugh advised that the ESRI license would be expiring at the end of this fiscal year. Mardy Thomas reviewed the product, and Erin Valdez stated that HHSA is not utilizing the program as fully as they had hoped.

6. DEPARTMENT & MITCS REPORTS

Matter: MITC Month Report
Documents: IS Committee Report for September 19, 2018
Proceedings: Marcie Skelton advised that her department hired a website designer, who is partnering with the MITC web team to update their Departmental pages. Ed Lamb advised that WIFI is now available in the 526 W. Sycamore building. Russell Moeai and David Jensen reviewed the MITC Project Updates. Tyler Smith, MITC reviewed the IT Hours for August, September and Opened/Closed Tickets. Also stated that MITC has hired two new staff, Robert Holmes and Jill Lutge.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

Consensus of the committee was to carry over item 5(a) – (h) above.

8. NEXT SCHEDULED MEETING

October 17, 2018 at 10:30 a.m.
Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 11:00 a.m.

Respectfully prepared and submitted by Debbie Lambert, ASA II - Clerk of the Board