



MINUTES
Glenn County Information Services
Coordinating Committee

WEDNESDAY, December 19, 2018

Members Present:

Ed Lamb, DOF
Jill Hughes, GCSO

Sendy Perez, Assessor/Recorder
Marcie Skelton, AG/Air

Greg Conant, PCDSA
Erin Valdez, HHSA

Others Present:

Tina Brothers, General Services
Tyler Smith, MITCS (Remote)

Ashlee Veneman, General Services
Russell Moeai, MITCS

1. WELCOME

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

2. MINUTES

Matter: Approve Minutes of November 21, 2018
Documents: Minutes of November 21, 2018
Proceedings: Motion by Jill Hughes to adopt the Minutes, seconded by Edward Lamb.
Order: Approve Minutes of November 21, 2018
Vote: Unanimous

3. UNSCHEDULED MATTERS AND PUBLIC COMMENT

Proceedings: None heard.

4. BUDGET

Matter: Standing item for discussion and possible action on budget considerations and allocation of costs.
Documents: None
Proceedings: Ed Lamb mentioned there is \$140,000.00 dollars' worth of equipment awaiting installation that represents a portion of the budget. Target month for installation is January. No other news to report.

5. BEST PRACTICES / POLICIES /PROJECTS

Matter a: Website Management Policy Development Subcommittee – Chip Meriam
Documents: None
Proceedings: Sendy Perez had nothing to report. She did mention Chip Meriam asked her to remind everyone about the Site Improve Website Accessibility training that will be held on January 15, 2018 at 2:30 p.m.

Matter b: OES Upgrade for Public Safety Systems / GIS – Sheriff Warren
Documents: None
Proceedings: Jill Hughes reported that the Sheriff's Department installation of the new server equipment is currently being installed as of today. Jill spoke with vendor who has tentatively scheduled recorder and dispatch upgrade for January. She also mentioned that she is working with Ayren Spinner at Cascade Software Systems to coordinate installation of the CAMS program that will be used for timecards and all their projects should be completed by May or June of 2019.

Matter c: RFP for VoIP Software, Hardware and Support – Ed Lamb

Documents: None

Proceedings: Ed Lamb mentioned David Jensen (MITC) is still waiting to talk to CISCO. Erin Valdez asked if we can consider sole sourcing versus waiting to hear back from multiple vendors; Ed Lamb stated that is a possibility and they're currently discussing this with DGI.

Matter d: 2018 / 19 planned projects- David Jensen, MITCS

Documents: None

Proceedings: Russell Moeai -stated the Microsoft Exchange O365, CISCO Firewall replacement & Cloud Tier Offsite Back-up are still in progress and on track. The scheduled WIOA User Migration might be dismissed. The countywide Office365 migration is still pending, the CISCO Datacenter Switch upgrade is on track, and the Sharefile Configuration and ArcGIS Portal are still in the project discovery phases.

Matter e: Video / Teleconferencing Options- David Jensen, MITCS

Documents: None

Proceedings: David Jensen wasn't able to remote in this morning so Ed Lamb stated there was nothing new to report

Matter f: GIS Tools / 2019 ESRI License Renewal Discussion – Mardy Thomas Greg Conant, PCDSA

Documents: None

Proceedings: Mardy Thomas wasn't able to attend the meeting so Greg Conant stated there was nothing new to report.

Matter g: Proactive System Security Training

Documents: None

Proceedings: Tyler Smith stated he would like to set up half-day trainings for various days with a focus on email phishing and socially engineered scams. He would like to start with departments that are prevalently targeted or have fallen prey. Erin Valdez requested her department be one of the first for those training.

6. DEPARTMENT & MITCS REPORTS

Matter: MITC Monthly Report

Documents: IS Committee Report for December 19, 2018

Proceedings: Russell Moeai provided an overview of the MITC Monthly Project Updates report proved with the agenda as well as the IT Hours for November and Projected Hours for December and the Open/Closed Ticket Report provided with the agenda. Marcie Skelton inquired about the Microsoft Office software trainings that have been offered by MITC. Tyler Smith advised Marcie Skelton to contact his officer to setup such trainings. She also mentioned that she was unable to open the Board of Supervisors Agenda and Minutes while at the meeting on her mobile phone and Erin Valdez mentioned she has the same problem. Erin Valdez also mentioned her department is having SIP trunks installed to incorporate a backup phone system. As of 4:00AM this morning they were having technical issues and it does not look like the issue will be resolved anytime soon. They still have mainline phone functionality but the backup system progress has been stalled.

7. CALL FOR AGENDA ITEMS FOR NEXT MEETING

Consensus of the committee was to carry over agenda items 5 (a) – (g).

8. NEXT SCHEDULED MEETING

January 16, 2019 at 10:30 a.m.

Board of Supervisors Conference Room, Willows Memorial Hall

Meeting adjourned at 10:57 a.m.

Respectfully prepared and submitted by Ashlee Veneman, ASA II – Deputy Clerk