



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

Wednesday, May 19, 2010

Present:

Don Santoro, DOF  
John Linhart, PPWA  
Sandy Ibanez, Assessor  
Grinnell Norton, HSA

Sandy Soeth, BOS  
Merrie Wales, HRA  
Tina Brothers, Ag  
Jennifer Peters, County Council

Samantha Back, MITCS  
John Harris, MITCS  
David Jensen, MITCS  
Marsha Squier, PPWA

#### **I. Convene Meeting**

Don Santoro convened the meeting at 10:32am

#### **II. Approval of Minutes**

Minutes of April 21, 2010 were presented for review. John Linhart made a motion to adopt the minutes as presented, Merrie Wales seconded the motion and all members were in favor. Motion passed unanimously.

#### **III. Standardization of computer needs countywide (e.g. consolidation of hardware / software and long term upgrades) continued from last meeting** – It was asked at the last meeting by John about the consolidation of the computer systems for all of the departments from individual systems to a combined system.

- **Samantha & David** brought forward and explained the proposal put together by MITCS that would create one combined system for all of Glenn County to utilize. This proposal would create a stronger foundation, with faster output results, security and reliability. All departments would have separated drivers that work off of the same server, to maintain confidentiality and security. This proposal would create a sound back-up for any department's server that was to fail, by rolling it over to a working network drive until the failed one could be fixed. It would also create the use of one Enterprise License utilized by all departments, for future upgrades to software. It was explained that PPWA & HRA currently have Enterprise Licensing and it would help by allowing the county as a whole to join those licenses.
- **Merrie** explained that HRA is working toward what is being proposed for the county as a whole. She stated there needs to be a sound structure at the core, for them to connect to the county as they have state mandates that they have to follow strictly. She also explained that the cost of going to this faster, better servicing way of networking would not only benefit them in speed, but in cost as it was a little less than what they are paying for all of the systems that they have now.
- **Samantha & David** explained that this proposal would be completed in phases, and would cost approximately \$170,000 to \$200,000 to complete this project.

The main concern of the committee was where the funding would come from, and how it would be appropriated to each department's budgets. It was the consensus of the committee to table this matter to the next meeting. Before the next meeting Don, Merrie, and Samantha would have a meeting to discuss funding opportunities, by way of grants available, and funding from Microsoft.

#### **IV. Glenn County Records Management Policy as it relates to Electronic Data** – John Linhart asked how the retention schedule worked for public records. It was determined that County Council would be invited to the next meeting to discuss this matter, as it involves legal issues.

V. **Contract Payment of 10% withholding to Matson & Isom for April Services** – There was a unanimous consensus to approve this payment, Don from the DOF would see that it gets mailed out.

VI. **Status Reports by Members**

**John Linhart & David Jensen, PPWA** – All is well, we will have the Office of Traffic Safety grant for the GIS project completed by June 30, 2010, also working on regular system maintenance and preparing project lists for future.

**Sandy Soeth, BOS** – All is well within the department.

**Sandy Ibanez, Assessor** – No current issues at the assessor's office.

**John Harris, MITCS** – reported for the following Departments/Agency's

- **Health Services** has received all of the hardware for the new server project, he has begun the process of putting the system together, he is awaiting the completion of the electrical and heating & air project to be completed by the county electrician, before the system will be fired up. His expected start date is June 1, 2010. The Women, Infant, & Children's program received stimulus money to start the video conferencing program within all of its offices.
- **Ag Department** has no connectivity to the county core; they currently run off a DSL, will look into the possibility of tying into the fiber system at Planning & Public Works.
- **Child Support** is waiting for the state to replace computers and the DSL system.

**Merrie Wales, HRA** – HRA went live with their new C4 system on March 1, 2010, although the imaging piece that they received to create electronic copies of client information has bogged down the system dramatically, we are working with the State to get this problem fixed. The children services application is now available via the web, as the adult services application will be available by the end of 2010. There is some shuffle of internal staff going on within the agency as there is a new director.

**Don Santoro, DOF** – Recognized a job well done by MITCS. Don had a major system failure and John Harris, MITCS got him back up and running within hours. DOF is meeting with USDA to discuss the grant funding the 7i upgrade to the fiscal software. Tyler Smith, MITCS is the project manager. Reconfiguring BiTech to accommodate the PERS changes in employee contribution. Still working with PPWA on fine tuning the electronic payroll submittal. Looking forward to opening up to other departments.

**Jennifer Peters, County Council** – They are working to complete the HIPPA audits. Samantha commented that she has finished with the server, and Huston should have received his report this morning.

**Deb Hubbard & Tina Brothers, Ag/Air/CUPA** – Ag is having some issues with Vista, just received their Windows 7 licenses, looking forward to upgrading. Hope it resolves most if not all issues.

**Sam Back, MITCS for Sheriff** – Dispatch has two machines that need to be upgraded, MITCS working on email configuration to support the iPhones, CLETS still having issues.

**Sam Back, MITCS for Probation** – All seems to be well except one machine that still needs to have Spector installed. Machine conflicts are preventing installation.

*Dave Shoemaker, CAO* – Reported to all present that the new Board of Supervisor Chamber has Microsoft Power Point built in and available for all. Board Conference Room is also available, can check with the Clerk's to see if they're available or make tentative reservations using Outlook.

*Sam Back, MITCS for County Counsel* – Some HIPAA changes are coming and they may affect others in the County that fall under the HIPAA requirements.

**VII. Unscheduled Matters & Public Comment** – MITCS staff was asked to leave regarding the discussion of the renewal of their contract for the upcoming year. It was noted that staff is pleased with their performance, and that Don Santoro will recommend to the board the renewal of the contract for one year. As this is the last year on the contract it is recommended that we start the preparation for RFP for vendors by the first of the year. It was also noted that if your department is not receiving adequate attention, please contact your technicians supervisor, if you still do not get your problem resolved, you will need to have your director talk to Jim with MITCS and he will take care of the issue. It was also suggested that there be a few minutes at the end of each meeting to discuss issues or concerns with MITCS without them present.

**VIII. Agenda Items for Next Meeting –**

- Standardization of computer needs county wide
- Glenn County Records Management Policy as it relates to electronic data.

**VIII. Schedule Next Meeting – June 16, 2010**

Meeting adjourned 11:50am.

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Members: County Administrative Officer, Committee Chairman; Director of Finance, Vice Chairman; Board of Supervisors Member; Assessor/Clerk Recorder; Sheriff; Planning & Public Works Agency Director; Human Resource Director; Health Services Director; Chief Probation Officer.

~ Respectfully prepared and submitted by Marsha Squier, Planning & Public Works Agency ~