



## Glenn County Information Services Coordinating Committee

### ~MINUTES~

**Wednesday, June 17, 2010**

Present:

Don Santoro, Finance  
Robyn Krause, HRA  
Sandy Soeth, Clerk of the Board

Cathy Ehorn, Finance  
Merrie Wales, HRA  
Sheryl Thur, Assessor  
Samantha Back, MITCS

Huston Carlyle, County Counsel  
Dee Azure, Ag/Air Pollution  
Di Aulabaugh, PPWA

- I. Convene Meeting** - Don Santoro convened the meeting at 10:40am after it was determined that there was a quorum.
- II. Approval of Minutes** - The minutes of May 19, 2010 were not distributed with the agenda and could not be acted on.
- III. Records Management, Huston Carlyle** – Pointed those present to Glenn County Resolution 08-48 adopted December 2, 2008 which outlines the document retention policy of the County and requires each separate Department/Agency to maintain their own schedules based on their specific needs and operations. Mr. Carlyle went on to say that electronic documents, including email, are not to be handled differently than hardcopy documents. All are public records and subject to the County’s policy.
- IV. Standardization/Consolidation of County software/hardware** – PPWA Director John Linhart was not able to attend the meeting and the members present asked that this item be held over until the July meeting. Samantha Back, MITCS added that she had been working with the Finance Department to come up with the necessary seat licenses for Exchange 2010 and therefore the other Departments / Agencies that utilize the PPWA Exchange Server software would be able to continue to do so when PPWA upgraded later this summer.
- V. 10% Contract Withholding** – Mr. Santoro asked those present for comments and or concerns related to the services provided by MITCS in the prior month. Hearing none Sheryl Thur made the motion to release funds to MITCS. Sandy Soeth seconded the motion; all members were in favor, motion passed unanimously.
- V. Unscheduled Matters & Public Comment**
  - a. Mr. Santoro asked the committee to consider reducing its membership makeup due to the merger of HRA and Health Services. – No recommendation was taken for or against this suggestion.
  - b. Mr. Santoro noted that the Board of Supervisors has extended the MITCS contract for six months past its term and asked staff to use that time to go out to bid on IT services.

## **VI. Status Reports by Members**

*Di Aulabaugh, PPWA* – Focus is on fiscal processes right now, no major computer related issues.

*Don Santoro, Cathy Ehorn, DOF* – Currently testing 7i finance software, deployment has been delayed until September/October 2010.

*Merrie Wales, HRA* – C-IV is live, working on IT budget for 2011.

*Dee Azure, Ag/Air/CUPA* – no issues at this time.

*Sandy Soeth, Clerk of the Board* – having an issue with a corrupt database, MITCS is working to resolve.

*Samantha Back, MITCS* – Health Services currently working on a very large project. Multiple MITCS consultants are being utilized to install and deploy as well as backfill support in other departments.

## **VII. Schedule Next Meeting – July 21, 2010**

Meeting adjourned 11:30am.

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Members: Clerk of the Board, Director of Finance, 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 Di Aulabaugh, Planning & Public Works Agency ~