Technical Advisory Committee
TAC Meeting Minutes
June 8, 2023

REMOTE via TEAMS (for presenters)

Public comment for this meeting may be submitted in writing via email to the Clerk of the Technical Advisory Committee at kschaefer@cuyahogacounty.us no later than 7:00 a.m. on Thursday before the meeting. Members of the public will also be afforded the opportunity to make public comment via the conference call at designated times during the meeting, as indicated by the Clerk or Chairperson.

    I.   CALL TO ORDER

    II.   ROLL CALL

Members	Appointed Representation	Proxy (if needed)	Present	Absent
Jeremy Mio	ISO		☒	☐
Jason Snowbrick	HHS Ops		☒	☐
Greg Sherman	HHS Apps		☒	☐
Debbie Davtovich	Applications		☒	☐
Connie Geddis	PMO /Deputy CTO		☒	☐
Alan Kilgore	Operations/Engineering		☒	☐
Robin Roy	Board of Elections		☐	☒
Tom Arnaut	Common Pleas Courts		☐	☒
Josh Brower	Prosecutors Office		☒	☐

    III.   REVIEW MINUTES- May 25th 2023- Alan Kilgore motion to approve the minutes, Greg Sherman seconded. All agreed, minutes approved.

IV. New Items

01	TAC2023-IG-02	Department: Inspector General	Presenter: Kim Seeley
RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting the approval to contract with Nextpoint Licensing Agreement.		
	Amount not to exceed: $27,000.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1. 3- year renewal E-discovery, cloud-based solution & support NextPoint will be added to the IT Standards list going forward.		
APPROVAL	YES ☒ NO ☐ HELD ☐		

	Moved:	Debbie Davtovich
	Seconded:	Jason Snowbrick
	Unanimous Approval ☒	Non-Unanimous Approval ☐
Approval Tracking	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

02	TAC2023-IT-015	Department: Information Technology	Presenter: Alan Kilgore
RFI/RFP/RFQ Emergency Item ☐ **Grant Funded** ☐	Requesting the approval to enter into a contract with DC Group, INC.		
	Amount not to exceed: $3,865.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.		

APPROVAL	YES ☒ NO ☐ HELD ☐	
Approval Tracking	**Moved:**	Jason Snowbrick
	Seconded:	Greg Sherman
	Unanimous Approval ☒	Non-Unanimous Approval ☐
	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

03	TAC2023-LL-002	Department: Law Library	Presenter: Alan Kilgore
RFI/RFP/RFQ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to purchase (3) OptiPlex Dell computers.		
	Amount not to exceed: $ 2,235.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.		
APPROVAL	YES ☒ NO ☐ HELD ☐		

Approval Tracking			
	Moved:	Alan Kilgore	
	Seconded:	Josh Brower	
	Unanimous Approval ☒	Non-Unanimous Approval ☐	
	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐	
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐	
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐	

04	TAC2023-JC-005	Department: Juvenile Court	Presenter: Ted Lowe
RFI/RFP/RFQ **Emergency Item ☐** **Grant Funded ☐**	Requesting the approval to purchase file storage and video exporting equipment.		
	Amount not to exceed: $ 2,859.00		
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.		
APPROVAL	YES ☒ NO ☐ HELD ☐		

Approval Tracking	**Moved:**		
	Seconded:		
	Unanimous Approval ☒		Non-Unanimous Approval ☐
	Approved (Aye's)		Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)		Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained		Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

05	TAC2023-PSJS-013	Department: Public Safety & Justice Services	Presenter:
RFI/RFP/RFQ Emergency Item ☐ Grant Funded ☐	Requesting the approval to purchase IBM SPSS Statistics Standards Authorized User Licenses.		
	Amount not to exceed: $ 5,685.83		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.		
APPROVAL	YES ☐ NO ☐ HELD ☒		

Approval Tracking	**Moved:**	Alan Kilgore
	Seconded:	Debbie Davtovich
	Unanimous Approval ☐	Non-Unanimous Approval ☐
	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

06	TAC2023-HHS-016	Department: Health & Human Services	Presenter:
RFI/RFP/RFQ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to purchase Meeting Owl, Owl bar & whiteboard owl.		
	Amount not to exceed: $ 3,060.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1. Pilot Project		

APPROVAL	YES ☒ NO ☐ HELD ☐	
Approval Tracking	**Moved:**	Josh Brower
	Seconded:	Greg Sherman
	Unanimous Approval ☒	Non-Unanimous Approval ☐
	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

07	TAC2023-HHS-017	Department: Health & Human Services & Juvenile Court	Presenter: Greg Sherman
RFI/RFP/RFQ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to enter into a consulting contract with Marc Alverez.		
	Amount not to exceed: $ 126,800.00		
	Maintenance/Support included ☐　　*Cloud Hosted* ☐　　*Hybrid* ☐ *Internal Web Application* ☐　　*Public Facing Application*　☐　*Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.		

APPROVAL	YES ☒　　NO ☐　　HELD ☐

Approval Tracking	**Moved:**	Connie Geddis
	Seconded:	Debbie Davtovich
	Unanimous Approval ☒	Non-Unanimous Approval ☐
	Approved (Aye's)	Deputy CIO ☐　Deputy CTO ☐　ISO ☐ HHS Ops ☐　HHS Apps ☐　Apps ☐　Ops ☐ Eng ☐　BOE IT ☐　Courts IT ☐　Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐　Deputy CTO ☐　ISO ☐ HHS Ops ☐　HHS Apps ☐　Apps ☐　Ops ☐ Eng ☐　BOE IT ☐　Courts IT ☐　Prosecutor IT ☐
	Abstained	Deputy CIO ☐　Deputy CTO ☐　ISO ☐ HHS Ops ☐　HHS Apps ☐　Apps ☐　Ops ☐ Eng ☐　BOE IT ☐　Courts IT ☐　Prosecutor IT ☐

v. Walk-on

08	TAC2023-HHS-018	Department: Health & Human Services	Presenter: Marcos Cartos
RFI/RFP/RFQ Emergency Item ☐ Grant Funded ☐	Requesting the approval to enter into a contract with SpeakWrite, LLC. Shall provide voice to document transcription.		
	**Amount not to exceed: $ 266,757.00**		
	*Maintenance/Support included* ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1. Grant expires June 30th Training included, recruit workers		

APPROVAL	YES ☒ NO ☐ HELD ☐

	Moved:	
	Seconded:	
Approval Tracking	Unanimous Approval ☒	Non-Unanimous Approval ☐
	Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Not Approved (Nay's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐
	Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐

A. Consent Items (approved via IT Standards or TAC Policy)

PO #	Item Description	Department / Agency	Vendor	Total	IT Standard
					☐
					☐
					☐
					☐
					☐

IV.   PUBLIC COMMENT

V.   OTHER BUSINESS

VI.   ADJORNMENT – Jason Snowbrick motion to adjourn, Debbie Davtovich seconded; All agreed. Meeting adjourned.