

Technical Advisory Committee

TAC Meeting Minutes

June 22, 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		\boxtimes	
Jason Snowbrick	HHS Ops		\boxtimes	
Greg Sherman	HHS Apps		\boxtimes	
Debbie Davtovich	Applications	Jeremy Williams	\boxtimes	
Connie Geddis	PMO /Deputy CTO		\boxtimes	
Alan Kilgore	Operations/Engineering		\boxtimes	
Robin Roy	Board of Elections		\boxtimes	
Tom Arnaut	Common Pleas Courts			\boxtimes
Josh Brower	Prosecutors Office		\boxtimes	

III. REVIEW MINUTES- June 8th Meeting minutes. Robin Roy abstained due to his absence. Jason Snowbrick motion to approve, Alan Kilgore seconded. Meeting minutes approved.

IV. Held Item

01	TAC2023-JC- 005	Department: Public Safety 8 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	Amount not to exceed: \$ 5,685.83				
	Internal Web Ap	pplication \Box Public Facing				
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1. *Waiting for clarity on if this item should be withdrawn.					
APPROVAL	YES □ NO □ HELD ⊠					
		Moved:	Jason Snowbrick			
		Seconded:	Josh Brower			
	Unanimous A	approval \square	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			

v. New Items

01	TAC2023 -ED-001	Department: Economic Development		Presenter: Jeremy Williams, Kim Dickson			
	Requesting the approval to release an RFP to identify a professional services						
RFI/RFP/RFQ⊠	provider to build out a new (not yet acquired) Salesforce environment for						
Emergency Item	Economic	Development.					
Grant Funded		•					
		ot to exceed: \$75,000 al services maintenanc	. •	ce licenses or ongoing			
		nce/Support included		ed \boxtimes Hybrid \square			
		eb Application ⊠		•	Iting 🗵		
Notes/Discussion	*Previously	reviewed by TAC Boa	rd members at the Pr	e-TAC Meeting 6/15.			
APPROVAL	YES ⊠ NO □ HELD □						
		Moved: Robin Roy					
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		Seconded:	Greg Sherman				
	Unanimo	Seconded: us Approval	Greg Sherman Non-Unanimous	Approval \square			
		us Approval 🛚	Non-Unanimous Deputy CIO Deput	ty CTO ISO I			
_			Non-Unanimous Deputy CIO Deputh HHS Ops HHS App	ty CTO ISO Ops Ops Ops Ops Ops Ops Ops O	Eng □		
Approval		us Approval 🛚	Non-Unanimous Deputy CIO Deput	ty CTO ISO Ops Ops Ops Ops Ops Ops Ops O	Eng □		
• •		us Approval 🛚	Non-Unanimous Deputy CIO Deputh HHS Ops HHS App	ty CTO ISO os Apps Ops Prosecutor IT	Eng □		
Approval Tracking	Арр	us Approval 🛚	Non-Unanimous Deputy CIO	ty CTO ISO os Apps Ops Prosecutor IT	Eng □		
• •	Арр	us Approval proved (Aye's)	Non-Unanimous Deputy CIO	ty CTO ISO Ops Ops			
• •	Арр	us Approval proved (Aye's)	Non-Unanimous Deputy CIO Deput	ty CTO ISO Ops Ops			
	App Not A	us Approval proved (Aye's)	Non-Unanimous Deputy CIO Deputh HS Ops HHS App BOE IT Courts IT Deputy CIO Deputh HHS Ops HHS App BOE IT Courts IT Deputy CIO Deputh HDS Ops Deputh CIO Deputh De	ty CTO ISO Ops Ops			
• •	App Not A	us Approval proved (Aye's) pproved (Nay's)	Non-Unanimous Deputy CIO Deputh HS Ops HHS App BOE IT Courts IT Deputy CIO Deputh HS Ops HHS App BOE IT Courts IT Deputy CIO Deputh HS Ops HHS App BOE IT Courts IT	ty CTO ISO Ops Ops	Eng □		

02	TAC2023-PC- 013	Department: Prosecuto	or s Office	Presenter: Dave Fratture	
RFI/RFP/RFQ⊠ Emergency Item ☐ Grant Funded ☐	Requesting the approval to purchase 1-yr Callyo standard license (13 Users) that is a web-based platform for ICAC Officers to use for text and phone conversations.				
	Amount not to e	xceed: \$6,324.00			
	Internal Web A	pplication \Box Public	Facing Application [
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15. *Need to add to Standards List				
APPROVAL		YES ⊠ NO	☐ HELD ☐		
Approval Tracking		Moved:	Jason Snowbrick		
		Seconded:	Jeremy Mio		
	Unanimous Ap	pproval \square	Non-Unanimous A	approval \square	
	Approved (Aye's) Approved (Aye's) Deputy CIO				
	Not Ap	proved (Nay's)	Deputy CIO ☐ Deputy HHS Ops ☐ HHS Apps Eng ☐ BOE IT ☐ Co		
	Abstained Deputy CIO Deputy CTO ISO HHS Ops HHS Apps Apps Eng BOE IT Courts IT Pr IT				

03	TAC2023-PC- 014	Department: Prosecutors Office	ce Presenter: Dave Fratture	
RFI/RFP/RFQ□ Emergency Item □ Grant Funded □	Requesting the approval to purchase 1-yr Magnet OUTRIDER forensic (6) license via reseller Carahsoft.			
	Amount not to	exceed : \$5,100.00		
		Support included ⊠ Cloud I Application □ Public Facin	Hosted $oxtimes$ Hybrid $oxtimes$ Consulting $oxtimes$	
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15. Please add to Standard List			
APPROVAL		YES ⊠ NO □	HELD □	
		Moved:	Jason Snowbrick	
		Seconded:	Alan Kilgore	
	Unanimous A	Approval \square	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 ☐	

04	TAC2023-PC- 015	Department: Prosecutors Office	e Presenter: Josh Brower	
RFI/RFP/RFQ□ Emergency Item □ Grant Funded □	Requesting the approval to purchase 5-yr ActivePDF DocConverter (15-30k Tier) via reseller MNJ.			
	Amount not to	exceed : \$32,340.00 (\$6468.00/yr)		
		Support included ⊠ Cloud I Application □ Public Facin	•	
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.			
APPROVAL		YES ⊠ NO □	HELD □	
		Moved:	Robin Roy	
		Seconded:	Greg Sherman	
	Unanimous A	Approval \square	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	
		Abstained	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐	

05	TAC2023-JC- 006	Department: Juvenile Court	Presenter: TBA		
RFI/RFP/RFQ□ Emergency Item □ Grant Funded □	Requesting the approval to issue an RFP for a Court Management System.				
	Amount not to exceed: TBD				
		Maintenance/Support included \boxtimes Cloud Hosted \square Hybrid \square Internal Web Application \square Public Facing Application \square Consulting \square			
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.				
APPROVAL	YES ⊠ NO □ HELD □				
		Moved:	Connie Geddis		
		Seconded:	Alan Kilgore		
	Unanimous A	Approval \square	Non-Unanimous Approval		
Annroval		Approved (Aye's)	Deputy CIO ☐ Deputy CTO ☐ ISO ☐ HHS Ops ☐ HHS Apps ☐ Apps ☐ Ops ☐ Eng ☐ BOE IT ☐ Courts IT ☐ Prosecutor IT ☐		
Approval Tracking	No	ot 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-IT- 020	Department: Information Technology	Presenter: Jeremy Mio			
RFI/RFP/RFQ□ Emergency Item □ Grant Funded □	Requesting the approval to put out an RFB for a Network Engineer to augment staff and assist with network administration, design, and security.					
	Amount not to	Amount not to exceed: TBD				
		Maintenance/Support included \square Cloud Hosted \square Hybrid \square Internal Web Application \square Public Facing Application \square Consulting \square				
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.					
APPROVAL	YES ⊠ NO □ HELD □					
		Moved:	Robin Roy			
	_	Seconded:	Greg Sherman			
	Unanimous A	Approval 🗆	Non-Unanimous Approval			
Annroval		Approved (Aye's)	Deputy CIO Deputy CTO SISO SIGNATURE SUPPLY CIO Deputy CTO SISO SIGNATURE SUPPLY CTO SISO SISO SIGNATURE SUPPLY CTO SISO SIT SISO SIT SISO SIT SISO SIT			
Approval Tracking	No	ot Approved (Nay's)	Deputy CIO Deputy CTO SO			
		Abstained	Deputy CIO Deputy CTO ISO HHS Ops HHS Apps Apps Ops BOE IT Courts IT Prosecutor IT			

07	TAC2023-IT- 021	Department: Information Technology		Presenter:	
RFI/RFP/RFQ□ Emergency Item □ Grant Funded □	Requesting the approval to put out an RFI for Website Analysis & Consultation.				
	Amount not to	exceed: TBD			
	Maintenance/Support included \boxtimes Cloud Hosted \square Hybrid \square Internal Web Application \square Public Facing Application \square Consulting \square				
Notes/Discussion	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.				
APPROVAL	YES ⊠ NO □ HELD □				
		Moved:	Greg	Sherman	
		Seconded:	Jasor	n Snowbrick	
	Unanimous A	Approval \square	Non	-Unanimous Approval 🛚	
Approval Tracking		Approved (Aye's)	HHS (ty CIO	
	No	ot Approved (Nay's)	HHS (ty CIO	
		Abstained	HHS (ty CIO	

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

PO #	Item Description	Department / Agency	Vendor	Total	IT Standard

- IV. PUBLIC COMMENT -None
- V. OTHER BUSINESS Board of Elections is currently evaluating other locations to move all of BOE under one roof. The Executive Team and Board of Elections will be selecting a final location soon.
- VI. ADJORNMENT Greg Sherman motion to adjourn and Robin Roy seconded. All agreed.