



## 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](mailto: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		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason Snowbrick	HHS Ops		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Greg Sherman	HHS Apps		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debbie Davtovich	Applications	Jeremy Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Connie Geddis	PMO /Deputy CTO		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Kilgore	Operations/Engineering		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robin Roy	Board of Elections		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Arnaut	Common Pleas Courts		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josh Brower	Prosecutors Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

IV. Held Item

<b>01</b>	<b>TAC2023-JC-005</b>	<b>Department: Public Safety &amp; Justice Services</b>	<b>Presenter:</b>
RFI/RFP/RFQ Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to purchase IBM SPSS Statistics Standards Authorized User Licenses.		
<b>Amount not to exceed: \$ 5,685.83</b>			
Maintenance/Support included <input type="checkbox"/> Cloud Hosted <input type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>			
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/1.  *Waiting for clarity on if this item should be withdrawn.		
<b>APPROVAL</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> HELD <input checked="" type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Jason Snowbrick	
	<b>Seconded:</b>	Josh Brower	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>		

v. New Items

<b>01</b>	<b>TAC2023 -ED-001</b>	<b>Department:</b> Economic Development	<b>Presenter:</b> Jeremy Williams, Kim Dickson
RFI/RFP/RFQ <input checked="" type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to release an RFP to identify a professional services provider to build out a new (not yet acquired) Salesforce environment for Economic Development.		
	<b>Amount not to exceed:</b> \$75,000 (not including Salesforce licenses or ongoing professional services maintenance or changes)		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input checked="" type="checkbox"/> Public Facing Application <input checked="" type="checkbox"/> Consulting <input checked="" type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Robin Roy	
	<b>Seconded:</b>	Greg Sherman	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	

<b>02</b>	<b>TAC2023-PC-013</b>	<b>Department: Prosecutors Office</b>	<b>Presenter: Dave Fratture</b>
<b>RFI/RFP/RFQ</b> <input checked="" type="checkbox"/> <b>Emergency Item</b> <input type="checkbox"/> <b>Grant Funded</b> <input type="checkbox"/>	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.		
<b>Amount not to exceed: \$6,324.00</b>			
<i>Maintenance/Support included</i> <input checked="" type="checkbox"/> <i>Cloud Hosted</i> <input checked="" type="checkbox"/> <i>Hybrid</i> <input type="checkbox"/> <i>Internal Web Application</i> <input type="checkbox"/> <i>Public Facing Application</i> <input type="checkbox"/> <i>Consulting</i> <input type="checkbox"/>			
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.  *Need to add to Standards List		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Jason Snowbrick	
	<b>Seconded:</b>	Jeremy Mio	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	

<b>03</b>	<b>TAC2023-PC-014</b>	<b>Department:</b> Prosecutors Office	<b>Presenter:</b> Dave Fratture
RFI/RFP/RFQ <input type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to purchase 1-yr Magnet OUTFRIDER forensic (6) license via reseller Carahsoft.		
	<b>Amount not to exceed:</b> \$5,100.00		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.  Please add to Standard List		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Jason Snowbrick	
	<b>Seconded:</b>	Alan Kilgore	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	

<b>04</b>	<b>TAC2023-PC-015</b>	<b>Department:</b> Prosecutors Office	<b>Presenter:</b> Josh Brower
RFI/RFP/RFQ <input type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to purchase 5-yr ActivePDF DocConverter (15-30k Tier) via reseller MNJ.		
	<b>Amount not to exceed:</b> \$32,340.00 (\$6468.00/yr)		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Robin Roy	
	<b>Seconded:</b>	Greg Sherman	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	

<b>05</b>	<b>TAC2023-JC-006</b>	<b>Department: Juvenile Court</b>	<b>Presenter: TBA</b>
RFI/RFP/RFQ <input type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to issue an RFP for a Court Management System.		
	<b>Amount not to exceed: TBD</b>		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Connie Geddis	
	<b>Seconded:</b>	Alan Kilgore	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	

<b>06</b>	<b>TAC2023-IT-020</b>	<b>Department:</b> Information Technology	<b>Presenter:</b> Jeremy Mio
RFI/RFP/RFQ <input type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to put out an RFB for a Network Engineer to augment staff and assist with network administration, design, and security.		
	<b>Amount not to exceed:</b> TBD		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Robin Roy	
	<b>Seconded:</b>	Greg Sherman	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	



<b>07</b>	<b>TAC2023-IT-021</b>	<b>Department:</b> Information Technology	<b>Presenter:</b>
RFI/RFP/RFQ <input type="checkbox"/> Emergency Item <input type="checkbox"/> Grant Funded <input type="checkbox"/>	Requesting the approval to put out an RFI for Website Analysis & Consultation.		
	<b>Amount not to exceed:</b> TBD		
	Maintenance/Support included <input checked="" type="checkbox"/> Cloud Hosted <input type="checkbox"/> Hybrid <input type="checkbox"/> Internal Web Application <input type="checkbox"/> Public Facing Application <input type="checkbox"/> Consulting <input type="checkbox"/>		
<b>Notes/Discussion</b>	*Previously reviewed by TAC Board members at the Pre-TAC Meeting 6/15.		
<b>APPROVAL</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> HELD <input type="checkbox"/>		
<b>Approval Tracking</b>	<b>Moved:</b>	Greg Sherman	
	<b>Seconded:</b>	Jason Snowbrick	
	Unanimous Approval <input type="checkbox"/>	Non-Unanimous Approval <input type="checkbox"/>	
	Approved (Aye's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
	Not Approved (Nay's)	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>	
Abstained	Deputy CIO <input type="checkbox"/> Deputy CTO <input type="checkbox"/> ISO <input type="checkbox"/> HHS Ops <input type="checkbox"/> HHS Apps <input type="checkbox"/> Apps <input type="checkbox"/> Ops <input type="checkbox"/> Eng <input type="checkbox"/> BOE IT <input type="checkbox"/> Courts IT <input type="checkbox"/> Prosecutor IT <input type="checkbox"/>		

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

PO #	Item Description	Department / Agency	Vendor	Total	IT Standard
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

- 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.