Technical Advisory Committee
TAC Meeting Minutes
January 30, 2025

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	Larry Patterson	☒	☐
Jeremy Williams	Applications		☒	☐
Connie Geddis	Project Management		☒	☐
Alan Kilgore	Operations/Engineering			☐
Robin Roy	Board of Elections		☒	☐
Ken Smeallie	Common Pleas Courts	Via Teams	☒	☐
Josh Brower	Prosecutors Office		☒	☐
Bob Noll	Enterprise Applications		☒	☐

III. REVIEW MINUTES- January 16, 2025 Alan Kilgore motion to approve the minutes from January 16, 2025. Connie Geddis seconded. All agreed, minutes approved.

IV. PUBLIC COMMMENT- None

New Items:

01	2025-TAC-009	Department: **Fiscal**		Presenter: Dominque Tatum
RFI/RFP/RFQ☐ **Emergency Item** ☐ **Grant Funded** ☐	The Fiscal Department is seeking an amended contract with Direct Travel which the ability for online airfare and hotel booking services.			
	Amount not to exceed: $ 2,500.00			
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐			
Notes/Discussion	Security review was done.			
APPROVAL	YES ☒ NO ☐ HELD ☐			

Approval Tracking	**Moved:**	Bob Noll	
	Seconded:	Robin Roy	
	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 ☐	

02	2025-TAC-010	Department: **DoIT**	Presenter: Jeremy Williams
RFI/RFP/RFQ☐ **Emergency Item ☐** **Grant Funded ☐**		The Department of Information Technology is requesting to renew a subscription with PluralSight to be used by the Enterprise Development team.	
		**Amount not to exceed: $ 13,741.56	
		Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐* *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*	
Notes/Discussion			
APPROVAL		YES ☒ NO ☐ HELD ☐	

Approval Tracking

	Moved:	Larry Patterson
	Seconded:	Bob Noll
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	2025-TAC-011	Department: DoIT	Presenter: Jeremy Williams
RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	The Information Technology Department and the Treasury Department released an RFP (TAC approved April 4, 2024) seeking a Virtual Online Assistant or ChatBot for the Treasury Website. CitiBot was chosen as the platform to move forward with. A security review of the platform was conducted on 12/17/2024.		
	Amount not to exceed: $ $ 67,600.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	Security review was done.		
APPROVAL	YES ☒ NO ☐ HELD ☐		

Approval Tracking		
Moved:	Connie Geddis	
Seconded:	Robin Roy	
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	2025-TAC-012	Department: **Public Works**	Presenter: **Brian Chalmers**

RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting approval to purchase Airband mobile Radios for airport.
	Amount not to exceed: $ 5,099.97
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*
Notes/Discussion	
APPROVAL	YES ☒ NO ☐ HELD ☐

Approval Tracking	**Moved:**	Bob Noll
	Seconded:	Jeremy Williams
	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	2025-TAC-013	**Department:** Prosecutors Office	**Presenter:** Josh Brower
RFI/RFP/RFQ ☐ **Emergency Item** ☐ **Grant Funded** ☐		Requesting approval to renew PenLink PLX license for a 3-year subscription.	
		Amount not to exceed: $16,597.77	
		Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐	
Notes/Discussion		Will be added to IT Standards List	

APPROVAL	YES ☒ NO ☐ HELD ☐

	Moved:	Alan Kilgore	
	Seconded:	Larry Patterson	

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 ☐

06	2025-TAC-014	Department: Prosecutors Office		Presenter: Josh Brower
RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting approval to purchase a subscription for GeeWhiz from SHI International.			
	Amount not to exceed: $ 2,788.67			
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*			
Notes/Discussion	Will be added to IT Standards List			

APPROVAL	YES ☒ NO ☐ HELD ☐

Approval Tracking	Moved:	Larry Patterson
	Seconded:	Jeremy Williams
	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	2025-TAC-015	Department: **Prosecutors Office**	Presenter: Dave Frattare
RFI/RFP/RFQ ☐ **Emergency Item ☐** **Grant Funded ☐**	Requesting approval to enter into a contract with DataPilot for Cyacomb license for 12 months.		
	Amount not to exceed: **$8,790.00**		
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*		
Notes/Discussion	Will be added to IT Standards List		
APPROVAL	YES ☒ NO ☐ HELD ☐		

Approval Tracking	Moved:	Bob Noll	
	Seconded:	Robin Roy	
	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 ☐	

08	2025-TAC-016	Department: **Department of Information Technology**	Presenter:
RFI/RFP/RFQ☐ **Emergency Item** ☐ **Grant Funded** ☐		Requesting approval to enter into a contract with Root Integrated Systems.	
		Amount not to exceed: $ 1,179,260.50	
		Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐	
Notes/Discussion		Will be added to IT Standards List	
APPROVAL		YES ☒ NO ☐ HELD ☐	

Approval Tracking		**Moved:**	Josh Brower
		Seconded:	Larry Patterson
		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 ☐

09	2025-TAC-017	Department: Juvenile Court	Presenter:

RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting approval to enter into a 7 year contract with Journal Technology Inc. For a new CMS system.
	Amount not to exceed: $7 million
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*
Notes/Discussion	
APPROVAL	YES ☒ NO ☐ HELD ☐

Approval Tracking	Moved:	Connie Geddis
	Seconded:	Jeremy Williams
	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
	Appointment / Bookings	IT	AddySystems	$42,420.00	
	Web UI Framework	IT	Progress	$5,934.60	
	Email (Bulk) Mailing solution	IT	Constant Contact	$7,828.80	
	Authentication and Customer Identity	IT	Auth0	$28,368.30	
	Property Tax	Fiscal	Manatron	$505.31	

V. PUBLIC COMMENT- None
VI. OTHER BUSINESS – IT Standards list has been updated and will be reviewed by the TAC Board members for the next few weeks.
VII. ADJORNMENT – Larry Patterson motion to adjourn the meeting. Robin Roy seconded. All agreed, meeting adjourned.