Technical Advisory Committee
TAC Minutes
May 19, 2022

REMOTE via TEAMS
Microsoft Teams
The public should access the meeting via conference call by dialing:
+1 440-462-2064,,687501897#

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
Jack Rhyne	Deputy CIO (CIO Designee)		☐	☒
Jeremy Mio	Interim, Deputy CTO & ISO		☒	☐
Jason Snowbrick	HHS Ops		☒	☐
Matt Bender	HHS Apps		☒	☐
Debbie Davtovich	Applications		☒	☐
Alan Kilgore	Operations		☒	☐
Tim Peterson	Engineering		☒	☐
Robin Roy	Board of Elections		☐	☒
Tom Arnaut	Common Pleas Courts		☐	☒
Pete Szigeti	Prosecutors Office		☐	☒

III.   REVIEW MINUTES from May 5th, 2022 Jason Snowbrick motion to approve, Matt Bender seconded; all agreed. Minutes approved.

IV.   PUBLIC COMMENT- No public comment

I.   New Items

01	TAC2022-HHS-002	Department: Health & Human Services	Presenter: Matt Bender
RFI/RFP/RFQ ☐ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to enter into a contract with DocuSign Carasoft.		
	Amount not to exceed: $68,320.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	(Previously reviewed at the TAC May 12th 2022 Meeting)		
APPROVAL	YES ☒ NO ☐ HELD ☐		

Approval Tracking	**Moved:**	Tim Peterson	
	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 ☐	

02	TAC2022-ME-005	Department: Medical Examiner	Presenter: Mark Bandza
RFI/RFP/RFQ ☐ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to purchase an Intraoral Sensor Start Kits for dental records.		
	Amount not to exceed: $20,023.20		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	Will be reviewed with IT team.		

APPROVAL	YES ☐ NO ☐ HELD ☒

Approval Tracking	**Moved:**	Alan Kilgore
	Seconded:	Matt Bender
	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	TAC2022-ME-006	Department: Medical Examiner	Presenter: Mark Bandza
RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting the approval to enter into a 2 year service agreement with Thermo Elections North American LLC. This will cover the current instruments.		
	Amount not to exceed: $ 81,444.00		
	Maintenance/Support included ☐　　*Cloud Hosted* ☐　*Hybrid* ☐ *Internal Web Application* ☐　　*Public Facing Application* ☐　　*Consulting* ☐		
Notes/Discussion	(Previously reviewed at the TAC May 12th, 2022 Meeting)		

APPROVAL	YES ☒　　　NO ☐　　HELD ☐		

	Moved:	Matt Bender	
	Seconded:	Jason Snowbrick	
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 ☐	

04	TAC2022-PW-004	Department: Public Works	Presenter: Tom Pavich
RFI/RFP/RFQ ☐ **Emergency Item** ☐ **Grant Funded** ☐	Requesting the approval to enter into with Galaxy Digital for the Animal Shelter.		
	Amount not to exceed: $3,900.00		
	Maintenance/Support included ☐ *Cloud Hosted* ☐ *Hybrid* ☐ *Internal Web Application* ☐ *Public Facing Application* ☐ *Consulting* ☐		
Notes/Discussion	(Previously reviewed at the TAC May 12th 2022 Meeting)		

APPROVAL	YES ☒ NO ☐ HELD ☐	
Approval Tracking	**Moved:**	Tim Peterson
	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 ☐

05	TAC2022-HHS-003	Department: Health & Human Services	Presenter: Marcos Cortes
RFI/RFP/RFQ ☐ Emergency Item ☐ Grant Funded ☐	Requesting the approval to enter into an agreement with CBTS Technology Solutions LLC. For variety of information technology/IT and telecommunications services.		
	Amount not to exceed: $71,175.00		
	Maintenance/Support included ☐ Cloud Hosted ☐ Hybrid ☐ *Internal Web Application ☐ Public Facing Application ☐ Consulting ☐*		
Notes/Discussion	(Previously reviewed at the TAC May 12th 2022 Meeting)		

APPROVAL	YES ☒ NO ☐ HELD ☐	
Approval Tracking	**Moved:**	Matt Bender
	Seconded:	Alan Kilgore
	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
					☐
					☐
					☐
					☐
					☐

II.   PUBLIC COMMENT
III.   OTHER BUSINESS
IV.   ADJORNMENT- Debbie Davtovich motion to adjourn; Matt Bender seconded. All agreed. Meeting adjourned.