


Technology Advisory Board (TAB)

Approved Minutes from December 11, 2025

Present: Zachary Posner (Information Technology), Richard Jaussi-online (Auditor), Nikila Venugopal-online (Clerk), Lisa Ashman-online (District Attorney), Hoa Nguyen-online (Council), Megan Hillyard (Administrative Services), Talia Butler-online (Public Works), Will Kocher (Recorder), Brad Park (Surveyor), Chris Stavros (Assessor), Robert Sampson-online (Community Services), James Taylor (Sheriff)

Representation Absent: Human Services, Mayor Administration, Treasurer

Staff Present: Tony Jolley-online, Trevor Hebditch, Rina Shipley-online, Sam Sedivec-online, Mark Miller, Mike Bailey-online, Kira Moody, Cherie Root, Valina Eckley-online, Wendy Ormsby

| TOPIC | POINTS OF INTEREST |
|--|--|
| <p>Welcome & Remote Meeting Instructions</p> | <p>Brad Park opened the meeting.</p> <p>Cherie Root noted attendance online.</p> <p>Trevor Hebditch shared the following slide:</p> <div style="text-align: center;">  </div> |
| <p>Public Comments (Brad Park)</p> | <p>No comments.</p> |
| <p>Approval of minutes from October 23, 2025, meeting</p> | <p>Motion to approve the minutes by Chris Stavros. Will Kocher seconds the motion. No discussion.</p> <p>Motion passed unanimously.</p> |

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|--|--|----------------|-------------|------------------------|------|------------------------------|------------|-------------------|-------------|---------------------------|-------------|---|---------------|---|---------------|-----|----------------|------------|----------|---------|
| <p>Follow-up Items (Cherie Root)</p> | <div style="background-color: #0056b3; color: white; padding: 10px; display: flex; align-items: center;"> <div> <h2 style="margin: 0;">Follow-up items</h2> <p style="margin: 0;">Cherie Root</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 5px;">FOLLOW-UP ITEM</th> <th style="padding: 5px;">RESPONSIBLE</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="padding: 5px;">Adobe Options Analysis</td> <td style="padding: 5px;">BRMs</td> </tr> <tr> <td style="padding: 5px;">Smart Government Fund Update</td> <td style="padding: 5px;">Javaid Lal</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="padding: 5px;">Technology Survey</td> <td style="padding: 5px;">Mark Miller</td> </tr> <tr> <td style="padding: 5px;">IT Shared Services Update</td> <td style="padding: 5px;">Zach Posner</td> </tr> <tr style="background-color: #ffb6c1;"> <td style="padding: 5px;">Website Usage – Prior Quarter & Year-to-Year Comparison</td> <td style="padding: 5px;">Valina Eckley</td> </tr> <tr style="background-color: #ffb6c1;"> <td style="padding: 5px;">Vendor Accessibility Compliance in RFPs</td> <td style="padding: 5px;">Valina Eckley</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 5px;">Key</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="padding: 5px;">Separate Slide</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="padding: 5px;">In-Process</td> </tr> <tr style="background-color: #ffb6c1;"> <td style="padding: 5px;">Complete</td> </tr> <tr style="background-color: #ffff00;"> <td style="padding: 5px;">On Hold</td> </tr> </tbody> </table> </div> | FOLLOW-UP ITEM | RESPONSIBLE | Adobe Options Analysis | BRMs | Smart Government Fund Update | Javaid Lal | Technology Survey | Mark Miller | IT Shared Services Update | Zach Posner | Website Usage – Prior Quarter & Year-to-Year Comparison | Valina Eckley | Vendor Accessibility Compliance in RFPs | Valina Eckley | Key | Separate Slide | In-Process | Complete | On Hold |
| FOLLOW-UP ITEM | RESPONSIBLE | | | | | | | | | | | | | | | | | | | |
| Adobe Options Analysis | BRMs | | | | | | | | | | | | | | | | | | | |
| Smart Government Fund Update | Javaid Lal | | | | | | | | | | | | | | | | | | | |
| Technology Survey | Mark Miller | | | | | | | | | | | | | | | | | | | |
| IT Shared Services Update | Zach Posner | | | | | | | | | | | | | | | | | | | |
| Website Usage – Prior Quarter & Year-to-Year Comparison | Valina Eckley | | | | | | | | | | | | | | | | | | | |
| Vendor Accessibility Compliance in RFPs | Valina Eckley | | | | | | | | | | | | | | | | | | | |
| Key | | | | | | | | | | | | | | | | | | | | |
| Separate Slide | | | | | | | | | | | | | | | | | | | | |
| In-Process | | | | | | | | | | | | | | | | | | | | |
| Complete | | | | | | | | | | | | | | | | | | | | |
| On Hold | | | | | | | | | | | | | | | | | | | | |
| <p>Technology Survey Update (Mark Miller)</p> <p>Brad Park thanked all who helped with the survey, especially Saskia and Ryan in ORD who crafted questions that will result in meaningful data.</p> <p>Action Item: Mark Miller will send draft survey to TAB Members for feedback prior to distributing.</p> | <div style="background-color: #0056b3; color: white; padding: 10px; display: flex; align-items: center;"> <div> <h2 style="margin: 0;">Technology Survey Update</h2> <p style="margin: 0;">Mark Miller (5 min)</p> </div> </div> <ul style="list-style-type: none"> Topic overview Question review Audience Timing | | | | | | | | | | | | | | | | | | | |

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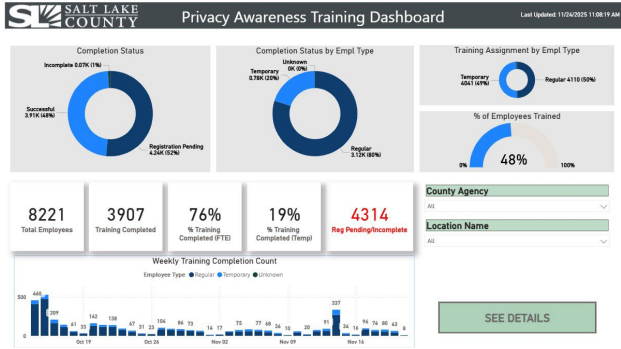
| TOPIC | POINTS OF INTEREST |
|---|---|
| <p>TAB Working Group Milestones (Tony Jolley)</p> | |
| <p>Solution Working Group (Rina Shipley) Discussion: We waited to share the SaaS Standard until the policy on personal data privacy was passed to make sure the SaaS Standards aligned with what was passed. Because we deal with sensitive information, we ask that your agencies' SaaS solutions meet all requirements and recommendations. There are always exceptions so please contact us, and we can help you with these exceptions.</p> | <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;"> <h2 style="margin: 0;">Solution Working Group</h2> <p>Rina Shipley (5 min)</p> </div> </div> <ul style="list-style-type: none"> New SaaS (Software as a Service) Standard <div style="text-align: right; margin-top: 20px;"> motion and vote </div> <p style="margin-top: 20px;">Motion to approve the SaaS (Software as a Service) Standard by Chris Stavros, Brad Park seconds the motion. No further discussion.</p> <p>Motion passed unanimously.</p> |

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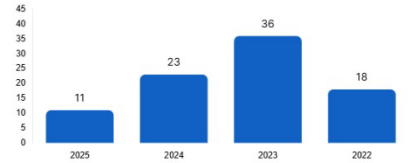
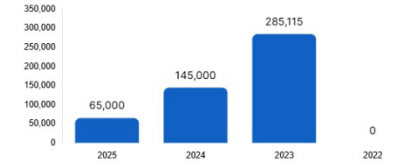
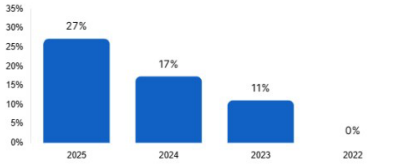
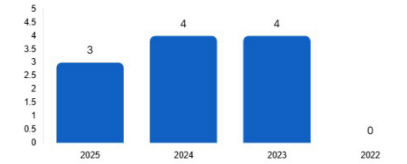
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|--|--|
| <p>Portfolio Working Group (Cherie Root) Council only made minor changes to the Mayor’s recommendation. They reduced one of the positions requested in IT by the amount we were paying for a temp. They also reduced any positions approved by just a couple months to account for the time it will take to hire.</p> | <div style="background-color: #0056b3; color: white; padding: 10px;">  <h2 style="margin: 0;">Portfolio Working Group</h2> <p style="margin: 0;">Cherie Root (5 min)</p> </div> <ul style="list-style-type: none"> Budget Update <p style="margin-left: 40px; margin-top: 20px;">Link to Business Cases</p> |
| <p>Artificial Intelligence Working Group (Trevor Hebditch)</p> <p>The group is putting the work in to find the most responsible manner in which the County can utilize AI, especially around protected/restricted data. We will have a select number of agencies do some testing. This will be done in the cloud in a very secure environment. A big focus for 2026 will be how we provide support, guidance and training on the use of AI.</p> | <div style="background-color: #0056b3; color: white; padding: 10px;">  <h2 style="margin: 0;">Artificial Intelligence Working Group</h2> <p style="margin: 0;">Trevor Hebditch (5 Minutes)</p> </div> <div style="margin-top: 20px;"> <div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; display: inline-block; text-align: center; width: 150px;"> <p style="margin: 0; font-size: 1.2em;">Proof of Concept Steps and Progress</p> </div> <ul style="list-style-type: none"> AI Server Ordered Testing Cloud Base Setup Identify 1-2 Cases Run Tests on Server and Cloud Setup Guidelines </div> |
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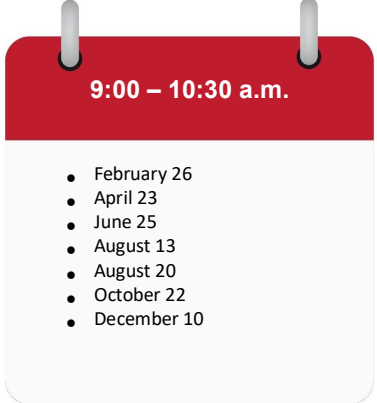
| TOPIC | POINTS OF INTEREST |
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| <p>Data Governance Update (Javaid Lal)</p> <p><i>Please encourage your employees to take the training. This is going to be an annual training.</i></p> <p><i>Very excited that we were approved for a full time privacy officer in 2026.</i></p> | <div style="text-align: center;"> <h3>Privacy Program Update</h3> <h4>Annual Privacy Awareness Training</h4> </div> <ul style="list-style-type: none"> Countywide Employee Privacy Training was launched on October 14, 2024. <ul style="list-style-type: none"> Overall, 48% employees have completed the training as of Nov. 24 76% Permanent & Full-Time employees 19% Temps <div style="text-align: center; margin-top: 20px;">  </div> |
| <ul style="list-style-type: none"> Annual Privacy Report Survey – Launched on October 31, 2025 Training / Workshops – 6 Sessions 30+ data coordinators have completed the training. Report is due on December 05, 2025 As of December 02, two (2) agencies have submitted their privacy report. | <div style="text-align: center;"> <h3>Privacy Program Update</h3> <h4>Annual Privacy Program Report</h4> </div> <div style="text-align: center; margin-top: 20px;"> <h4>Annual Privacy Program Report</h4> <p>For the year ended on December 31, 2025</p> <hr/> <p>The Government Data Privacy Act (GDPA) requires that government entities prepare an Annual Privacy Report by December 31 of each year. Read Utah Code 63a-19-401.3</p> <p>We ask that you complete this report by Friday, December 5, 2025, for us to develop a countywide report by December 31.</p> <p>The Annual Privacy Program Report is categorized into the following eight (8) privacy practices sections.</p> <ol style="list-style-type: none"> 1. Governance 2. Identify 3. Control 4. Communicate 5. Protect 6. High Risk Processing Activities 7. Personal Data Sharing, Selling, and Purchasing 8. Certification <p>As you start working on this report, you will be able to save a draft of this report and complete it later. A draft submission link will be sent to the report preparer to access the draft report.</p> <p>We have also developed an AI Chatbot* "Lexi" to answer questions about the GDPA, County Policy on Data Privacy and the Annual Privacy Report. Click here to access "Lexi".</p> <p><small>*AI Chatbot: Term of Use - The AI Chatbot is a beta version. Please read and verify Lexi's responses.</small></p> <div style="text-align: right; margin-top: 20px;"> Save Next </div> </div> |

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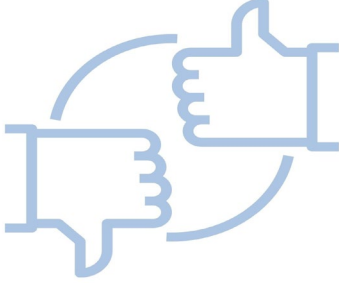
| TOPIC | POINTS OF INTEREST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------------------|----------------------|----------------------|-------------------------|---------------------------|-------------------------|---------------------------|------------------|-----------|----------|-----------|----------|----------|-----------|----------|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------|----------|----------|----------|----------|----------|----------|----------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <p>Smart Government Fund Update (Javaid Lal)</p> <p><i>Highlights: We are excited to see more ideas come in and more and more projects approved. There are no bad ideas!</i></p> | <div style="text-align: center;">  <p>Smart Government Fund Program Overview Office of Data & Innovation</p> <p>Smart Gov Fund SharePoint Site</p> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #e0e0e0;">Ideas Received</th> <th style="background-color: #e0e0e0;">Review Pending</th> <th style="background-color: #e0e0e0;">Not Eligible for SGF</th> <th style="background-color: #e0e0e0;">Need More Info</th> <th style="background-color: #e0e0e0;">Process Improvement</th> <th style="background-color: #e0e0e0;">Withdrawn / No Response</th> <th style="background-color: #e0e0e0;">Move Forward for Full App</th> <th style="background-color: #e0e0e0;">Funding Approved</th> </tr> </thead> <tbody> <tr> <td>88</td> <td>1</td> <td>46</td> <td>2</td> <td>4</td> <td>21</td> <td>3</td> <td>11</td> </tr> <tr> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> <td><small>Total</small></td> </tr> <tr> <td>11</td> <td>1</td> <td>1</td> <td>2</td> <td>0</td> <td>1</td> <td>3</td> <td>3</td> </tr> <tr> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> <td><small>2025</small></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center; background-color: #e0e0e0; padding: 2px;">Smart Gov Fund Ideas Received</p>  </div> <div style="width: 45%;"> <p style="text-align: center; background-color: #e0e0e0; padding: 2px;">\$ Funded</p>  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center; background-color: #e0e0e0; padding: 2px;">% of Ideas Funded</p>  </div> <div style="width: 45%;"> <p style="text-align: center; background-color: #e0e0e0; padding: 2px;"># of Projects Funded</p>  </div> </div> <div style="margin-top: 20px;"> <p style="text-align: center;">Smart Gov Fund Update (funding decision later this week)</p> <ul style="list-style-type: none"> • Full Applications Submitted: <ul style="list-style-type: none"> • Unlocking the Past, Serving the Future: Historic Property Records Digitization, Access, and Facility Consolidation Initiative – Recorder’s Office • Solar-Powered Tree Care for Salt Lake County Parks – Parks & Recreation • Invoice Data Extraction & Automation (IDEA) – Regional Development </div> <div style="text-align: right; margin-top: 20px;"> <p>22 Avg Yearly # of Ideas Received</p> <p>11% Avg Yearly # of Ideas Funded</p> <p>3 Avg Yearly # of Project Funded</p> <p>\$45,010 Avg Project Funding Amount</p> <p>\$126,221 Avg Yearly Funds Returned to General Fund</p> </div> | Ideas Received | Review Pending | Not Eligible for SGF | Need More Info | Process Improvement | Withdrawn / No Response | Move Forward for Full App | Funding Approved | 88 | 1 | 46 | 2 | 4 | 21 | 3 | 11 | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | 11 | 1 | 1 | 2 | 0 | 1 | 3 | 3 | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> |
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| 88 | 1 | 46 | 2 | 4 | 21 | 3 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | <small>Total</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 1 | 1 | 2 | 0 | 1 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | <small>2025</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>Security Update (Closed Session)</p> | <p>Motion to enter a closed session to discuss deployment of security personnel, devices, or systems by Chris Stavros, Will Kocher seconds the motion. No discussion.</p> <p>Aye: Assessor, Auditor, Community Services, District Attorney, Public Works, Recorder, Sheriff, Surveyor</p> <p>Nay: None</p> <p>Roll Call Absent: Clerk, Administrative Services, Human Services, Mayor Administration, Treasurer</p> <p>Motion passed unanimously.</p> <p>Motion to exit the closed session by Chris Stavros and Will Kocher, seconded.</p> <p>Motion passed unanimously.</p> |
| <p>Upcoming Meeting Schedule for 2026 (Wendy Ormsby)</p> <p>Action Item: Webex Meeting Invites for TAB will be sent out.</p> | <div style="background-color: #0056b3; color: white; padding: 10px;">  <h3 style="margin: 0;">Upcoming meeting schedule</h3> <p style="margin: 0;">Wendy Ormsby (1 min)</p> </div> <div style="text-align: center; margin-top: 20px;">  <ul style="list-style-type: none"> February 26 April 23 June 25 August 13 August 20 October 22 December 10 </div> |

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| <p>Review Action Items (Wendy Ormsby)</p> <p>There are two action items from this meeting</p> <ol style="list-style-type: none"> 1) Technology survey will be sent. 2) 2026 TAB meetings will be scheduled. | <div style="background-color: #0056b3; color: white; padding: 10px;">  <div style="text-align: center;"> <h2 style="margin: 0;">Review action items</h2> <p style="margin: 0;">Wendy Ormsby (1 min)</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  </div> |
| <p>Next TAB meeting: February 26, 2026.</p> | |
| <p>End of Session</p> | |
| <p><i>Submitted by Wendy Ormsby</i></p> | |
| | <p>Motion to adjourn the meeting by Richard Jaussi. No objections. Meeting adjourned. So moved.</p> |
| | |