

**Meeting Date:** January 22, 2026  
**Meeting Time:** 2:00 PM - 3:00 PM  
**Meeting Location:** Virtual Meeting

## **Attendees**

### **Board Members Present**

Nick Marquis  
Shenna Bellows  
Joan Cohen  
Kathy Montejo  
David Simsarian  
Meg Gray  
MaryEllen Wickett  
David Maxwell  
Sheldon Bird  
Sam Foster, non-voting member

### **MaineIT Staff**

Jason Tourtelotte

### **InforME/Tyler Maine Staff**

Tony Brodie  
Kimberly Duplisea

### **The meeting was called to order at 12:04 PM**

1. Welcome and Introductions
2. Discussion and Voting on InforME – Tyler Technologies Master Agreement Renewal  
Chair Marquis will review the vote with each board member individually and regroup on this discussion and voting item.
3. Adoption of September & December 2025 Minutes

Motion: David Simsarian

Seconded: MaryEllen Wickett

Vote: Because one board member abstained, the voting item was postponed. A vote by email will be initiated by Chair Marquis following the meeting.



#### 4. New Project Approval: Department of Health & Human Services Supplemental Manual Payment Form Statement of Work and Schedule A

Sam Foster presented the project to the board. This is a service that will replace an aging service that DHHS has. It will be used for internal payment tracking for the supplemental salary program. An export file will be sent to Advantage for processing. The service will be a simple form with low risk as there is no PII or actual payment data collection.

Motion: David Maxwell

Seconded: Joan Cohen

Vote: Unanimous

#### 5. InforME Strategic Plan G1O1T1 – Service Catalog Review

Sam Foster provided an overview of the service catalog write up that Tyler Maine produced for goal one, objective one, task one. Sam provided an overview of the five high level offerings provided by InforME including custom application development, website design, payment processing, Engagement Builder services, and mobile app development. The hope is that by providing a bucket like custom application development, it is broad enough that agencies can find more information out about the project they would like developed.

The catalog is broken down by “internal” offerings from InforME, and a section for Tyler offerings. The Tyler section includes links to the Tyler website with resources and offerings. The internal offerings are those outlined in our master agreement, and the Tyler section includes those that may have different procurement avenues. Sam will discuss if there is some general language we can add to the service catalog from a procurement perspective.

One board member asked if this will be a standalone service catalog, or a section within the MainIT service catalog. That will be a discussion item with the Chair.

Another board member asked if there is a way to provide resources for services not provided by InforME like graphic design.

Another board member asked if we could provide any cost details in this document. Sam responded that the scope of work that we provide fluctuates wildly, and we typically find a way to make projects work whether it be by reducing the scope of work, or bringing it to the board for review. This may be a good bit of content for the one-pager about InforME.

Another board member asked if we can provide examples of the service offerings and how it could be used effectively here in Maine.



#### 6. Fourth Quarter General Manager's Report

Sam Foster presented the General Manager's Report for the fourth quarter. Sam highlighted the data center migration, and let the board know that we are committed to the AWS cloud migration of sites and services. The Tyler team is finalizing the schedule of services to move which will be shared with the board. Sam also shared the financial overview, and that some of the numbers look very skewed due to a timing issue of a software change within our accounting department.

#### 7. Next Board Meeting Dates

February 26, 2026 1:00 PM – 3:00 PM

The meeting was adjourned at 3:00 PM.