

DGDC Executive Council Meeting Minutes

August 25, 2010

10:00 a.m.

Room 321, Haslet Armory

122 William Penn Street, Dover, DE

ATTENDANCE

Executive Council Members

- Mike Mahaffie, OSPC, Non-Voting Chair
- Andrea Godfrey, OMB, Proxy for Dir. Visalli
- Marti Dobson, DeIDOT, Proxy for Sec. Wicks
- Deborah Sullivan, DNREC, Proxy for Sec. O'Mara
- Michael Petit de Mange, Kent Co. Admin.
- Megan Nehrbas, Sussex Co., Proxy for Co. Admin. Baker (by Telephone)
- John Talley, DGS, Director
- Roger Barlow, USGS, Federal Liaison
- Dick Sacher, UD, DGDC Academic Representative
- Mark Nowak, Dover, DGDC Municipal Representative
- Lillian Wang, DGS, DGDC At-Large Representative

Other Attendees

- Sandy Schenck, DGS
- Kim Cloud, DTI
- Carl Yetter, DNREC
- Michael Turner, Applied Geographics (by Telephone)

Welcome and Introductions

Mike Mahaffie started the meeting at approximately 10:15 a.m. with a welcome and a round of introductions.

Approval of July 8, 2010 Meeting Minutes

Roger Barlow made a motion to approve the [July 8, 2010 Minutes](#) (PDF) as presented. Andrea Godfrey seconded the motion and it passed, unanimously.

GIS Strategic Planning Project

Draft Business Plan

The draft of the Business Plan to establish a GIS office was the main focus of the meeting. A draft (version 2) had been distributed for review prior to the meeting. Michael Turner gave an overview of the Plan, highlighting its relationship to the Strategic Plan and explaining the main sections of the Business Plan.

The group held a general discussion of the Plan and focused on several sections.

There was a detailed discussion of the section (3.1.1) which presents different options for an organizational approach. They are creation of a new office or creation of a federated office, using existing staff/positions donated by several agencies. The draft gave specific agency examples of staff that could be

repurposed. It was felt by the group that that section was too specific. While the dedicated of a staff member in OMB (Office of State Planning Coordination) is generally assumed, the draft should be re-written to not specify other agencies that might contribute staff.

There was an extensive discussion of the benefits analysis (Section 2.1). Several members of the Council suggested enhancements to strengthen this section and it was suggested that information about past investments by the state (and its partners) be included in order to establish a pattern of investments (a portfolio of geospatial investment). DTI and DGS will provide data on their expenses in developing some of the infrastructure used by the GIS Community while DeIDOT and Office of State Planning Coordination will gather financial data on data creation and management projects (e.g. the orthos and the TeleAtlas project). Where appropriate, DTI business case data will be used as appendices.

The Return on Investment work by Coastal Programs that is quoted will be backed up with an appendix derived from the write-up done as part of the ROI project by Carl Yetter. OMB and State Planning will work together to find a more detailed “office budget” scheme that might be included to more fully tally the possible costs of a new GIS office.

Next Steps

There was a general discussion of the steps forward, following approval by the Executive Council of the Business Plan. The plan will be submitted to the Governor’s office and other decision-makers for consideration following Council action. There was discussion of whether or not the Executive Council would be approving any of the specific options in the plan. While it was clear that there are options that are more likely to be chosen by decision-makers, the Council will approve a plan that has several options for decision-makers to consider. It was felt that that will give more scope for future development of an office.

Members of the Executive Council were asked to submit any additional comments on the Version 2 draft to Mike Mahaffie, along with data and budget inputs. Once those inputs are collected, Michael Turner will create a Version 3 draft as soon as possible for further consideration.

The approved Strategic Plan will be presented to the DGDC as a whole at the next quarterly meeting (September 23). Michael Turner will consider taking part in that meeting via Skype. He will plan at least one more in-person trip to Delaware some time later in the fall to help present the plan to administration leaders.

Mike Mahaffie will apply to FGDC for an extension of the grant deadline, to allow for more review and discussion of the Business Plan prior to approval.

John Talley made a motion to adjourn the meeting at approximately 11:35 a.m. Roger Barlow seconded the motion and it passed unanimously.