**Open Data Council**

**Draft Meeting Minutes**

**5/16/2016**

**Councilmembers Present:**

Rhonda Lehman, DTI (Chairperson)

Dana Rohrbough, DOS / GIC (Co-Chairperson)

David Blowman, DOE

Jill Fredel, DHSS

Li Wen Lin, Del DOT

C.R. McLoud, DOS

Dean Stotler, OMB

Mike Mahaffie, DNREC

Steven Yeatman, DSCYF

Robert Zimmerman, DNREC

**Others:**

Ryan Harrington from Innovation 1313, Guest Presenter

(3) Representatives from Socrata:

Ewan Simpson, Kevin Donohue, Marcus Louie

Sheila Hunton, DOS / GIC

Meeting called to order at 1:03pm.

**Minutes from the Previous Meeting (4/4/16)**

* Ms. Lehman opened the meeting with review of the last minutes
* Council member, Mr. Stotler of OMB moved that the minutes be approved as submitted another council member seconded the motion to accept the minutes
* The minutes from the 4/4/16 meeting were unanimously approved

**The Delaware Open Data Council Website Update:**

* Ms. Rohrbough of GIC provided and update on the Delaware Open Data Council Website
* A preview of the Open Data Council website displaying layout, sections, etc.
* The site will be a sister site to the Portal

**Inquiry Regarding the Delaware Open Data Portal’s Public Visibility:**

* Mr. Zimmerman asked, is the portal available to the public?
* Ms. Rohrbough: Currently it is online, but you must log-into the site. The portal is currently empty and does not have any data yet. However, it is discoverable by web search engines.
* Mr. Zimmerman – We would like to view the site before it goes live
* Ms. Lehman - We will be conducting training on using the portal, and that will involve seeing and interacting with the site.
	+ There is a "switch" which can be enabled once data has been approved to publish the data live.
* Mr. Stotler and Ms. Lehman discussed the process of uploading the data and making it publically available. If the data is not published to the portal (it stays in ‘private mode’), then it is not searchable on the portal.
* Dean Stotler, (OMB), expressed concern about PDF's being converted to a more "machine readable" format for the Open Data Portal.
* Socrata representative - the tool provides site metric data so you can tell what users are looking for, what datasets are most popular, etc.

**Presentation by guest speaker: Ryan Harrington, from the 1313 Innovation**

The 1313 Innovation has 241 members, has held 10 events to date and has 4 upcoming events.

* 1313 Innovation is a co-working space which and the Open Data Delaware group was started out of 1313 as a small group of individuals seeking public crime data
* Advocate for open data

Open Data Delaware

* Provides a speaker series and Hack Nights every two weeks
	+ These meetings support members and business communities

developing their own apps

Near the end of June 2016 Ms. Rohrbough will be speaking to their group about the Open Data Council and the upcoming portal.

Next Open Data Delaware Event:

* *June 4, 2016 – DataWorks for Delaware Business - National Day of Civic Hacking*
* Goal –
	+ To make it easier to conduct business in Delaware
	+ Their goal is to educate citizens, organizations and local governments on how to discover open data, how to make use of open data. They also are advocates of open data.
* The Hackathon events are opportunities for developers of various levels and others to

network.

**The Proposed Approval Process**

Data Coordinators roles and responsibilities

Each agency must have a single data coordinator -

1) Every council member present has already agreed to be the data coordinator, who will be the final sign off before publishing the data

2) They approve to make the dataset publicly available

3) The data coordinator is also responsible for determining if a legal review should be performed by their agency DAG prior to publishing the data

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**Side discussion / inquiries:** Mr. Yeatman - will data that is not viewed/requested as frequently have the ability to be removed?

* Socrata / Answer - Yes. Users tend to gravitate (and search) towards the same things.
* Socrata also provides support for assisting agencies with their Content Management Systems (CMS) if necessary (for nontechnical staff) to advising and coordination with technical staff when necessary
* Socrata - the recommended practice is to use broader categories for metadata and compare what other states are doing as a guideline.
* Concern brought up by Mr. Stotler of OMB about personal employee data, Ms. Lehman reassured that data with personal protected data should not be imported into Socrata. Socrata also chimed in and said that uploading data with personal identifiable information (PII) or other protected information into the portal is also a violation of HIPPA, various other laws and the State’s agreement with Socrata.

**Categories and Discussion**

1. Categories were reviewed and discussed for the main page of the Open Data Portal.
2. We are keeping the categories and subcategories broad enough for the general public to easily search
	1. Also, the portal will not be solely organized based on state agencies' structure
* Question: Can a dataset have multiple categories?
* Answer: Each dataset must have one category, but you can use ‘tags’ to relate datasets together.

**The Datasets Ready to be Published to the Open Data Portal**

* DNREC has provided some data already to Ms. Lehman.
* DELDOT will provide what is already available in FirstMap (GIS data)
* Libraries will provide ebook information that is publicly available
* Ms. Lehman will work with each agency to determine automation and refresh guidelines and prioritize them
* Agencies are responsible for submitting their priorities to Ms. Lehman
* Reminder by Ms. Lehman, the remaining agencies must provide a list of initial datasets by 5/18/16
* Per Ms. Rohrbough, we need to know which sets of data will be submitted to add to the portal. Ms. Lehman will work with agencies to aid in the technical side of automating data pulls.

Mr. Mahaffie asked, does Socrata currently have the ability to intertwine federally available data with other agencies which currently report the same data within the state's data portal? Socrata will look into possible solutions.

**Next Meeting date: June 13th @1pm, Dover**

Purpose: To prioritize datasets for the initial launch.

**Public Comment:** No public comments were offered.

Council Meeting was adjourned at 3:06pm.