**Open Data Council**

**Draft Meeting Minutes**

**6/13/2016**

**Councilmembers Present:**

Rhonda Lehman, DTI (Chairperson)

Dana Rohrbough, DOS / GIC (Co-Chairperson)

David Blowman, DOE

Jill Fredel, DHSS

Li Wen Lin, DelDOT

Mike Mahaffie, DNREC

Robert Zimmerman, DNREC

Steven Yeatman, DSCYF

*Dean Stotler, OMB (Via Telephone Conference)*

*C.R. McCleod, DOS (Via Telephone Conference)*

*Meredith Tweedie, Governor’s Office / Counsel (Via Telephone Conference)*

**Others:**

Sheila Hunton, DOS / GIC

Representatives from the Public:

Daniel Siders, Jonathan Rudenberg

Ryan Harrington from Innovation 1313 / DataWorks

Meeting called to order at 1:00pm.

**Minutes from the Previous Meeting (5/16/16)**

* Ms. Lehman opened the meeting with review of the minutes from the previous meeting

A motion was made to approve the minutes by council member David Blowman of DOE and seconded by Steve Yeatman of the Kids Dept.

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

* Ms. Rohrbough of GIC / DOS provided and update on the Delaware Open Data Council Website opendatacouncil.delaware.gov
  + GIC has been working on the site has been moved from the development server to the live site
  + A preview of the site was unveiled at the previous meeting
  + The site is to be designed to be compliant with the CLF (Common Look and Feel) 4.0, a specification which includes a standard header and footer in accordance with those standards
  + A public contact form will also be added to the site to request specific datasets along with offer suggestions
    - Dependent upon the inquiries and requests, items will be directed to specific agencies
  + Separate from the Council Website, users of the *portal* will also have the opportunity to nominate a dataset

**Preview of the Delaware Open Data Portal Presentation / Mock-up:**

* Ms. Lehman displayed a mocked version of the Delaware Open Data Portal
* She stated that the logos and images displayed were not the final version of the logos
* Many of the items were based on the State of New York’s design as a starting point
  + The Delaware Open Data Portal will be more customized and tailored for Delaware’s needs
* The FirstMap GIS dataset will be one the main categories
* Category icons, narratives, links and a disclaimer will eventually be added stating that users may utilize the data in whatever manner they see fit

**Presentation by Ryan Harrington of DataWorks – National Day of Civic Hacking which was held in this past June**

The focus of the event was to discover ways to make doing business in Delaware easier

* The Delaware Small Business Center, Downtown Visions, The Horn Program and Entrepreneurship, Rolling Revolution: an association for food truck vendors and the Delaware GOP contributed to the challenges for participants to partner together and attempt to discover solutions
* There was a total 8 teams and 50 participants throughout the day
* Two of the teams produced actual solutions with working prototypes which could be implemented within a relatively short period of time.
* The projects were judged based on criteria such as openness, ability to implement the solutions within a short time, public availability, etc. Most of the projects and solutions were placed on GitHub
* Another open hack night was scheduled for July 5 for participants and others seeking to continue to work on their projects or other open data issues.
* The team which won the challenge was given the opportunity to present their solution to the organization in person

**PRIORITIZING DATASETS**

* A discussion of which datasets are currently ready to be made publically available
* Ms. Lehman went line-by-line down the list of initial datasets that agencies provided, and each specific dataset was given priority level: High, Medium or Low.
* Each dataset was given a rating for readiness for inclusion/publishing in the portal
  + Each dataset was assessed for immediate publishing or whether there were some challenges (technical or other) which could delay the dataset from being released
  + Ms. Lehman provided feedback to council members and agency representative in the form of a readiness number based on their responses to aid in deciding which item(s) may be published
  + The hope is to launch the portal immediately based on the mock-up and data that is currently available. The portal is currently designed, but is awaiting datasets.
  + Ms. Lehman and Ms. Rohrbough have been working to develop actual categories for each dataset based on what has been received to date.
  + The public launch cannot be scheduled until a majority of prioritized datasets are sent to Ms. Lehman and include data dictionaries.
  + There was a question about whether or not the FirstMap data layer counted as a single dataset or as multiple datasets. It has been determined after discussion with various parties and Socrata, the open data software portal vendor, that the FirstMap dataset layers are free and they will not count towards our 150 dataset limit. This will make adding the DelDot information much more feasible.

**Next Meeting date: July 25th @1pm, in Wilmington**

Purpose: To finalize the launch of the portal and to sign off on the progress report due to the Governor’s office by the end of July.

**Public Comment:** Daniel Siders and Jonathan Rudenberg said that the initial dataset lists were a good start, and they encouraged the Council to include more crime data as possible.

Council Meeting was adjourned at 2:51pm.