**Open Data Council**

**Draft Meeting Minutes**

**7/25/2016**

**Council members Present:**

Rhonda Lehman, DTI (Chairperson)

Dana Rohrbough, DOS / GIC (Co-Chairperson)

David Blowman, DOE *(Via Telephone Conference)*

Jill Fredel, DHSS

Li Wen Lin, DelDOT

Mike Mahaffie, DNREC

Steven Yeatman, DSCYF

Dean Stotler, OMB *(Via Telephone Conference)*

Meredith Tweedie, Governor’s Office / Counsel

Robert Zimmerman, DNREC *(Via Telephone Conference)*

**Council Members Not Present:**

C.R. McCloud, DOS

**Others:**

Ryan Harrington from Innovation 1313 / DataWorks

Art Jenkins, Controller General

Miriam Pomilio, OSPC, DGDC

Matthew Smith, OGOV

Sheila Hunton, DOS / GIC

Meeting called to order at 1:10 pm.

**Minutes from the Previous Meeting (6/13/16)**

* 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 Jill Fredel of DHSS and seconded by Meredith Tweedie, Governor’s Office / Counsel

**Demonstration of Delaware’s Open Data Portal by Dana Rohrbough, DOS / GIC**

* The portal is 98% configured and finished
	+ DOS/GIC contributed to the design, slider images and the headers
	+ The portal provides access to built-in API’s
	+ Most the council members have been granted access to the portal
	+ There is a Twitter account affiliated with the Open Data Council (@datadelawaregov)
	+ The final website address for the portal will be: [www.Data.delaware.gov](http://www.Data.delaware.gov). This URL won’t be activated until a few days prior to the official launch.
	+ Various Tiles on the portal
	+ Data Lens pages were created to provide the user with various ways of looking at the data.
		- Users with administrative privileges can modify which data sets are to be added or changed in addition to spotlighting particular datasets using charts, graphs, etc. for visitors to the portal
		- The data lens page was demonstrated later
	+ There are several spaces on the pages to display information about the Council’s activities, for users to suggest a dataset, it includes a FirstMap link, and a separate link to the Open Data Council’s separate and new website and crime data
	+ The preliminary categories were also displayed
	+ Questions and inquiries were welcomed regarding the portal

**The status of datasets discussion:**

* Ms. Lehman presented and discussed with Council members the progress of each high priority dataset including the State’s Checkbook and P-Card, (the State’s purchase card) transactions
* In the previous meeting the Council had selected the high priority datasets to be uploaded to the portal for the initial live launch in September 2016
* There are 27 datasets selected by the Council in addition to other lower-priority datasets which could also potentially be made available
* The list of datasets distributed to Council members included:
	+ Whether or not each particular dataset had been loaded to the portal to date
	+ Have they been received by the member agencies to date
	+ has a data dictionary been created
	+ Has metadata been completed
	+ Has an automatic refresh period been set, (where applicable)
	+ Is there final approval to publish the data
* Ms. Lin of DelDOT inquired about the exclusion of the agency’s data from the list
	+ Ms. Lehman responded that the council had been told to only include the FirstMap layers to represent DelDOT’s datasets and that the 27 datasets on the list excluded geospatial information because it had already been provided. Therefore there was no other work which needed to be done
* Ms. Lehman proceeded to review the list with council members and inquire about the status of each dataset
* Council members from each agency responded by either affirming items submitted were ready for the portal’s live launch, if it needed additional tweaking or it was not available or ready at the time.

**The Live Launch Date of the Delaware Open Data Portal**

* The Launch date will be in Sept. 2016
* An event with Governor Markell and Council members will be scheduled

**Comments and feedback were solicited by the council from the public and other guests**

* Ryan Harrington from Innovation 1313 / DataWorks offered comments

**Next Meeting date: August 22nd @1pm, in Dover**

Purpose: To review the portal and ensure it is ready for the launch.

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

Council Meeting was adjourned at 2:43pm.