Delaware Open Data Council
Final Meeting Minutes
11/14/2016

Council Members Present:
    Rhonda Lehman, DTI (Chairperson)
    Dana Rohrbough, DOS / GIC (Co-Chairperson)
    Bob Zimmerman, DNREC
    Mackenzie Wrobel, Governor's Office
    Dean Stotler, OMB
    Li Wen Lin, DelDOT

Council Members Available *Via Telephone Conference / SKYPE*:
    Mike Mahaffie, DNREC
    Miriam Pomilio, Office of State Planning
    Kristopher Knight, Division of Accounting

Council Members not present:
    Jill Fredel, DHSS
    David Blowman, DOE

The meeting was called to order at 10:04 am

Welcome / Introductions of those in attendance in person and via Skype

Minutes from the Previous Meeting (11/14/16)
- Rhonda Lehman of DTI opened the meeting with review of the minutes from the previous meeting
- A motion was made to approve the minutes by council member Dean Stotler and seconded by Bob Zimmerman. All members agreed to approve the minutes with the exception of Mackenzie Wrobel who abstained.

Launch Event:
- The launch event held for the Open Data Portal and Open Checkbook held on 10/19 went very well. It was attended by over 100 people.

Delaware Tech Innovation Nominee:
- The Open Data Portal was nominated for a Delaware Innovation Week 2017 award in the category of Dev Product of the Year. Rhonda Lehman will attend the awards ceremony on 11/18.

Portal Statistics:

- The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are from the date the site launched through 11/13/16.
- Open Data Portal:
  - There have been 14,771 page views
  - The most popular datasets are: State Employee Credit Card Transactions (1299 views), Professional and Occupational Licensing (929 views) and their Disciplinary Actions (270 views), Revenue (630 views), and Traffic Counts 2006 to 2015 (208 views).
  - The top search terms: well, library, vendor, payments, salary, restaurants, employee, housing, labor
  - The top download is State Employee Credit Card Transactions (1218 downloads)
  - Top Website Referrers: Facebook, DelawareOnline, Delaware.gov, checkbook.delaware.gov, google.com
- There was discussion about whether there had been questions from the public on the Checkbook. Brian Maxwell, OMB Director, had asked the same question at DTI's budget hearing last week. Kris Knight responded that they have not received any questions yet. State employees are not screened out the statistics. There isn't a way to do that.
- Open Checkbook is counted separately, and thru Google Analytics. These statistics are since 11/1/16 since that is the date it was setup to report to Google Analytics. There have been 1,418 page views, 85% of the views were from new visitors.
- Mackenzie Robel asked if any legislators that have asked any questions. Kris Knight stated that this information was out there before, so it wasn't anything new. Open Checkbook just presents the information in a new way.

Dataset Suggestions/Comments:
- The GIC is managing the "Suggest a Dataset" feature. They will receive and process all dataset suggestions and comments, sending information to the appropriate agency.
- A feature that we didn't realize was that a person from the public can send an email directly to the dataset owner. The public cannot see the name or email address of the dataset owner. Rhonda Lehman will review the dataset owner names with each Agency Data Coordinator to ensure that you want that individual receiving emails directly. If not, that name will be replaced or removed completely.
- The Council reviewed all of the suggestions that have been received to date. Bob Zimmerman asked that a date received be added to the suggestions for tracking purposes. There was a lot of discussion to try and understand what was being suggested by the public. In some cases the data being requested is not necessarily state data. The goal is to be able to provide responses to each of these suggestions.
- This is the list of suggestions received to date through the Open Data Portal:
  - Transportation and housing project spend data

- State employee salaries
- Research grants: environmental, economic development, energy, education, technology and science
- Brownfield Reclamation Sites
- Toxic Waste Sites (hot spots)
- USEPA 303(d) List of Delaware Impaired Waters
- Sex Offender Registry
- Commercial Real Estate Available
- Housing
- List of Trade, Business and Fictitious names on Courts website
- This is the only comment received to date:
  - Public Protected Lands – This is very useful data, but it would be more useful if we could use it to see how Delaware State Parks groups its management units. For example, Bellevue State Park is broken into three objects with a facility ID of 3; the Cauffiel Estate is broken down into two objects with a facilityID of 1407. There is no data field to indicate that Cauffiel Estate is managed as part of Bellevue State Park, and there should be something to indicate that.
- Dean Stotler stated that we need to focus on datasets that get the biggest bang for the buck for the available licenses the state has. We should look at the key search terms and correlate those terms to requests for information.
- Dana Rohrbough attended an Open Data Delaware Meetup on 11/10/16. She gathered these comments and questions from that meeting:
  - Baby names is a very helpful dataset, would like more than just 2013 data - more recent if possible
  - Checkbook is very helpful dataset
  - Restaurant Inspections is very helpful - some city names are inconsistent - a volunteer offered to send the cleaned up city names in a spreadsheet
  - Toxic dataset very helpful - would like more up to date data
  - Road paving - would like recent years, not just years ago
  - Cancer Incidence - would like recent data - when is the next report scheduled to come out?
- Dana Rohrbough gathered these dataset suggestions from the Open Data Delaware Meetup:
  - FOIA logs at agencies should be a dataset (for example, when FOIA requests are made, the law states that a log should be kept of the requests)
  - DART Buses – percentage on time and ridership data
  - Map with demographic data like income, etc.
  - Map with businesses plotted
- Dean Stotler stated that we should contact the statewide PIO group about the FOIA log request.

Charts – Publishing Process:
- In order to better manage our site and not allow public users to create charts that end up directly in our catalog, we have turned the Moderation feature on.

This means that all charts, filtered views, datalens pages, etc. must be approved by the site Administrator before they are published to the public. Rhonda Lehman will monitor the chart moderation. Contact her if you have a new chart, etc. that you want to publish.

- Dean Stotler suggested that we should contact the agency when a user has created a chart for a dataset and see if it is something that would be useful for the public. We should create a process around this.

Next Datasets:
- Ryan Mannion with Socrata made a suggestion on how to release datasets (in a batch that is relevant to each other)
- He also suggested Challenges to us – where we work on mini projects for challenges. We believe that the term Challenge is confusing and decided to name this "Data Project" going forward.
- Ryan provided an example from the City of Edmonton in Canada – they had a report that was put together for 150,000 a year and only had 50 hits on the website. They put together a plan to rework this report in Open Data. https://socrata.com/case-study/edmonton-reports-directly-and-openly-to-its-citizens/
- For Delaware, we are interested in doing a Data Project about the opioid addiction issue with DHSS. A meeting is scheduled with Jill Fredel to document this data project on 11/21.
- We may want to keep in mind our grades on US Open Data Census and the US PIRG studies. Dean Stotler made a point that we may not be able to influence the authorities. Is this a measurement we should focus on, when we can't influence these authorities?
- The Council reviewed the dataset list.
- Rhonda Lehman reported that she is working on Division of Revenue business license data.
- Bob Zimmerman stated that DNREC has a number of datasets that they have pledged that would be automated when they are ready. Some might be three months or six months before they are ready. Application developers needed to do the right coding. Not a matter of priority for the Council, but is work in progress. Put in projected availability.
- Dean Stotler stated that there are a couple of areas that require clarification from us. The reason we put the data out – so that the public can use it, make apps, etc. That was the original focus. This is different than focusing on a specific product, project specific grants. How you structure the funded activities and the non funded activities.
- Bob Zimmerman stated that their well data would fit the water supply program. This would be a government efficiency project. This is quantifiable.
- Mike Mahaffie stated that the environmental indicators project, which is a dashboard of environmental information, might be a good data project.

- Bob Zimmerman stated that the 303d impaired water list this might be a map, Brownfields and Toxic Waste also might be a map.
- Dean Stotler asked is we should re-evaluate the crime, education, and economic development datasets?

Council Membership:
- CIO Collins is sending out an invitation to other Executive Branch agencies not already represented on the Council. How do we want to structure of the Council once other agencies come to the table? Dean Stotler stated that bylaws would be appropriate. Kris Knight stated that given the significance of the Finance data, for someone from Finance not to be a voting member would be a disservice.
- The Council should be sensitive to the business owner to decide their priority too, not to be ruled by majority.
- A question was posed whether all members we invite become voting members of the council? Dean Stotler stated that we have a new administration, new appointments to come. Several executive branch agencies are not at the table today. K12 is not at the table for example. I'm not in favor of making a decision today about the future committee.
- Rhonda Lehman summarized from the comments made that we will wait for the transition until we make that decision.

New Business/Open Discussion:
- No new business was discussed.

Next Meeting:
- Should we establish a specific date to meet monthly? Bob Zimmerman asked if there was a need to meet monthly? The next meeting will be held on January 9, 2017 at 10:00 am.
- Members liked having two sites to attend the meeting and a video conference.
- Reasons to continue to meet monthly might be requests that require a multiple agency effort and the need to publish a plan about when data might be expected.

There were no public comments.

The meeting was adjourned at 11:55 am.