Delaware Open Data Council
Draft Meeting Minutes
1/23/2017

Council Members Present:
    Rhonda Lehman, DTI (Chairperson)
    Dana Rohrbough, DOS / GIC (Co-Chairperson)
    Mike Mahaffie, DNREC
    David Blowman, DOE
    Joanna Champney, DOC

Council Members Available *Via Telephone Conference / SKYPE*:
    Dean Stotler, OMB
    Li Wen Lin, DelDOT
    Bob Zimmerman, DNREC
    Jill Fredel, DHSS

Council Members not present:
    Steve Yeatman, DSCYF

Guests:
    Jeff Lawrence, DEDO
    Stacy Hofmann, Dept. of Agriculture
    Dan Shortridge, Dept. of Agriculture
    Miriam Pomilio, Office of State Planning
    Debbie Sullivan, DTI FirstMap Team
    Sheila Hunton, DOS/GIC

The meeting was called to order at 1:10 pm

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

Updates
- Delaware Innovation Week Award - The Open Data Portal was awarded a 2016 Delaware Innovation Week award for Dev Product of the Year in November.
- Governor's Team Excellence Award Nomination - DTI and the GIC nominated the Open Data Council for a Governor's Team Excellence Award. The selection for this award occurs in the March timeframe.
- 2017 Open Data Challenge – Dana Rohrbough reported that we are continuing to work with the Delaware Open Data community, people working from a civic tech perspective. The new governor is interested in open data, it was listed in the economic development plan and the transition plan that were recently released. We are still working with the group to form what the Open

Data Challenge will look like. The idea is to organize an event where members of the community, developers, private sector businesses, and entrepreneurs can get together and work on a project related to open data. There will be judges that would select the best ideas and award prizes for that. An Idea Challenge will be held in March with the Delaware Technology Forum and culminate with the National Civic Day of Hacking in June.

- Socrata Connect - Socrata, the vendor that hosts our Open Data Portal is hosting a customer conference from March 6-8th in Washington DC. Rhonda Lehman will be attending. Dana Rohrbough is in the process of signing up to attend. Two people from DNREC that are working on an environmental indicators project are also planning to attend. There are many presentations from cities, counties, and other state government organizations that are very informative. Any Open Data Council members that are interested in attending should let Rhonda know and she will provide a link to the conference information.

- Upgrade – We are working on an upgrade to our platform. Socrata has implemented some new features in the Open Data Portal called Primer. Ms. Lehman showed an example of the changes that it will do to our dataset pages. With Primer, when a user clicks on a dataset from the catalog, they will go to a page called the dataset landing page which highlights the metadata about a dataset rather than going directly to the data. Three visualizations or an external link can be featured regarding the dataset. The user has the ability to go to the raw data from that page. The featured content must be setup by the administrators. With this upgrade, the header and footer of the site are being changed. We currently have a customized header. Socrata has agreed at some point in the future to incorporate our header customization. We may have to work with each Council member to determine what should be in the featured content for each dataset.

Minutes from the Previous Meeting (11/14/16)
- Rhonda Lehman forgot to have the previous meeting minutes approved. She asked members to review the minutes from the previous meeting.
- David Blowman mentioned that he did not see Steve Yeatman's name in the minutes as present or absent. This was an oversight. Steve will be contacted and added to the minutes.
- A motion was made to approve the minutes once they are corrected with Steve Yeatman's presence/absence noted by council member Dean Stotler and seconded by Bob Zimmerman and Li Wen Lin. All members agreed to approve the minutes with the correction.

New Datasets Published:
- Well Permits, DNREC
- Open Space Lands, DNREC
  - Some further discussion was held on this dataset. Rhonda Lehman suggested this might be a good dataset to have in FirstMap with a

location. Mike Mahaffie explained that not all of the data has geospatial information with it. In the future, he would like to have the geospatial information added to the data.

Datasets Ready to be Published:
- Delaware Business Licenses, Division of Revenue (updated daily)
- Historical Delaware Business Licenses – Division of Revenue
- State Employee Earnings, OMB (updated biweekly)
- These datasets need to be approved by the agencies before they are made publicly available.

Portal Statistics:
- The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are from 11/14/16 through 01/22/17.
- Open Data Portal:
  - There have been 11,913 page views
  - The most popular datasets are: State Employee Credit Card Transactions (449 views), State of Delaware Checkbook (404), Revenue (287), Professional and Occupational Licensing (194 views), School Directory (172) and Deaths (171).
  - The top search terms: business, vendor, earnings
  - Top Website Referrers: Delaware.gov, checkbook.delaware.gov, google.com, fast.wistia.com, dhss.delaware.gov, and Bing.com.
- Open Checkbook is counted separately, and thru Google Analytics. There have been 14,369 page views, 2,741 users, and 78% of the views were from new visitors.
- David Blowman asked if we can tell how many are new visitors on the Open Data Portal. The Open Data Portal site analytics do not provide this level of detail. The site was recently added to Google Analytics, which should provide this information. Mike Mahaffie stated that we should be able to tell how much traffic is within the state network as opposed to outside visitors.

Dataset Suggestions/Comments:
- Rhonda Lehman asked the council members to look at the separate sheet entitled "Dataset Suggestions".
- There was only one new suggestion since the last meeting. This was for the Department of Agriculture – data on agriculture industry. Average of worker's age, salaries, yield, crop production year to year, food safety. Farm acreage size, a lot can be found on the Del. Dept. of Agriculture, especially historic data. But what about modern data? The GIC discussed this suggestion with the Dept. of Ag and was able to provide some information to the individual on where to find some of this information. Some of it is collected at the federal level.

- Map with businesses plotted – The Division of Revenue dataset may possibly satisfy this request.
- Map of demographic data like income, etc. – Much of this is census data and we could possibly link to this data.
- FOIA logs at agencies – We need to reach out to the Public Information Officer group about this.
- New columns added to the spreadsheet were: Source of the suggestion and Projected Availability by Quarter.

Department of Correction
- Joanna Champney has been newly designated to be a member of the Open Data Council by the Department of Correction (DOC).
- Rhonda Lehman and Dana Rohrbough met with Joanna recently to inform her of the work of the Open Data Council and talk about the types of data that DOC may wish to publish.
- Joanna indicated that she was excited at the idea of providing data to the public, while ensuring they maintain confidentiality of subjects in their custody. They have a lot of data going back many years and collect a lot of demographic data.
- The first dataset may be population statistics at each prison and community correction facility. There are many trends that they are seeing with their data.
- They know what reporters ask for and FOIA requests they receive.
- They are open to feedback and ideas and look forward to getting a lot of data on the site over time.
- David Blowman asked why types of requests they typically receive. Joanna indicated that many of the requests are about demographic data, mental health, or drug dependencies. Sometimes there are very random requests about inmates who practice a specific religion, etc.
- Mike Mahaffie asked if there would be automatic updates for their data. The goal would be to automate updates as much as possible.
- Dana Rohrbough also mentioned that inmate population data is being graded on the Open Data Census. Getting this information in the portal will help the state improve its grade on the Open Data Census in this area.

Department of Agriculture
- Stacy Hofmann and Dan Shortridge have been invited as guests to the Council meeting until they can get an official designee on the Council.
- They have been discussing open data ever since Executive Order 57 was issued.
- They have encountered issues in trying to determine how to extract data from their existing systems.
- Some data that may be of interest is Gas Pump and Grocery Store Inspections.
- They would like to get the federal data for Delaware put into our Open Data Portal.

- They have two datasets available today via FirstMap: Farmland Preservation and Groundwater Monitoring Wells.
- Nursery Licenses – This is a new application that is currently being built. We can address this once the new application is finished.
- Farmers Markets and Farm Stands – They would like to see lists and maps of this data. They need to verify this data.
- Stacy will probably be the main liaison for the Open Data Council. They are waiting on their new Cabinet Secretary to be confirmed.
- Dean Stotler had some suggestions for DDA: farms with nutrient management plans, farmer's market locations, and pesticide inspections.

Delaware Economic Development Office
- Jeff Lawrence was invited by Dana Rohrbough to come and speak to the Council and hear about the work that we do.
- Commercial Real Estate is a dataset suggestion. They are dependent on individuals to provide them this information.
- They would be happy to provide some data and be involved.
- DEDO would like to have information from DNREC on available Brownfields to plug into what they have. DNREC is working on getting this data together.
- Dana Rohrbough asked Jeff to talk to others in the organization about what types of data that they have, what is public, and what could be public if not already.
- Dean Stotler suggested strategic fund investments possibly with a map and film industry locations.

Next Datasets:
- The Council reviewed the Dataset Priority List.
- All of the DHSS datasets for the Opioid Addiction project have been added to the list.
- The DOC inmate population dataset has been added to the list.
- Our strategic plan states that we would post a plan of when we project we will make specific datasets available.
- David Blowman would like to work on the Staff Demographic data. He has problems with how the school districts code payroll for the different positions. They have all the data, but it may be inconsistent in how it is coded. He would like to plan to make it available in third quarter of 2017. He has also been receiving a federal push around fiscal transparency and school level reporting.
- Jill Fredel would like to work on the Drinking Water dataset soon. Jill asked Rhonda to work with the Drinking Water people in Public Health.
- David Blowman asked if we will have a process to migrate items from the Dataset Suggestion list to our Dataset Priority list. The agency can determine whether a suggestion migrates to the Dataset Priority list.

- Mike Mahaffie asked if they can take items off of the Dataset Priority list. DNREC had suggested their FOIA request list. We agreed that this should be a statewide FOIA list, not just a DNREC FOIA list.
- Rhonda Lehman asked if each Council member could provide information in three weeks with a projected publishing date (in quarters). Deadline will be February 13th. Please provide information back to Rhonda by 2/13.

New Business/Open Discussion:
- David Blowman asked whether the Salary Earnings dataset includes EPA pay for teachers.
- Dean Stotler asked that CIO Collins send the Council membership request to the old and new Cabinet members to keep momentum moving forward.

Next Meeting
- A decision was made to meet every two months on the second Monday in the afternoon.
- Council members would like to continue with the dual site locations for the meeting.

Public Comments
- There were no public comments.

The meeting was adjourned at 2:25 pm.