Delaware Open Data Council
Final Meeting Minutes
5/14/2018

Location: DTI Conference Room A/B
801 Silver Lake Blvd, Dover DE

Council Members:

Member Name	Present	Member Name	Present
Rhonda Lehman, DTI (Chairperson)	Y	George Sharpley, DOL	Y
Dana Rohrbough, DOS/GIC (Co-Chairperson)	Y	Courtney Stewart, DOS	Y
Kim Chandler, DSHS	Y	Dean Stotler, OMB	Y
Joanna Champney, DOC	N	Steve Yeatman, DSCYF	Y
Karen Field Rogers, DOE	Y	Bob Zimmerman, DNREC	Y
Jill Fredel, DHSS	Y	Karen Smith,DHR	Y
Cynthia Karnai	Y	Stacey Hoffman, DDA	Y
Li Wen Lin, DOT	Y	Jessica Borcky, OGov	Y
Leslie Poland, DOF	Y		

Guests:
Trudy Miffin, DHR
Miriam Pomillio, OMB Office of State Planning
Debbie Sullivan, DTI FirstMap Team
Jordan Jefferson, DOF

The meeting was called to order at 1:09 PM

Welcome / Introductions
There were new members added from the new Executive Order that recently expanded the Open Data Council. There is one more vacancy on the Council for the Delaware National Guard.

Rhonda Lehman gave a quick introduction to new Councilmembers on Open Data itself to include the definition of open data, the goals and purpose, the timeline of the Council, and the new Executive Order (recently signed by Governor Carney on 2/12/18).

Review/Approve Meeting Minutes (Meeting on 03/12/18)
Li Wen Lin made a motion to approve the minutes. Dean Stotler seconded the motion. Minutes were unanimously approved by the Council.

Updates

- **Council Membership**
  The Council welcomed Karen Smith from DHR, Stacey Hoffman from DDA and Jessica Borcky OGov. There is a vacancy on the Council for the Delaware National Guard per the Executive Order, but they have chosen not to participate.

- **Innovation Magazine Delaware**
  Rhonda Lehman and Dana Rohrbough met with Charlie Tomlinson of Today Media. Mr. Tomlinson was seeking to have the Open Data Council purchase an ad in the Innovation Delaware publication. Dana has found some funding to purchase a half-page ad in the [magazine](#) about the Open Data Portal, which is expected to be published in June. There was discussion among the Council as to whether the state should purchase an ad or push the magazine to write an article about the Open Data Portal. Other agencies have purchased ads in the magazine in prior years and the timeframe is short prior to publication.

- **Socrata Customer Advisory Board/Conference**
  Rhonda Lehman was invited to be a member of the Socrata Customer Advisory Board as a leading customer of the product. The board consist of nine government representatives. Her first meeting will be on May 16, 2018. Rhonda opened up the floor for any questions from the Council on inputs to the conference. The following inputs were suggested:
  1. The top 25 trends from other states.
  2. How are they facing challenges on program procurements.
  3. Policy challenges. How deep is the dive on the data policies?
  4. What are the limitations on the opioid data?

- **State Chief Data Officer Network**
  Rhonda Lehman was invited to be a member. Twelve other States are participating. A conference call will be held on May 4, 2018. The purpose of this network is to share information and learn from each other's progress and challenges.

- **Open Data Challenge**
  DelDOT and DNREC partnered with Open Data Delaware, the civic tech group, to sponsor the 2018 Open Data Challenge. The challenge was a month-long event. On May 8th, eight teams presented ideas and solutions to the challenge of helping people with various types of accessibility issues be able to take advantage of the natural recreational opportunities available in the state. Teams were asked to either create an app, a website, or an Alexa skill. Six teams were awarded grants. DelDOT and DNREC were very impressed with the results and plan to discuss further on the ways they can use what was presented.
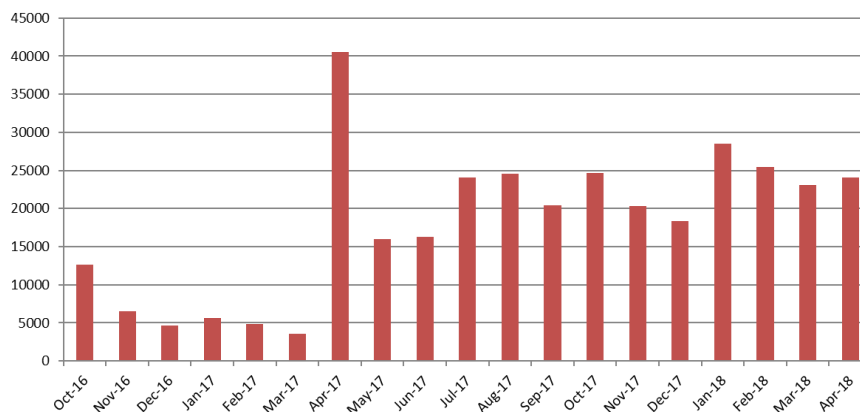
- **Dataset Updates**
  - There are currently 52 datasets published.
  - One new Dataset was published - Registered Vehicles by Fuel Type (DOT)
  - Automated monthly updates were implemented for the Organ Donor dataset.
  - Datasets in progress include:
    1. Delaware Population Consortium datasets
    2. Medicaid Payments (DHSS)
    3. Drinking Water (DHSS)
- **Portal Statistics**
  - The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are since 3/12/18.
  - Open Data Portal:
    - There have been 48,593 page views
    - The most popular datasets are:
      1. Delaware Business Licenses (16,199)
      2. Delaware Historical Business Licenses (2,498)
      3. Well Permits (786)
      4. State of Delaware Checkbook (670)
      5. Permitted Septic Systems (390)
  - Open Checkbook:
    1. 5,192 page views
    2. 1,188 users
    3. 78.64% new visitors

**Open Data Portal
Total Page Views by Month**

Dataset Suggestions/Comments

The Council discussed the format of the dataset suggestions and how the Open Data Portal tracked suggestions. Rhonda Lehman showed that the Portal site cannot be changed and there are very limited options for the status of the suggestion. She asked for suggestions to provide back to Socrata to include in the status field for the Dataset Suggestions option. The following options were given as a response to suggestions posted: Open, Approved, Rejected, Response with additional comments.

Rhonda Lehman asked to have feedback on all outstanding dataset suggestions with a response or disposition within two weeks.

Dataset Pipeline
The Council reviewed the dataset priority list and discussed reformatting the list or adding to it and continue the conversation.

OMB asked to add a link in the portal to the approved budget, because it won't be published in a raw data format in the near future. Li Wen Lin asked if a JSON file could be imported, Rhonda will check on this. OMB added Emergency Food Assistance Program to the dataset priority list.

Jessica Borcky was asked what data might support the Governor's priorities. She stated that data related to:
- Opioid addiction
- Education
- Unemployment
- How the state's money is being spent on different programs
- Opportunity grants
- Affordable housing
- Downtown development districts and projects
- Opportunity zones

Action Items
Rhonda Lehman reiterated that the new Executive Order mandates an annual Open Data Action Plan, and all agencies must provide a list of all datasets that can be included in the portal by 9/30/18. Each agency must make an effort to publish those datasets identified by 12/31/2020.

All data provided to the portal must be public in data classification. Agencies are encouraged to think about anonymizing data, aggregating data, and de-identifying data to make datasets public.

Open Discussion
Open Data Action Plan
1. Prioritizing what the focus will be for the Open Data Council and the Portal.

2. The plan should be refreshed yearly.
3. Create a subcommittee to work on development of the plan.

The floor was opened to vote on creating a subcommittee. Dana Rohrbough made a motion to approve the creation of a subcommittee. Karen Field Rogers seconded the motion. Creating a subcommittee was unanimously approved by the Council. Volunteers for the Subcommittee include DTI, DNREC, DSCYF, DelDOT, OGov, and DHR

There was discussion about the visualization capabilities in Socrata. Bob Zimmerman wants end users to have visualization capabilities. The tool has these capabilities, but they are somewhat basic. It is still planned for DTI to procure a BI tool in the upcoming fiscal year to have expanded visualization capabilities.

We should consider the architectural requirements for open data for ease of integration and creating things in a consumable way to improve accessibility to data.

Next Steps
The Council will continue to meet the second Monday of every other month. Here are the upcoming meeting dates: 7/9/18, 9/10/18, and 11/12/18.

Public Comments
No public comments

Adjourn
Kim Chandler motioned to adjourn the meeting. Karen Smith seconded the motion. The meeting adjourned at 2:53 pm.