Delaware Open Data Council
Open Data Action Plan Subcommittee
Final Meeting Minutes
11/07/2018

Location: DTI Conference Room C, 801 Silver Lake Blvd, Dover DE and

Subcommittee Members:

Member Name	Present
Rhonda Lehman, DTI (Chairperson)	Y
Dana Rohrbough, DOS/GIC (Co-Chairperson)	Y
Todd Reavis, DOT	Y
Steve Yeatman, DSCYF	
Bob Zimmerman, DNREC	
Mike Mahaffie, DNREC	Y
Jessica Borcky, OGov	

Guests:
   Erin Goldner

The meeting was called to order at 1:08 PM

Previous Meeting Minutes
Todd Reavis motioned to approve the minutes from the previous meeting on 9/10/18.
Mike Mahaffie seconded the motion. All members voted to approve the minutes.

Discuss Open Data Action Plans
- Discussion was held around the accomplishments since the last meeting.
- The FirstMap group has had a challenge in getting PIOs to understand what is available. Maybe we can do a joint presentation to the PIOs. Mike suggests contacting Jon Starkey.
- Data is a raw material, Open Data Portal is a tool/infrastructure to make the data available. The data can be used as a tool to visualize and tell the story about the data. DNREC has talked to other states about this and the federal government.
- We need to evangelize this effort and get enough staff to support this in order to move Open Data forward.
- User group for state agency program people to give them a resource to find out about data, ask questions about data, and understand where to go to get info on data. We need to create a culture of data.

- Business Intelligence tool – Enable this for the state to get more value out of their data.
- Create a Google doc to begin the Open Data Action Plan. Link from the Open Data Council page to view. Create a public comment forum for the Plan.
- Bob has been doing a lot of work with environmental groups at the national level. We should be able to pull ideas to incorporate into our plan. Mike will confer with Bob and send some info to the group.

- Strawman for the document
    - Background
    - Vision
        - Usability by all
    - Actions
        - Review and Update the Strategic Plan (continuous)
        - Outreach and Education for state agencies
            - PIO meeting
            - Presentations to leadership in each state agency
        - Integration with subject specific data efforts (environmental health tracking network)
        - Ongoing public input
        - Integration with federal and other state partners
        - Integration with non-government entities (MPOs, interstate)
        - Capturing public insights into learnings from our open data
        - Governor's priorities
        - Open Data Council – other subcommittees
        - Find ways to integrate with FirstMap and the GIS community
        - Research policy and make policy suggestions
            - Make data public by default?

Action Items
- Each member to provide Dana with a Gmail account to access the Google document
- Each member to provide some content to fill in areas of the Strawman for at least the assignment area
- Assignments
    - Jessica Borcky - Governor's Priorities
    - Steve Yeatman – research other states, cities, county open data action plans

- Mike Mahaffie and Bob Zimmerman – using data as an architecture to deal with federal agencies
- Todd Reavis – public engagement
- Dana – Public Information Officers
- Rhonda – Bringing other agencies into the fold

Next meeting
- Schedule several meetings 3-4 weeks apart for 1.5 hours in both Dover and Wilmington
- Schedule dual location meetings with one of four conference rooms in the Carvel Building: DOS Conference Room, Executive Conference Room, Arts Conference Room, PERB Hearing Room. Whitney Fluck is the contact for these rooms.

Public Comment
- Erin Goldner
  - Sometimes hard to find information you are looking for. Sometimes feel that this is done on purpose.
  - Uniformity in data is important.
  - How many departments need to be educated? Are all these departments using the same program?
  - Are we tracking the IP address of people who visit the portal?
  - Do you have to have an account to provide public comment? Maybe a public audit group.
  - Are these Apple product friendly?
  - Create a Facebook page. Provide links and allow people to comment. Everyone can comment.
  - Does when a person FOIA information does that set off a trigger to get information about that person?
  - Survey – Google Drive
  - Stick with it and keep moving forward.

Adjourn
The meeting adjourned at 2:13 pm.