



**Delaware Open Data Council  
Final Meeting Minutes  
03/11/2019**

**Dual Location:** DTI Conference Room A/B, 801 Silver Lake Blvd, Dover and Arts Conference Room, 4th Floor, Carvel Building, 820 N. French St., Wilmington, DE

**Council Members:**

<b>Member Name</b>	<b>Present</b>	<b>Member Name</b>	<b>Present</b>
Rhonda Lehman, DTI (Chairperson)	Y	George Sharpley, DOL	N
Dana Rohrbough, DOS/GIC (Co-Chairperson)	Y	Courtney Stewart, DOS	Y
Kim Chandler, DSHS	N	Dean Stotler, OMB	N
Philisa Weidlein-Crist, DOC	Y	Steve Yeatman, DSCYF	N
Chuck Longfellow, DOE	N	Bob Zimmerman, DNREC	Y
Gabriella Kejner, DHSS	Y	Karen Smith, DHR	Y
Cynthia Karnai, DSHA	N	Stacey Hofmann, DDA	Y
Todd Reavis, DOT	N	Jessica Borcky, OGov	Y
Leslie Poland, DOF	Y		

**Public/Guests:**

- Miriam Pomillio, OMB Office of State Planning
- Mike Mahaffie, DNREC
- Erin Wilson, DNREC
- Eric Rager, CJC SAC
- Marlena Gibson, DSHA
- Sharon Dutton, DSHA
- Bliss Zaborsky, DTI

The meeting was called to order at 1:15pm. Quorum issues prevented the meeting from starting on time.

**Welcome/Introductions**

Rhonda Lehman introduced Sharon Dutton and Marlena Gibson, both from DSHA. Sharon or Marlena will join the Council as a representative for DSHA in place of Cynthia Karnai once the required documentation has been finalized. Rhonda opened the floor to all Council Members and meeting attendees to introduce themselves.

**Review/Approve Meeting Minutes (Meeting on 01/14/2019)**

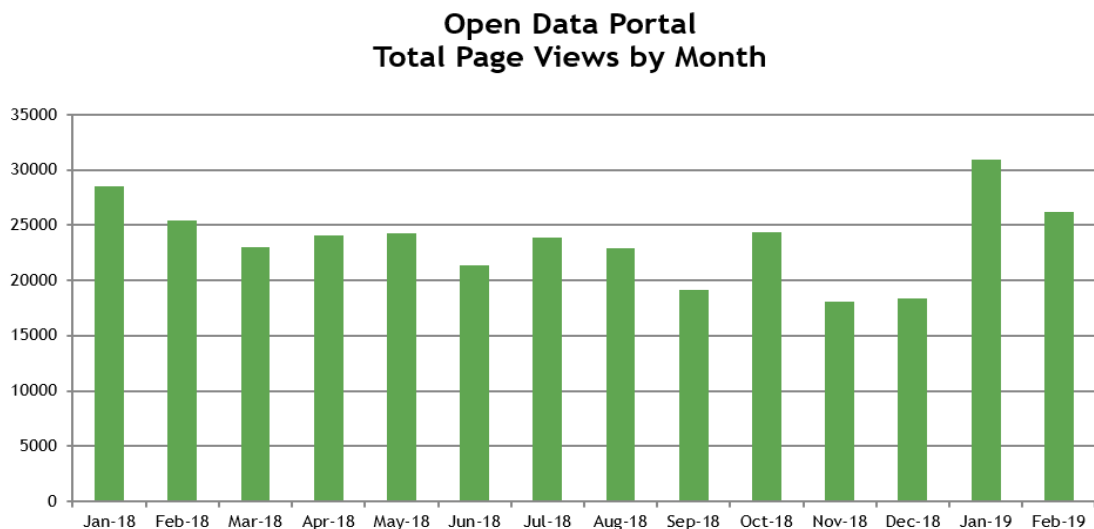
Dana Rohrbough made a motion to approve the minutes. Bob Zimmerman seconded the motion. The minutes were unanimously approved by the Council.

## Updates

- **Datasets Published/Underway**
  - There are now 63 datasets published in the portal. Seven new datasets have been published since the last meeting:
    1. Condition of Tidal Wetlands (DNREC)
    2. Delaware Coastal Cleanup Results (DNREC)
    3. Energy Efficiency Investment Fund (EEIF) Grants, FY2017 to Present (DNREC)
    4. Certified Asbestos Vendors (OMB)
    5. Delaware Fishing Licenses and Trout Stamps (DNREC)
    6. Delaware Hunting Licenses and Waterfowl Stamps (DNREC)
    7. Public Works – Annually Prequalified Contractors/Subcontractors (OMB)
  - Automation setup for State Park Programs (DNREC)
  - In Progress, eMarketplace Transactions (OMB) and Proposed Datasets
    - Rhonda Lehman spoke with DTI's DAG, Aleine Cohen, about the language for the disclaimer that will be on the Proposed Dataset page for the Open Data Portal. The disclaimer reads "This dataset contains a list of proposed datasets for publication on the Open Data Portal that Executive Branch agencies have identified per Governor's Executive Order # 18. This proposed dataset list is a working list and will be modified as more datasets are identified or the status of publishing the dataset is determined. DISCLAIMER: This list is not a commitment that the Open Data Portal or the State of Delaware will publish any or all of these proposed datasets. It may be determined at a later time that there is an inability to publish the dataset due to a determination that it cannot be made publicly available due to data classification, law or regulation, unavailability of the data to be obtained due to technical constraints, or other reason." Aleine Cohen, DTI's Deputy Attorney General, stated that the wording is comprehensive and approved the disclaimer to be published.
    - Karen Smith questioned the validity of the disclaimer if a new Governor was appointed or the Executive Order were to change. Mike Mahaffie stated that we could refer to the Action Plan once it is published and remove the verbiage pertaining to Executive Order # 18.
    - Rhonda reviewed the currently private dataset of Proposed Datasets for the Open Data Portal with the Council to see if the Department acronyms should be kept or if they need to be spelled out. The Council stated that the acronyms should be spelled out for the public.

- The Council unanimously agreed that once the acronyms are updated the page can be publicly published to the Portal.
- **Current Portal Statistics**
  - The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are since 01/14/2019.
  - Open Data Portal
    - There have been 52,663 page views.
    - The most popular datasets are:
      1. Delaware Business Licenses (15,714)
      2. Permitted Septic Systems (3,725)
      3. Delaware Historical Business Licenses (2,636)
      4. Well Permits (2,361)
      5. Inmate Population (294)
      6. State of Delaware Checkbook (290)
      7. Disciplinary Actions for Professional and Occupational Licenses (289)
      8. DART Bus Schedules (281)
      9. School District Boundaries (275)
    - Statistics show that nearly 37% of all views come from within the state so far this calendar year, rising from 17% last year.

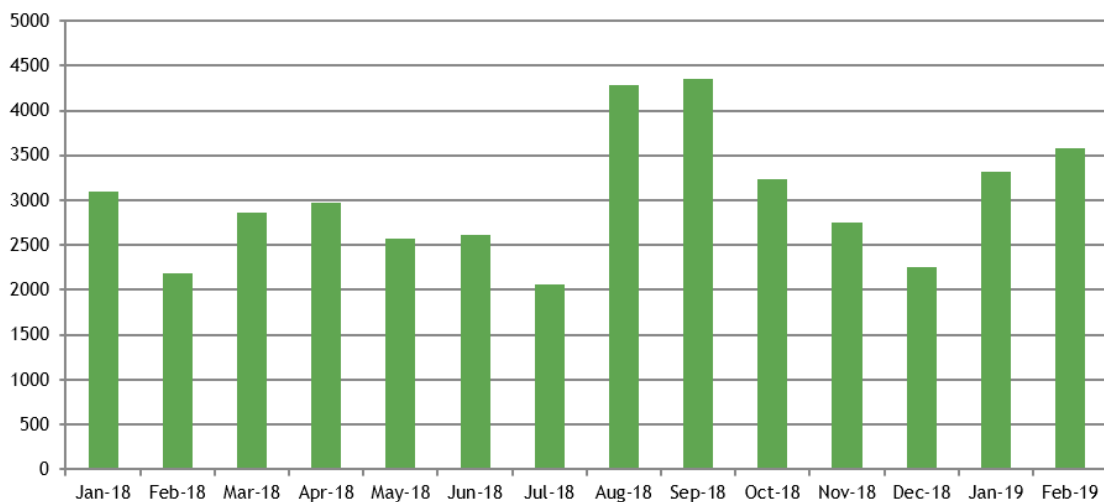
## Portal Statistics



- Open Checkbook
  - Statistics show that nearly 29% of all views come from within the state year to date, rising from 25% last calendar year.

## Open Checkbook

**Open Checkbook  
Total Page Views by Month**



### Dataset Suggestions

Since the last meeting two new dataset suggestions have been received: School Report Cards and Delaware Residents with Brain Injuries.

- Rhonda Lehman read the details about the dataset suggestions for Delaware Residents with Brain Injuries. She asked the Council how they should proceed with replying to the dataset suggestion.
  - Gabriela Kejner stated she will follow up with the Division of Public Health (DPH) to see if the statistics being asked for would be available so the Council is able to respond to the suggestion.
- Adrian Peoples from DOE is planning on updating their dataset but are currently waiting on their timeline for the next few months.

### **Federal Open Data Act**

On January 14, 2019, Foundations for Evidence-Based Policymaking Act of 2018 became Public Law No: 115-435. It includes the Open Government Data Act which is guidance to make data open by default. The Bill can be reviewed by visiting <https://www.congress.gov/bill/115th-congress/house-bill/4174/text>.

### **Open Data Action Plan / Strategic Plan**

- Subcommittee has met several times and several more meetings are scheduled with the next one being held 03/12/19 at 10:00am.
- Mike Mahaffie walked through the current draft of the Open Data Action Plan which the subcommittee has been working on.
  - After reviewing the draft, Council members proposed to finalize the draft after edits for the education paragraph under the Governor's Priorities sections come from the Governor's office.
  - Dana Rohrbough stated that the Action Plan will outline the short-term tasks to be accomplished while the Strategic Plan will describe the longer term vision.
  - The Subcommittee will continue work on the Strategic Plan and Open Discussion will be what the public wants to see put in the Strategic Plan.
  - Bob Zimmerman motioned to approve the Action Plan, Philisa Weidlein-Crist seconded the motion. All approved the motion.

### **Open Discussion**

None

### **Public Comment**

Eric Rager talked about the Crime dataset that he worked with the Open Data team to publish. He is working with DTI to automate the publishing of more data.

### **Next Steps**

The Council will continue to meet the second Monday of every other month. The next meeting is 05/13/19 at 1:00 PM.

Future meetings are 07/08/19 and 09/09/19.

### **Adjourn**

Jessica Borcky had a prior commitment and had to leave. Due to no longer having a quorum the Council had to end the meeting. The meeting adjourned at 1:55 pm.