



**Delaware Open Data Council
Open Data Action Plan Subcommittee
Final Meeting Minutes
03/04/2019**

Location: 401 Federal Street, Townsend Building Secretary of State’s Conference Room
- Dover
4th Floor, PERB/MERB Library Carvel Building 820 N French St, Wilmington

Subcommittee Members:

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

Guests:

None

The meeting was called to order at 11:38 am

Previous Meeting Minutes

Mike Mahaffie motioned to approve the minutes from the previous meeting on 2/18/19. Bob Zimmerman. All members voted to approve the minutes.

Action Plan

Bob Zimmerman made a motion for the subcommittee to empower Mike Mahaffie to make the edits discussed at today’s meeting, along with additional text changes if submitted by the Governor’s office - then take that final copy to the next full meeting of the Open Data Council. Mike Mahaffie seconded, and all approved.

Strategic Plan

- Should reflect that we are doing the Action Plan - tactical plan
- Strategic plan - is a vision-piece
 - Aspirational goals
 - Opportunities

- Rough Outline of the Strategic Plan
 - Executive Summary
 - Why Open Data
 - Mission/Vision - goals underneath of this
 - How we got here:
 - Bullet history of the program
 - Expansion
 - then refer to the Action Plan
 - Partnerships and Outreach (who we work with)
 - Engaging the Community
 - Working with First Map
 - GEAR
 - Partners
 - Within state government
 - Find ways to reach out to external partners
 - Statement of intention to work with partners
 - Not mentioning specific
 - IT Infrastructure
 - High level vision
 - (Mike will send the language that was cut for the strategic plan)
 - Policy Development
 - Even higher level - always looking at policy related to open data
 - Data Rubric
 - Keep it - but introduce it as an optional for internal agency planning purposes if necessary

New Business

No new business

Public Comment

None

Adjourn

Dana Rohrbough made a motion to adjourn the meeting. Jessica Borcky seconded the motion. All approved. The meeting adjourned at 12:29 pm.