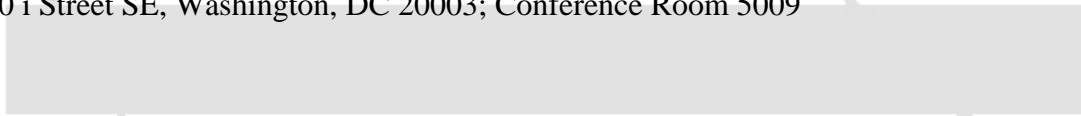# Meeting Minutes

The intention of this document is to reflect relevant topics discussed, any work issued and decisions reached during the course of the meeting. Any questions, comments or concerns regarding the content as documented shall be submitted to OCTO GIS at DCGISSteering.Committee@dc.gov*. To view the complete presentation for each GISSC meeting please visit:* http://octo.dc.gov/node/705432

Meeting Title: District of Columbia GIS Steering Committee (GISSC)   **Meeting Date:** August 27, 2015

Meeting Location: 200 i Street SE, Washington, DC 20003; Conference Room 5009

Meeting Attendees:

#	Speaker	Topic Discussed	Action/Conclusion	Representing Party
1	All	Round of Introductions		
2		Quorum – YES – Attending agencies – voting agency attended: DDOT, OCTO, DOEE, OP, HSEMA, OZ, OTR, DOH		
3				
4				
5		**DC GIS News**		
6		Program news was not covered during this meeting. Updates on current FY15 projects, FY16 proposed projects, and reports from the GIS teams can be viewed in the full presentation online. See above for link.		
7		**DC GIS Strategic and Business Plans Workshop**		
8		This quarter's GISSC was dedicated to support the development of the DC GIS Strategic and Business Plans. AppGeo (http://www.appgeo.com/) is working with DC GIS to evaluate the previous 2009 and 2011 plans, and formalize plans for the next five years. Kate Hickey and Richard Grady of AppGeo facilitated the workshop.		
9		Round of Introductions		
10		**Current Purpose**		
11		Update 2009 and 2011 plans		
12		Deliverables – Strategic Plan: Provide direction for the next five years, building on successes and strengths of the current programs. Business Plans for GIS and Data Sharing Goals, justification, technology trends, platforms, implementation plan, portfolio management, budget planning		

1

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13		**Background**		
14		Strategic Planning 101 Answer what and why Outline vision and goals Capture the "big picture" and overall context		
15		Business Planning 101 How to do, when to do and how much Aimed at those that approve and fund Details of initiatives should emerge Present as a business case		
16		DC GIS 2009 Strategic Plan Formed and planning working group Completed prior to exec committee Came out with a new mission statement Outlined 6 five-year goals and lots of 2-year actions		
17		DC GIS 2011 Business Plan 1st Focus: mapping data, geospatial apps, web services 2nd Focus: customer service		
18		**What are other cities doing?**		
19		New York City Also has a mayor's order to centralize Citywide GIS guidelines – in-house standards and best practices. DC does not have this and should include best practices Also multiple platforms but they do not have an enterprise license agreement DC does have an enterprise license agreement with Esri Moving applications off of city infrastructure into the Cloud DC largely maintains applications on its own infrastructure Has an Open Data Law and Release Plan where some data is only available as a web services and API All data on data.dc.gov is available as map service and download		
20		Utah AGRC manages enterprise database and provides services to agencies – small staff of 15 to 17. Some have staff and others pay for service DC does not charge for services in most cases. A couple MOUs Stable, recurring budget DC GIS funding fluctuates yearly Data acquisition is challenging – imagery. Using Google 'imagery as service' for cost saving DC can better fund image capture – both funding and partnership options		
21		**Review and Discussion of Preliminary Survey Results**		
22	All	*Question: share ideas for improving the GISSC and/or notifications*		
23		Notable survey responses: 1: Agency IT heads should trickle down notifications to their staff 2: Designees need to bring information back to agency staff and IT heads and also ask IT heads		

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		what to bring to the meeting 3: Resurrect interest among agencies that faded after OCTO got the mechanics down. 4: More opportunities for civic engagement and crowd-sourcing		
24		*Discussion Comments from Attendees*		
25		We should be mindful of security even though we want to be open with our data. Does the strategic plan include a cyber-security plan? Answer: it likely won't but I'll make a note to discuss. Cyber is a big priority within OCTO and is likely part of our agencies overarching strat plan.		
26		For agencies to be responsible for feedback from the public, then we need to be mindful of the originator of the data. Who fixes the data? OCTO GIS or the agency?		
27		I think that it would be great to break down the committee into subcommittees to have a better focused discussion and then report back to the larger GISSC		
28	All	*Question: has interest faded? What are examples? Why has it faded? How many agency IT department heads are present today?*		
29		Possibly because the committee no longer has the same people from years past. Also, there are fewer agency heads with buying power in the committee		
30		Interest may have faded but it can be a testament to the hard work the DC GIS community does. Executives often focus on issues. GIS tends to NOT be an issue.		
31		Not faded but shifted to front line employees rather than heads		
32		There is more interest in infrastructure now. Example, if map services go down then people complain about the map services. Interest has not faded. Take the map services down and see what happens… example, http://www.myschooldc.org/		
33		Only two IT department heads were present, CIOs for both Department of Transportation and Office of Planning.		
34	All	*Question: If providing new tools is most important, then what tools are needed? Which are important? What additional software? What high value data is missing? Partnerships? What data needs to be more accurate?*		
35		We must do better to publish metadata and partner with agencies to get the right metadata. People are using our data and can't see the metadata.		
36		The transition that OCTO is making has itself as technocrats. It's working great but we challenge OCTO to move to an engagement solution.		
37		Integration where data crosses over different agencies to cascade an update to different agencies. Example, centerline changes at DDOT cascade to DCRA. Address changes at DCRA cascade to DDOT. When streets change, addresses change.		
38		OCTO needs to work with Agencies to publish the correct data - like HUB zones, when they change it needs to be published. Authoritative Content is key.		
39		Data Quality tools (tracking, Metadata, details about the data that helps outside users leaverage the data).		
40		We need a street network dataset for service area planning		
41		Regarding web services - it seems like the main ArcServer and map services are going down/are offline more frequently. I routinely get complaints that the DC Zoning Map is not working and get		

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		alerts that the web services are down. Internal and External users rely on our applications and we need the infrastructure to be solid.		
42		Reliable services are also very important, what good is data and services if they are not online. Move to the Cloud		
43		Align efforts with DC Office of Open Data and identify new high-value datasets to publish		
44		Data, Data, data... delivered efficiently is the primary role of government.		
45		Some data is "collected" not created by gov - Like LiDAR, Imagery, etc... please keep those programs funded and going		
46	All	*Question: what are you doing now on mobile devices and what can OCTO do to support? Any accessible to the public?*		
47		A lot of mobile development is outside of this group. Most are consuming the resources provided from DC		
48		A major problem is that mobile developers can not get to the Master Address Repository – technology limitation for now		
49	All	*Question: what are the major challenges for using GIS in your organization?*		
50		Tax data is not available as a web service		
51		Always wonder how much agencies understand about their data. What they are allowed to share and not? Most cases agency employees do not know so they error on side of caution – not sharing.		
52		Biased group here at GISSC where most are analysts and of course they want data. For example, the public only wants applications that give them answers, not really the larger dataset. "Is my house in a historic district?"		
53		There is a communications issue here where the public is not aware of these services. Examples are web developers. How can DC GIS better communicate these services and data availability?		
54		How about integrating DC.gov with other DC agencies. Perhaps put the http://data.dc.gov link on all sites		
55		Data visualization is being encouraged more and more by our funders (CDC) and that has helped us but internally we need push for more GIS training and services within our administration		
56	All	*Question: what are your ideas for civic engagement and innovation for GIS? How do you suggest DC GIS approach this?*		
57		DC needs a strategy to partner with local entrepreneurs and businesses. I'd like to see dollars set aside to try to incubate ideas built on open data that demonstrate its value to inform policies and improve communities. While other cities such as Boston, New York, and Philly have organized organizations to strategically plan for civic engagement and innovation, DC has no such organization, does not partner with organizations seeking to establish this for the district, and lacks a vision and articulation of this as a priority.		
58	All	*Question: what are the top three things you'd like to see advance with DC's GIS in the next five years?*		
59		1: Mobile applications 2: Commitment to open data and data sharing 3: Building agency level GIS capabilities 4: Improved data accuracy and currency 5: Use of GIS to support data-driven government decision making		

Meeting Minutes

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60	All	**Facilitated Discussions: SWOT – Strengths, Weaknesses, Opportunities and Threats**		
61		*GOVERNANCE*		
62		<u>Strengths:</u> Communication from OCTO on shared resources Partnership among some agencies Decent data platform		
63		<u>Weaknesses:</u> Steering Committee (SC) needs more clout to align agencies Need more CIO participation in Steering Committee Lack of communication plan		
64		<u>Opportunities:</u> Create subcommittees to address specific topic areas "We're in a good spot to do something great" Pitch vision & articulate benefits (e.g. cost savings) to new administration MWCOG integration Develop communication plan with administration – pursue mayoral memo		
65		<u>Threats/Challenges:</u> DC GIS program budget is mostly within OCTO's budget but the interest is District-wide Potential fee-for-service goes against original sharing intent of DC GIS Getting a bit "stale" on trends for how people are using data		
66		*DATA*		
67		<u>Strengths:</u> Creative commons level 0 on open data is leading the way		
68		<u>Weaknesses:</u> Lack of 2-way integration/communication with public/businesses needs		
69		<u>Opportunities:</u> Integration with private industry and entrepreneurs 3D, time-enabled, historic, real-time data Look to other governments for best practices on dealing with similar challenges Sharing operational data (e.g., permits) Support Traci Hughes (Office of Open Government) in her efforts		
70		<u>Threats/Challenges:</u> Lack of integration with federal agencies on federal land Address data issues Limited access to utility data is a threat to resiliency and informed decision-making		
71		*APPLICATIONS*		
72		<u>Strengths:</u> Availability of ArcGIS Collector to improve field data collection		
73		<u>Weaknesses:</u> Not everyone has a smartphone		
74		<u>Opportunities:</u> Make everything mobile-friendly (services and applications)		

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		Cooperate with universities and other learning facilities (GW data science masters) including primary and secondary schools Geo-mentoring 3D (/immersive) planning tools Tell stories on efficiencies and cost savings		
75		<u>Threats/Challenges:</u> Lack of awareness of successful applications "All of our eggs in Esri's basket"		
76		*WEB SERVICES AND SYSTEMS*		
77		<u>Strengths:</u> Authoritative Not Socrata		
78		<u>Weaknesses:</u> Current infrastructure issues, not promoted		
79		<u>Opportunities:</u> Publish the usage statistics as open data Register users for outreach on changes (perhaps a key) Create working group to analyze and understand usage and target areas for promotion and usability		
80		<u>Threats/Challenges:</u> Non-uniform adoption		
81		*CUSTOMER SERVICE*		
82		<u>Strengths:</u> Community educational outreach (e.g., General Assembly presentations) Helping to tackle complex "big data" Email communications are helpful		
83		<u>Opportunities:</u> Do more community education outreach Video tutorials and "self customer service" Point-of-contact for each data set (in agencies) More agency mid-level capacity building to help with customer service/stewardship Automated alerts that agency POCs can subscribe to, or as push notification to mobile; Also publish to main page		
84		<u>Threats/Challenges:</u> OCTO currently unclear about service level commitments		
85	Kate Hickey Rich Grady	**Final Remarks – Key Take Aways from Workshop Today**		
86		• "We are our own worst critics and not the best promoters" • Need for civic engagement • Direct feedback on data, open queue • Security issues vs. open data • Clear data stewardship is needed		

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		• Data subcommittee (allowed under charter) • A number of different subcommittees (e.g., usage) • DC GIS is a catalyst in the community • Interest has shifted – participation in SC and executive interest waning may actually indicate it's now operational/mainstream • Getting the word out on what's coming • Workgroups for data vision • Non-technical / governance and business processes need management to understand "ripple effects" of data changes • Bring higher-ups and decision-makers to the table – essential to attract executive participation • Technical solutions - communicate what's coming (e.g., RESTful web services) • Capture a knowledgebase to improve awareness • Web Crosslinks – better integration with dc.gov for better awareness • Mid-level agency capacity needs a boost • Communication – e.g. automated alerts during outages		
87		The next GIS Steering Committee meeting is tentatively scheduled for early December 2015		

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