

## GIS Steering Committee

Meeting Minutes - 7/21/93

The meeting was called to order at 1:40 p.m. by the Chair, Rod Armstrong.

Present were:

Rod Armstrong	Governor's Policy Research Office
Mahendra Bansal	Natural Resource Commission
Jim Brown	State Surveyor's Office
Blaine Dinwiddie	Omaha Public Power District
Pat Hammond	Department of Environmental Quality
Steve Henderson	Department of Administrative Services
Les Howard	Conservation and Survey Division
Thomas Lamberson	Department of Environmental Quality
James Langtry	Lancaster County Engineer
Gerald Mestl	Game and Parks Commission
John Miyoshi	Lower Platte NRD
Muriel Shores	State Patrol
Laura Valenziano	Legislative Research Office
Marla Whitney	R.O. Youker, Inc.
Larry Worrell	Lancaster County Surveyor
Larry K. Zink	Coordinator, GIS Steering Cmte.

**MINUTES:** Jim B. moved that the minutes of the June 16, 1993 Str. Cmte. meeting be approved as written. Laura V. seconded the motion. The motion passed unanimously.

**DATA INVENTORY SUBCMTE.:** Subcmte. Chair Jon Ogden was absent and no one else was present to give a report on the activities of this committee.

**POLICY SUBCMTE.:** Rod A., Chair, reviewed the actions of the Policy Subcmte. which last met on 7/7/93 (*minutes of this meeting were set to all Str. Cmte. members*). He noted that all of the agencies represented on the Str. Cmte. had returned their Needs Assessment Questionnaire Form.

Response to Str. Cmte. Letter Sent to Agency Directors: Rod reported pretty good response from the letter sent to State Agency Directors. At the last meeting, the Str. Cmte had requested the Chair to send out a letter to Directors regarding the Strategic Plan and the Appropriations Bill language. A handout was available at the meeting which provided the Director's response so far. The question was raised and discussed as to whether these responses should be included in the Annual Report. While it was felt there was good information here, it was decided that it was probably not the best to include these responses directly in the Report when the Directors were not informed in advance that this would be the case.

Incorporating Appropriations Bill Language Into Strategic Plan: Rod noted that the Policy Subcmte. had reviewed Larry's proposed wording related to incorporating the Appropriations Bill language in the Strategic Plan and had made minor changes. Larry reviewed the changes that the Policy Subcmte. made. Larry noted that these changes were also outlined in the 7/7/93 Policy Subcmte minutes that were mailed to all Str. Cmte. members. The changes involved removing language relating to state agencies in some areas and inserting it in others, a handout was available of the current version of the proposed wording.

Tom L. raised the question of how the term, "GIS-related", in the proposed strategy was to be defined. Larry Z. responded that this had not been defined yet, but this was one of the items that should be clarified as the Str. Cmte. further defines the process, as outlined in proposed Goal 6, Obj. 2.

Steve H. had brought a specific example of a GIS-related purchase request from Game and Parks to the Str. Cmte. for consideration. Consideration of what process the Str. Cmte. would use to review "GIS-related" purchase request led to a discussion of the creation of another standing subcmte. (*see GIS Acquisition Review Subcmte.*) Steve H. indicated that for his part, as the CDP/DAS representative, he would bring items to the Str. Cmte.'s attention if the purchase requisition said anything about GIS. Laura V. raised a concern about the sufficiency of this criteria and suggested that a memo might be sent out to all agencies requesting that they specifically note if a purchase request would be used for GIS. Steve H. agreed to draft and circulate a CDP memo to that effect.

Blaine D. noted that Larry had indicated that he would provide references in the new proposed strategy wording that relate back to former sections. Larry reported that he still planned to do that, but the time demands of preparing the Annual Report had not permitted him to do so yet.

Jim B. moved that the Str. Cmte. adopted the proposed wording, related to the Appropriation Bill language, as a new Goal 6 in the Strategic Plan (*previous Goals 6-8 will become Goals 7-9*). Blaine D. seconded and the motion passed unanimously.

GIS Acquisition Review Subcmte.: Jim B. suggested that a three person subcmte. of the Str. Cmte. be established to process — in a timely manner — these GIS-related purchase reviews on behalf of the Str. Cmte. Laura V. supported this concept and suggested that this subcmte. also develop proposals for procedures that the Str. Cmte. could review, modify, and adopt, and also that the Game & Parks request could be a test case. The Str. Cmte. supported that concept and people were invited to volunteer. John M. suggested that someone from the Technical Standards Subcmte. should be on this new subcmte. *The minute taker has labeled this new subcmte the GIS Acquisition Review Subcmte., for the lack of an official title.*

Jim B., Laura V. and Mahendra B. volunteered for the subcmte., representing the State Surveyor's office, the Legislative Research Division, and the Natural Resources Commission respectively. It was suggested that the subcmte. could be made up of these agency representatives and not necessarily these individuals. The Str. Cmte. accepted these volunteers as their new subcmte.

This new subcmte. was charged with reviewing the current request from Game and Parks. The subcmte. was also charged with developing proposals for when future GIS-related purchase requisition reviews should be initiated and the process for how they should be reviewed and report back to the Str. Cmte. in August. It was suggested that Larry should be "in the loop" of this process. Steve H. requested that he, as the CDP contact person, have one contact person with this Subcmte., both to hand off information to and receive responses from. The GIS Coordinator was designated as that contact person. Larry was charged with convening a meeting between the three Subcmte. members, himself and Steve H. to discuss the proposed procedure.

Jim B. proposed a process by which individual subcmte. members could review a given purchase requisition and get responses back to Larry individually. If none of the three reviewers questioned the purchase requisition, then Larry could report a "recommendation for approval". If one, or more, of the reviewers questioned the requisition, then further meetings and consultation would be necessary. The Str. Cmte. supported this general approach. It was also suggested that this Subcmte. make a monthly report to the Str. Cmte., which would be included in the minutes.

Steering Committee Procedures: Following up on procedural discussions at the last Policy Subcmte. meeting, Jim B. moved that the Str. Cmte. adopt a process of "roll call" votes on major agenda items, Laura V. seconded the motion. This was followed by a general discussion of the need to tighten up the procedures of the Str. Cmte. in anticipation of upcoming votes on funding recommendations. Larry reviewed the points discussed at the Policy Subcmte. meeting (*see minutes of 7/7/93*). It was suggested that the Policy Subcmte. should bring to the Str. Cmte. specific proposals for enhancing the Str. Cmte.'s procedures for voting on issues where conflicts are likely. Jim B. withdrew his motion, based on the commitment of the Policy Subcmte. to prepare such a report.

National States Geographic Information Council (NSGIC): Jim B. reported that NSGIC has set the dues for states at \$500. He also reported that their Annual Conference will be held in Virginia on Sept. 26-29. He reported that since he will be in the area for another meeting on following days, that he can represent the Str. Cmte. for no additional travel expense. Jim B. moved and Laura V. seconded that the Str. Cmte. pay the \$500 annual dues to NSGIC. The motion carried unanimously.

Future GIS Acquisition Planning: Larry reviewed the discussion at the 7/7/93 Policy Subcmte., of how we would solicit the needed information for such planning (*see minutes of that meeting*). He noted a special concern was expressed for how we could best integrate local government in this planning. Tom L. suggested that we look at the Governor's Strategic Planning as a model. Larry will prepare a draft proposal for an second agency GIS report on future plans and the Policy Subcmte. will review and modify prior to the Aug. Str. Cmte. meeting. The Str. Cmte. discussed the merits of producing a second report for the Legislature focused on future GIS needs and recommendations. Larry noted that such a report was referred to in the Annual Report. The Str. Cmte. reaffirmed its commitment to produce such a report.

**TECHNICAL STANDARDS SUBCMTE:** Mahendra B. reported for the Subcmte. in Terry K.'s absence. He noted that he had taken the feedback from the first version of the background information on GIS standards and guidelines and produced a revised version (*available at meeting*). He said it was the plan of the Subcmte. to meet prior to the August Str. Cmte. meeting to review the background information and develop proposals for standards and guidelines. Specific proposals will be presented to the Str. Cmte. by its September meeting.

**EDUCATION SUBCMTE:** Jim M. was not present, Larry gave a brief report from Jim. Larry reported that Jim was wanting some help from other Str. Cmte. member agencies to host the GIS Forums. Mahendra B. offered NRC to host one of the Forums. Further discussion resulted in a decision that the members agencies would attempt to rotate hosting responsibilities, however, no specific dates were set. Larry also reported that the summer newsletter was about ready to go to press and that articles for the fall newsletter should be submitted to Jim by Sept. 1st.

**ANNUAL REPORT TO THE LEGISLATURE:** Jim B. moved, Laura V. seconded, that the report, as drafted by Larry, be conceptually approved by the Str. Cmte. for submission to the Legislature (*intent was to allow for minor editorial changes suggested in the meeting*). Following discussion of some minor changes, the motion passed unanimously. Laura V. offered to have the Legislative Research Division pay the printing costs since they are not able to directly contribute to the Steering Committee operational funds. It was decided to print 500 copies.

**STAFF REPORT:** Larry noted that a printed staff report was passed out with the meeting materials (*attached*). He reported that much of his time for the last month was dedicated to the compilation of the Annual Report. Larry thanked everyone for returning the Needs Assessment Questionnaire in a timely manner and asked for any additional suggestions for improvement of the Questionnaire. Larry reported that he had not been able to get the responses to the Questionnaire compiled due to Annual Report demands and due to the fact he just gotten the necessary software and computer. He expressed thanks to Jon Ogden, DOR, for the loan of the computer and software. Larry urged Cmte. members to review the responses from the State Agency Directors (*meeting handout*).

**GIS Rotunda Fair:** Larry reported that he had inquired with a number of Executive and Legislative officials regarding their response to the idea of a GIS Rotunda Fair. The reaction was unanimously positive. The Speaker has tentatively scheduled the event for January 6, 1993. Larry reported that what was needed now was a subcmte. to be responsible for making it happen. He reported that Jim M. indicated he would serve on the cmte. but could not chair it. The following folks at the meeting also volunteered to serve on the committee: Jim Langtry, Lancaster County; Steve Henderson; and Mahendra said "someone from NRC". Steve H. also suggested that it would be good to involve Bill Miller. Larry raised the question of whether we should invite vendors to the Rotunda Fair — the consensus was not to do so.

**Game and Parks:** Larry reported that he had spend only about four hours working with Game and Parks since the last meeting. He had meet with the ad hoc committee there to complete the Needs Assessment Questionnaire, discuss the narrative report for the Annual Report, and review their plans for their GIS Educational Seminar. More work is planned for next month.

**REPRESENTATION OF OTHER GIS USERS:** Larry shared with the Str. Cmte. some of the questions about input and communications that had come up in the process of his research for the Annual Report. The State Patrol had inquired about how they could have input into the planning process. Larry reported that his response was they were very welcome to have a representative attend the Str. Cmte. meeting (Muriel Shores was present) and provide input. Likewise we would be glad to include them on any mailing lists. However, the current make up of the Steering Committee was determined by statute.

The question of how much involvement there had been with the other public power utilities was also discussed. Blaine reported that up to this point, their hasn't been much involvement, but that now that the Str. Cmte. is beginning to tackle some issues that might impact the utilities, he will work to ensure more communication and involvement with that sector.

Larry raised the question of how the Str. Cmte. should maintain contact with these new people (Agency GIS Contacts, Agency Directors, etc.) that have been identified, as part of the needs assessment process. It was decided to put them on the newsletter mailing list, and only put them on the Str. Cmte. minutes list if they request it.

**FUTURE MEETING DATES AND PLACES:** The next Str. Cmte. meeting will be held in the State Capitol in Room 1200 at 1:30 on August 25th. Rod indicated that he would not be able to be there and the Str. Cmte. designated Larry to Chair the meeting. The Str. Cmte. set the following dates for meetings for the next 12 months: Aug 25th, Sep. 15th, Oct. 20th, Nov. 17th, Dec. 15th, Jan. 12th, Feb. 9th, Mar. 9th, Apr. 6th, May 18th, and Jun. 15th.