Minutes

Enterprise GIS Steering Committee		
8.2.2012	1:30pm – 2:49pm	Annex 3rd Floor CR330
Chair	Pam Dubov, Property Appraiser's Office (PAO)	
Vice Chair	Larry Arrington, Planning – Not present	
Facilitator	David James, Business Technology Services (BTS)	
Note taker	Becky Reed, BTS	
Attendees	Voting Committee Members Marc Gillette, Supervisor of Elections Capt. Jim Main, Sheriff Guests Mike Alband, BTS Rob Burnes, DEI Mike Dawson, BTS Charlie Dye, PAO Carol Ginski, BTS Jason Griffin, BTS Jason Graziano, BTS Sandra Knoebel, Planning Arthur McCooty, Sunstar Kristin Preston, Sheriff Alan Shellhorn, Planning Toni Smith, eGIS Bureau Penny Simone, DEI Larry Solien, DEI David Walker, Planning Shirley Zeller, DEI	
Agenda	1. Call to Order 2. Approval of June 7, 2012 meeting minutes 3. eGIS Working Group 4. eGIS Webinars update 5. Short Term Plan update 6. eGIS Bureau update 7. ESRI User Conference update 8. New Business / Open Discussion 9. Adjournment	

Agenda Items

Approval of minutes from June 7, 2012 meetings	
Presenter	Pam Dubov
Discussion	No changes to the minutes.
Conclusions	Marc made a motion to approve the minutes. David seconded his motion, with all in favor.

Minutes

eGIS Working Group

Presenter	David James / Jason Graziano
Discussion	During the last meeting, a suggestion was made to create a working group as a means of communication between stakeholder organizations and this Committee. The working group would focus on evaluating ongoing GIS requirements, prioritization, aligning requirements with guiding principles, initiating and monitoring projects, and developing GIS release plans for review and approval by the Steering Committee. The group will include representatives from stakeholder organizations, BTS GIS staff, and the Bureau. The group will meet monthly and as needed, making decisions based on group consensus. Next steps include nominations of group members, operating guidelines, build SharePoint site, etc. Jason handed out the eGIS Training Needs Assessment Questionnaire. This Questionnaire will help the group determine training needs for: BCC, Sheriff, PAO, SOE, Tax Collector, Planning Council, and MPO. The questionnaire will be sent to department directors and they will distribute it to their GIS staff. Pam would also like this questionnaire completed by each department on a high level.

Pam: What are considered releases? Adding functionality and tools to the ESRI software or upgrades to the platform. Basically, any changes to the environment.

Will this group be under the Sunshine Law? No. This group is only making recommendations, not decisions. There can be no more than one Steering Committee member attending these meetings at one time.

Suggestion: Departments that have multifunctional GIS sections should have representation from each of those sections.

David: If the group cannot reach a consensus, should a voting mechanism be used or should all the opinions be returned to the Committee? Charlie suggests bringing all opinions back to the Committee for voting. Pam, as well as another attendee, agreed with Charlie.

Action Items	Person Responsible	Deadline
Send Working Group nominations to David James and/or Jason Graziano.	**Each stakeholder**	**8/31/12**
Post Working Group Operating Guidelines on SharePoint site.	**Becky Reed**	**8/27/12**
Submit comments on the Working Group Operating Guidelines to Jason Graziano.	**Each stakeholder**	**9/5/12**
Submit comments on the eGIS Training Needs Assessment Questionnaire to Jason Graziano.	**Each attendee**	**8/31/12**

eGIS Webinars update

Presenter	David James
Discussion	6 webinar sessions were held July 31st and August 1st. There were 70 attendees total. Feedback during the sessions was minimal. David has created an online forum and has sent out some invitations. He will continue sending out invitations. This forum is a great place to share thoughts and suggestions.

Pam: Did the Clerk of the Court get invited to attend? Yes. Neal Fuhler and Chris Short attended.

DEI staff asked a question as to why there is not DEI representation on the Committee. Any department/agency interested in having representation on the Committee should send a request to the Committee (Pam) that has been approved by the department's director.

Action Items	Person Responsible	Deadline
N/A		

Minutes

Short Term Plan update	
Presenter	Jason Graziano / Mike Dawson
Discussion	Jason Graziano, eGIS Service Owner, is working with the BTS GIS Development team to develop an initial draft legacy data migration strategy and plan. The draft plan will be reviewed with the EGIS Working Group to obtain stakeholder input. A final data migration plan will be presented to the eGIS Steering Committee for review in the near future. A number of applications are ready to be moved into production. Mike Dawson demonstrated these applications on his desktop, iPad, and cell phone. Election Polling Place should be ready by the end of this week. Mike and Marc have been working on it together. The Election Results application will be available for use for the next election, once the polls are closed. The other applications (Parks Finder, Public Information Center, My Government Services, Tax Parcel Viewer, Image Service Explorer) should be available within for review with the eGIS Working Group in the near future. This first series of applications will help refine processes and procedures around the release of applications and data. The focus will be on the Election applications first and then move to the other applications, once the elections applications are completed. Pam asked for consensus on this proposal. David made a motion and Jim Main seconded, with no one opposed.
Marc: Are the maps and directions printable? Not at this time.	
Pam: The procedure around publishing new applications and data should include department director or custodian approval. The User Acceptance Testing also covers any concern around making sure data is current.	

Action Items	Person Responsible	Deadline
N/A		

eGIS Bureau update	
Presenter	Toni Smith
Discussion	Planning / Zoning – Most eGIS issues have been reviewed. Area reviews are about 75% complete. The Bureau is working with Alan Shellhorn and Dave Walker on datasets, as well as working with BTS GIS Developers on ArcGIS Online and MetaData. Once the Working Group is established, upcoming work will be prioritized.

Action Items	Person Responsible	Deadline
N/A		

ESRI User Conference update	
Presenter	David James
Discussion	Staff from BTS and DEI attended the conference. ESRI is posting photos on their website and David showed a few during this meeting. BTS has purchased a DVD of the ESRI Conference. Attendance for next year's event should be planned now or in the very near future. Mike Dawson will forward notification when hotel rooms and registration are open once he receives it from ESRI. As part of the ESRI ELA, we receive 10 free registrations per year; though, attendance is not limited to 10 registrations.

Action Items	Person Responsible	Deadline
Send an email with nominations of attendees for next year's event.	**Each Stakeholder**	**9/30/12**

Minutes

New Business / Open Discussion			
Item #1	Pinellas Park, Oldsmar, Tarpon Springs, and Belleair have reached out to David with interest in collaborating with us and leveraging our ELA.		
Item #2	The Planners Advisory Committee meeting will be in September. Contact Michael Schoderbock if you are interested in attending.		
Action Items		**Person Responsible**	**Deadline**
N/A			