

Vermont Enterprise GIS Task Force (EGT)

**VERMONT'S ENTERPRISE GIS INITIATIVE
MEETING MINUTES**

6/4/2007

9:00 a.m. – 10:30 a.m.
Cyprian Center, Waterbury

Attendees:

- Steve Sharp (VCGI)
- David Brotzman (VCGI)
- John Hanning (Ag)
- Sandy Lundquist (DPS)
- Elke Ochs (ACCD)
- Dana Dean (ACCD)
- Rod Dehner (ANR)
- Peter Telep (ANR)
- Stephanie Magnan (VTrans)
- Jennifer Kachajian (Health Dept.)
- Pete Young (Representing Health Dept.)
- Darwin Thompson (DI&I)

Documents Distributed:

1. Meeting Agenda
2. VT's Enterprise GIS Initiative (PID) (ver. 1b)

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
Agency Activity Review	Each agency provided a short review of some of the GIS related activities currently underway in their offices. The Dept. of Agriculture is doing work with West Nile virus data. Public Safety is preparing E911 data for integration into the Spillman application. ACCD has converted to SDE version 9.2 and is working on the launch of a public version of their archeological web map. ANR is working on the Geocortex collaboration and are preparing reorganization planning. VTrans has been tasked to create a representation of their data on Google Maps and they are beginning the process of creating a culvert inventory. The Health Department is upgrading to ESRI software version 9.2 and they are evaluating geocoding services. DI&I expressed a willingness to support the Enterprise effort. VCGI is in the final stage of a system upgrade and will be upgrading ESRI software to 9.2 in June.
Grant Review	D. Brotzman provided an overview and an explanation of the federal motivations behind the grant that is funding this effort. It was explained that effort is required to produce two deliverables as a result of the effort, a Strategic Plan and a Business Plan. S. Sharp explained that the effort is intended for state organizations only at this time.
Meeting Schedule	S. Sharp suggested that there should be monthly meeting for the duration of the effort and those meetings should be scheduled ahead of time. A specific day of the month will be selected (i.e. the first Tuesday). The day to be used has not yet been determined.
Who else should be here?	It was determined that representatives from the following state organizations should be contacted and asked to participate. Buildings and General Services, Fire Safety, Natural Resources Board, VT Geological Survey, USGS, Tax Dept., Dept. of Education, Agency of Human Services, DHCA, Dept. of Labor, VT Emergency Management.
How should we	<ul style="list-style-type: none"> • Applied Geographics in Boston has been involved with several other states on

ISSUES AND/OR DISCUSSION

Agenda Topic	Discussion
Facilitate the Effort	<p>their grant work.</p> <ul style="list-style-type: none"> • There was concern that Applied Geo is not aware of Vermont's needs and for the money that is available they will not provide much more than "boilerplate" documentation. • DI&I was recommended as a second option for Facilitation support to the effort. • It was suggested that Applied Geo could come up to the next meeting and provide an idea of their services. • A possible hybrid approach that included both DI&I, and Applied Geo was suggested. • It was decided that Applied Geo will be invited to the next meeting to discuss what they can offer and a decision about what to do next will be determined at that time.
Who will provide Administration and Support	<ul style="list-style-type: none"> • VCGI is responsible for the grant administration and volunteered to provide support to the meeting. • DI&I will assist Project Management. • D. Thompson will review DI&I's Project Management 10 step outline and make a suggestion as to what step should be used. • D. Thompson and S. Sharp will serve as Co-Chairs • New Roles and Responsibilities will be identified as we move forward.
Who is the Target Audience?	<ul style="list-style-type: none"> • The target audience for the work should be the Sec. of Administration with subsequent distribution to all Department Heads. • Progress and Products from the effort should be reported regularly to the STC.

Next Meeting	▪ Yet to be determined
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NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Determine which of the 10 Project Management Steps apply to the effort.	D. Thompson	July Mtg.	M	
2.	Invite a representative from Applied Geographics to the next meeting to explain their services.	D. Brotzman	July Mtg.	M	

OUTSTANDING ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments

NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	N/A				