

Vermont
Enterprise GIS Task Force (EGT)

VERMONT'S ENTERPRISE GIS INITIATIVE
MEETING
MINUTES

July 2nd, 2007
1:00 – 3:15 p.m.
Cyprian Center, Waterbury

EGT Participants Present

- Louis Borie VT Natural Resources Board
- Andy Condon Vermont Department of Labor
- Cathleen Gent VT Agency of Human Services
- Darwin Thompson DII Enterprise Project Management Office
- Dana Dean Agency of Commerce & Community Development
- Lin Neifert USGS
- John Hanning Vermont Dept. of Ag, Food & Markets
- Robert Bower Agency of Human Services
- Jason Roberts VT Dept. of Health - Div. Health Surveillance
- Peter Young VT Dept. of Health
- Sandy Lundquist VT Dept. of Public Safety
- Steve Sharp VT Center for Geographic Information, Inc.
- Peter Telep VT Agency of Natural Resources

EGT Participants Absent

- John Mangion VT Dept. of Public Safety
- Jennifer Kachajian VT Dept. of Health
- Alex McHenry VT Dept. of Education
- Angela Leclerc Dept. of Buildings and General Services
- Chris Campbell VT Dept. of Public Service
- David Brotzman VT Center for Geographic Information, Inc.
- Harry Roush Vermont Mapping Program
- Jeremy McMullen VT Enhanced 9-1-1 Board
- John Wood VT Dept. of Public Safety
- Laurence Becker VT Geological Survey - DEC
- Patricia Moulton-Powden VT Dept. of Labor
- Margaret Gibson VT Dept. of Health - Epidemiology
- Margaret Ciechanowicz Agency of Human Services
- Max Schlueter VT Dept. of Public Safety
- Shawn Nailor VT Agency of Transportation

Guests:

- Richard Grady, Applied Geographics

Documents Distributed:

1. Meeting Agenda
2. Project Charter (2b)
3. Phase I Report (1a)
4. RFQ – Facilitation Services (1a)

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
Greetings and Introductions	
AppGeo Presentation Richard Grady	<ul style="list-style-type: none"> ▪ Refer to copy of MS Power Point on EGT web page ▪ http://www.vcgi.org/about_vcgi/projects/egis/VermontEGT_ProcessOverviewAndLessonsLearned.pdf ▪ EGT questions/answers <ul style="list-style-type: none"> ○ Q1 (John Hanning): Do you have any examples of how other States have handled the exchange of sensitive data? ○ A1 (Richard Grady): The entity requesting the data must be able to articulate clearly what they need and what they want to use it for. The provider can then determine if some or all of the data can be provided in a manor that does not violate any confidentiality or security requirements. ○ Q2 (Dana Dean): Do you think the EGT can fulfill the role of a “GIS Council” as outlined in your presentation? ○ A2 (Richard Grady): It depends on the scope of its “mandate” as defined in its charter. ○ Q3 (Peter Telep): How early in the Strategic planning processes should be conduct an assessment of GIS in the State? ○ A3 (Richard Grady): It should be something you do fairly early in the planning process.
Project Charter/Workplan	<ul style="list-style-type: none"> ▪ Steve Sharp reviewed changes made to the “Project Charter/Workplan”. <ul style="list-style-type: none"> ○ Reformatted to match DII EPMO look-and-feel. ○ Revised timeline ▪ Dana Dean suggested that all of the documents be posted in PDF and MS Word format so that EGT participants could use MS Word ‘edit tracking’ and ‘comment tool’ to make comments.
Phase I Report	<ul style="list-style-type: none"> ▪ Steve Sharp presented the “Phase I Report”. ▪ No comments from the EGT.
Facilitation Services	<ul style="list-style-type: none"> ▪ Steve Sharp presented a draft RFQ (Request for Quotations) for Facilitation Services. <ul style="list-style-type: none"> ○ Scope of work proposes to use the Facilitator during Phase III – Strategizing. ▪ EGT members agreed that we should hire a professional facilitator. They also agreed that the facilitator doesn’t need to be a subject matter expert, however, they must have credentials as a professional facilitator. ▪ EGT members agreed that facilitation services should be used during Phase III – Strategizing. ▪ The EGT didn’t have time to finalize the “scope of work” outlined in the draft developed by Steve Sharp (VCGI). However, they agreed to review the

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
	document and submit their comments to Steve in the near term (refer to “New Action Items” below).
Phase II – Preliminary Planning	<p>EGT participants discussed and addressed all “Phase II” items:</p> <p>Logistics</p> <ul style="list-style-type: none"> ▪ Determined future meeting frequency and dates <ul style="list-style-type: none"> ▪ August 6th, 2007 (1-3PM) ▪ Sept 10th, 2007 (1-3PM) ▪ October 1st, 2007 (1-3PM) ▪ November 5th, 2007 (1-3PM) ▪ December 3rd, 2007 (1-3PM) ▪ January 7th, 2008 (1-3PM) ▪ February 4th, 2008 (1-3PM) ▪ To be determined... ▪ Determined the venue(s) for meetings <ul style="list-style-type: none"> ▪ Cyprian Learning Center, Osgood Building, Mad Tom Notch Room, Waterbury VT ▪ Established EGT tools for communication exchange <ul style="list-style-type: none"> ▪ Communication will be handled via email ▪ Project documents will be posted on the project web page <ul style="list-style-type: none"> • http://www.vcgi.org/projects/egis/ ▪ Documents will be posted in PDF and MS Word 2000 format. EGT participants will be able to use MS Word “edit tracking” and/or “comment tool” to add their feedback. Comments will also be accepted via email to the group. ▪ The EGT will not establish a Wiki at this time. ▪ The EGT will not establish a discussion forum at this time. <p>Resource Planning</p> <ul style="list-style-type: none"> ▪ Determined what resources are needed to complete the effort <ul style="list-style-type: none"> ▪ EGT participants felt that the “Project Charter/Workplan” addressed this item sufficiently ▪ Assessed what resources are available and how any existing gaps can be bridged <ul style="list-style-type: none"> ▪ EGT participants felt that the “Project Charter/Workplan” addressed this item sufficiently ▪ Documented the impact of any relevant constraints to the planning process itself (time, money, people availability) <ul style="list-style-type: none"> ▪ EGT participants felt that the “Project Charter/Workplan” addressed this item sufficiently ▪ Determined if a survey of State GIS Managers and users should be conducted. <ul style="list-style-type: none"> ▪ Peter Telep suggested that an assessment of the “current GIT situation” is

ISSUES AND/OR DISCUSSION

Agenda Topic	Discussion
	<p>critical to understanding where we are, what we need, and where we want to go.</p> <ul style="list-style-type: none"> ▪ EGT participants agreed that a State GIS Managers and Data Stewards should be surveyed to assess the status quo of GIS in State government, and what they feel is needed to improve GIS in the State. <p>Schedule</p> <ul style="list-style-type: none"> ▪ Identified any timing considerations, such as grant application deadlines, or other planning efforts (such as statewide IT plans) <ul style="list-style-type: none"> ▪ EGT participants felt that the “Project Charter/Workplan” addressed this item sufficiently ▪ Developed a schedule and established milestone dates for completing the plan <ul style="list-style-type: none"> ▪ EGT participants felt that the “Project Charter/Workplan” addressed this item sufficiently <p>Organization</p> <ul style="list-style-type: none"> ▪ Establish an EGT Charter <ul style="list-style-type: none"> ▪ EGT Participants agree that an EGT Charter is critical to ensuring that the Task Force has legitimacy in the eyes of the CIO/DII, SEI, and STC. ▪ Darwin Thompson agreed within notion, and also agreed to assist with the drafting of an EGT Charter (not a “project charter”). ▪ The EGT Charter should <ul style="list-style-type: none"> ▪ Define “who” Chartered the EGT. ▪ What the EGT’s mission is, for example <ul style="list-style-type: none"> • Draft a GIT Strategic Plan • Draft a GIT Business Plan(s)

Next Meeting	<ul style="list-style-type: none"> ▪ August 6th, 2007; 1:00 – 3:00 p.m.; Cyprian Learning Center, Osgood Building, Mad Tom Notch Room, Waterbury VT
---------------------	--

NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Post documents in MS Word format to project web page.	Steve Sharp, VCGI	7/6/2007	High	
2.	Get input from EGT participants <ul style="list-style-type: none"> ▪ Project Charter/Workplan ▪ RFQ – Facilitation Services 	EGT Participants	7/23/2007	High	

NEW ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
3.	Draft a "State GIS Manager Survey" to assess the "current GIT situation" in the State.	Steve Sharp, VCGI with assistance from EGT participants	7/30/2007	High	Web-based survey
4.	Draft a Charter for the Enterprise GIS Task Force (EGT)	Steve Sharp, VCGI Darwin Thompson, DII/EPMO	8/6/2007	Medium	Darwin will look for examples from other Task Forces (eg: Web Task Force)
5.	Identify potential Professional Facilitators	Steve Sharp, VCGI Darwin Thompson, DII/EPMO	7/16/2007	High	Snelling Center Woodbury College Darwin contact

OUTSTANDING ACTION ITEMS

Item	Action Item	Assignee	Target Due Date	Priority	Comments
1.	Phase I Item – Determine process used to approve Strategic and Business Plan developed by the EGT	EGT	?	Low	Talk to SEI and STC representatives