

## GIS Steering Committee

Meeting Minutes - 2/8/95

The meeting was called to order at 1:30 p.m. by the Chair, Rod Armstrong.

Present were (\* authorized to vote):

* Rod Armstrong	Governor's Policy Research Office
* Mahendra Bansal	Natural Resource Commission
* Blaine Dinwiddie	Omaha Public Power District
* Steve Henderson	Department of Administrative Services
Sue Krogman	State Civil Defense Agency
* Terry Kubicek	Natural Resources Commission
* Jim Langtry	Lancaster County Engineer's Office
* Jim Merchant	Conservation and Survey Division
* John Miyoshi	Lower Platte NRD
* Jon Ogden	Department of Roads
* Duane Stott	Scotts Bluff County Surveyor
* Cliff Welsh	Keith County Commissioner
* Dennis Wilson	City of Omaha
Paul Yamamoto	Department of Environmental Quality
Larry K. Zink	Coordinator, GIS Steering Cmte.

**NOTICE OF MEETING.** A public notice of the meeting pursuant to Section 84-1411 R.R.S. 1943, was published in the Omaha World Herald on January 1, 1995.

**ROLL CALL.** Chair Rod Armstrong called the meeting to order at approximately 1:30 pm and requested that Larry Z. call the roll. Eight duly authorized representatives were present and therefore a quorum was present to conduct business. Steve Henderson, Blaine Dinwiddie, and Dennis Wilson arrived later in the meeting.

**MINUTES.** Jon O. moved, Jim M. seconded, that the minutes of the 1/11/95 Str. Cmte. meeting be approved as distributed. The motion passed unanimously (see vote # 1 on the attached Voting Records sheet).

Rod A. noted that he had to leave early and requested the Str. Cmte.'s approval to revise the order of the agenda to reflect the revised draft that Larry Z. had passed out to the members. The request was supported by the members present.

**MAP PROJECT.** Jim M. gave the Str. Cmte. a very brief overview of the AIM Institute's Multimedia Access Prototype (MAP) Project. Jim M. noted that at its last meeting, the Str. Cmte. had expressed its support for the Str. Cmte.'s participation in the MAP project through the Str. Cmte.'s Coordinator, Larry Z. Based on that decision, Jim M. presented a draft memorandum of agreement between the Conservation and Survey Division - UNL (CSD) and the GIS Str. Cmte., which outlined the mutual understanding and expectations relative to the two parties and Larry Z. participation. John M. moved, Jon O. seconded, that the GIS Str. Cmte. enter into the Memorandum of Understanding (MOU) with the CSD, regarding the MAP Project, as outlined in the draft MOU presented by Jim Merchant, and that the Str. Cmte. dedicate a portion of its Coordinator's time to the project.

Terry K. requested that the MOU be modified to change Larry Z.'s title to Coordinator instead of GIS Coordinator and that point # 2 of the MOU be modified to read as follows: "Provide liaison between the NGISSC and the MAP Project", instead of "Represent the NGISSC on the MAP Project and provide liaison with NGISSC." These requested changes were accepted by the mover of the original motion and the person who seconded the motion. The motion passed with eight voting "for" and Jim M. "Not Voting".

**FGDC GRANT.** Larry Z. presented the Str. Cmte. with the work that had been accomplished so far on the pending grant application to the Federal Geographic Data Committee (FGDC) and asked for the Str. Cmte.'s approval of the draft conceptual outline and budget. Larry noted, that at its last meeting, the Str. Cmte. had endorsed an effort to apply for such a grant, in partnership with the Nebraska Library Commission (NLC), if possible.

Larry reported that the NLC had agreed to be the lead agency, in partnership with the Str. Cmte, on a grant proposal focused on upgrading the current online GIS Data Inventory Catalog and outreach and education efforts related to the catalog and the geospatial metadata standards. The draft budget, while not final, would provide for more than half of the potential \$25,000 in grant funds to support NLC staff work to upgrade the online catalog (or Clearinghouse). The remaining funds would be used to support the Str. Cmte.'s Coordinator's time for facilitation of the Clearinghouse upgrade and to provide outreach and training on the Clearinghouse and the Contents Standards on Digital Geospatial Metadata.

Terry K. raised a concern that this joint proposal with NLC could lead to the GIS Data Inventory Catalog being listed a part of the fee-based system that is being developed through NLC for access to certain state information. Steve H. moved, John M. seconded, that contingent upon affirmation from NLC that the upgraded online catalog would be assessable on the free side of Nebraska Online, the GIS Str. Cmte. move forward with its application, in partnership with the NLC, of an FGDC grant to upgrade the existing online data catalog.

Terry K. moved, and it was seconded, that the motion be amended to specifically refer to a "metadata" catalog. The motion to amend the original motion passed unanimously (see vote # 3 on the attached Voting Record sheet). The amended original motion by Steve H. to move forward with the FGDC grant application, in partnership with NLC, passed on a vote of nine "for" and one "against" (see vote #4 on the attached Voting Record sheet).

Terry K. raised a concern that if the pending DAS request for funding of the GIS Coordinator's position is approved and the grant was approved, Larry Z. could conceivably receive double pay. Terry K. moved, and it was seconded, that the grant application refer to a representative of the Str. Cmte. as performing the outlined tasks as opposed to the Coordinator. The discussion related to the motion clarified that Larry Z. could be referred to as the anticipated candidate to perform the outlined work and that he could be listed as a "principal investigator". The motion passed on a vote of eight "for" and two "against".

**RESPONSE TO CIVIL DEFENSE'S TECHNICAL ASSISTANCE REQUEST.** Larry Z. noted that at its last meeting the Str. Cmte. directed the Policy Subcmte. to discuss the request from Civil Defense (CD) for technical and planning assistance related to GIS implementation. Larry Z. also noted that there were two interrelated studies involved with CD and GIS. One is focused on CD's internal agency needs and one is more broadly focused on the interagency data and data sharing needs related to emergency planning and response. Larry Z. reported that Rod A. had a meeting that morning with Gen. Heng, Director of the Military Dept. - Civil Defense Agency. Larry Z. reported that the Gen. expressed an interest in and support for an interagency planning effort focused on the spatial data needs related to emergency planning and response.

Larry Z. reported that the Policy Subcmte.'s discussion reaffirmed the Str. Cmte.'s earlier recommendation that CD should conduct a needs assessment and planning study. The Policy Subcmte. discussed four options for how an internal agency study could be undertaken: a) a completely in-house study; b) an in-house study with limited technical assistance from Larry Z.; c) a study conducted primarily by Larry Z.; or d) hiring an outside consultant to conduct such a study with an estimated price tag of \$15,000 to \$40,000.

Larry Z. reported that the Policy Subcmte. recommended option b), an in-house study conducted with limited technical assistance from Larry Z. Larry Z. further defined this option as one in which CD staff would do most, if not all, of the leg work of setting up interviews and meetings and transcribing those meetings, but that Larry would be available to set in on interviews and help to facilitate them and that he would be available to consult with CD staff in analyzing the results of the interviews, identifying additional areas to pursue, and to consult on a final report.

Blaine D. raised concerns about the availability of Larry Z.'s time and Blaine's feelings that the Str. Cmte. did not have the resources to be providing consulting services to state agencies. The concern was expressed that Larry Z. would find it difficult to limit his involvement and time in such an effort. Steve H. suggested that the Str. Cmte. could attempt to define the amount of Larry's time available through a Memorandum of Agreement. Terry K. noted the possibility of assistance from other state agencies and he raised questions about the competency of Larry Z. to assist CD in some areas of such a study. In the course of the discussion, the Str. Cmte. reaffirmed its belief that CD should undertake such a study. The point was also raised in the discussion, that the situation with CD was somewhat unique in that the Str. Cmte. had highly recommended that such a study be undertaken and that there were significant interagency spatial data coordination needs involved.

Terry K. moved, Blaine D. seconded that the GIS Str. Cmte. not honor the request from Civil Defense for assistance with a GIS needs assessment. The motion failed on a vote of 7 "for" and 3 "against" (see vote # 6 on the attached Voting Records sheet). It was noted that Str. Cmte. policy requires a vote of at least eight members to pass a motion.

John M. moved, and Duane Stott seconded, that Larry Z. meet with the CD staff and seek to define their planning needs and outline the needs for Larry's time in a Memorandum of Understanding to be presented at the next meeting. The motion passed unanimously (see vote # 7 on the attached Voting Records sheet).

**WHERE DO WE FOCUS OUR RESOURCES NOW?** Larry Z. referred to the What We Have Accomplished -- Where Should We Focus Now? to highlight the need for a stepping back and looking where the Str. Cmte. should focus its resources now. Larry Z. noted that he felt that the Str. Cmte. had completed most of the tasks and objectives that it had set for itself and that it was therefore time to reassess direction. The Str. Cmte. was in general agreement with this sentiment and felt that it would be useful to set assign a period specifically for such a project. It was decided to schedule such a session on the afternoon of Thursday, March 23rd. Larry Z. was requested to mail out the latest version of the Strategic Plan of Action, and his assessment of where we are with the various tasks and objectives that were outlined in that plan.

**GIS REVIEW SUBCMTE.** No report.

**DATA INVENTORY SUBCMTE.** No report.

**POLICY SUBCMTE.** No report other than Civil Defense request discussed above.

**TECHNICAL STANDARDS SUBCMTE.** No report.

**EDUCATION SUBCMTE.** No report.

**GPS SUBCMTE.** No report. Duane Stott noted that there is an increased interest in GPS application to agriculture out in their area. Jon O. noted that the HARN network project is a little behind schedule, but is alive and well.

**OTHER BUSINESS.** Larry Z. noted that his and Rod A.'s offices have been moved to DAS Division of Communications, 1410 M Str., P.O. Box 94986, Lincoln, NE 68508. Their phones are the same, but the FAX # is now 402-471-3339.

**TO DO LIST:**

All Str. Cmte. Members - note on their calendars, Thursday afternoon, March 23rd, for a session to review and update Strategic Plan of Action and related priorities.

Larry Z. - will complete and submit an FGDC grant proposal in cooperation with the Nebraska Library Commission, based on efforts to upgrade the current Online GIS Data Inventory Catalog and efforts to provide education on the catalog and metadata standards.

Larry Z. - will meet with Civil Defense staff and identify what their GIS needs assessment and planning needs are, how they might best be meet, and if needed develop a draft Memorandum of Agreement between the State Civil Defense Agency and the GIS Steering Committee outlining the specifics of their needs of Larry's time to assist with the assessment and planning.

Larry Z. - mail out a copy of the GIS Strategic Plan of Action, including his assessment of current status of various objectives and tasks.

GIS Steering Committee  
VOTING RECORD

Date 2/8/95

	Attendance	Minutes	MAP	metrolink amand.	FGDC grant	str. Cmts rep.	No. to C.D.	Defining Needs C.D.			
		#1	#2	#3	#4	#5	#6	#7			
DAS - Steve Henderson	A/P			+	+	+	+	+			
DEQ - Dennis Burling Tom Lamberson <i>non-voting Paul Yamamoto</i>	A										
CSD - Perry Wigley Les Howard, <u>Jim Merchant</u>	P	+	NV	+	+	+	+	+			
NRC - Dayle Williamson <u>Terry Kubicek</u> <i>Mahendra B.</i>	P	+	+	+	-	+	+	+			
PRO - Rod Armstrong	P	+	+								
DOR - Jon Ogden	P	+	+	+	+	+	-	+			
Surveyor - Jim Brown	A										
LRD - Laura Valenziano	A										
John Miyoshi	P	+	+	+	+	-	-	+			
Blaine Dinwiddie	A/P		+	+	+	+	+	+			
Cliff Welsh	P	+	+	+	+	+	+	+			
Larry Worrell <u>Jim Langtry</u>	P	+	+	+	+	+	+	+			
Lash Chaffin	A										
Duane Stott	P	+	+	+	+	+	+	+			
Dennis Wilson	A/P		+	+	+	-	-	+			
TOTALS	8-P 11-P	8(+)	9(+) 1-(NV)	10(+)	9(+) 1(-)	8(+) 2(-)	7(+) 3(-)	10(+)			

P = present  
A = absent

"+" = voting for  
"-" = voting against  
"NV" = not voting