

GIS Steering Committee

Meeting Minutes - 8/25/93

The meeting was called to order at 1:35 p.m. by the Acting Chair, Jim Brown, in Rod Armstrong's absence.

Present were:

Mahendra Bansal	Natural Resource Commission
Ron Britton	Department of Water Resources
Jim Brown	State Surveyor's Office
Dennis Burling	Department of Environmental Quality
Lash Chaffin	League of Municipalities
Steve Henderson	Department of Administrative Services
Less Howard	Conservation and Survey Division
Tom Lamberson	Department of Environmental Quality
Judy Larsen	Dodge County Supervisor
John Miyoshi	Lower Platte NRD
Jack Moore	PRC Inc.
Jon Ogden	Department of Roads
Duane Stott	Scottsbluff County Surveyor
Laura Valenziano	Legislative Research Office
Dayle Williamson	Natural Resources Commission
Larry Worrell	Lancaster County Surveyor
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 August 20, 1993.

MINUTES. Dayle W. moved and Jon O. seconded, that the minutes of the July 21, 1993, GIS Str. Cmte. be approved as written. The motion was passed by a unanimous voice vote.

DATA INVENTORY SUBCMTE. Jon O., Subcmte. Chair, reported that work on the Pilot Project had gotten stalled due to other work demands at the Nebraska Library Commission and for him at Dept. of Roads. He reported that he was reconvening the Pilot Project Working Group, hopefully on Sept. 15th, and hoped to have a working model to show to the Str. Cmte. in a couple months.

EDUCATION SUBCMTE. Subcmte. Chair, Jim Merchant, was not present at the meeting. Larry Z. noted that another newsletter had been published and distributed. He also reported on plans that had been made for the upcoming GIS Forums. The Army Corps of Engineers are scheduled to present on Sept. 15th and Natural Resources Commission (NRC) had offered to host the Nov. 1993 GIS Forum. Larry referred to the decision by the Str. Cmte. at its last meeting that Str. Cmte. agencies and organizations would rotate the responsibilities of hosting the GIS Forum. Larry Z. asked for additional volunteers. Laura V. offered Legislative Research Division (LRD) as hosts for Nov. 1993.

POLICY SUBCMTE. Voting Policies and Procedures Acting Chair, Jim Brown, to get discussion started, invited a motion from the Steering Committee to adopt the proposal drafted by Rod Armstrong, entitled "GIS Steering Committee Voting Policies and Procedures" which had been sent out with the Agenda. Dayle W. moved that this proposal be delayed or tabled. Laura V. seconded the motion, stating that she did so to provide the opportunity to discuss the concerns. Dayle expressed his concerns that proposal was perhaps not in harmony with the statute creating the Str. Cmte. and with Open Meetings law. Dayle also expressed the feeling that the Str. Cmte. needed to heighten its attention to the Open Meetings law, insuring that public notice is given, recorded roll call votes are taken, etc. He said his sensitivity to this concern had been heightened as part of his involvement in the process of setting up the Environmental Trust Fund. It was suggested that Rod A. and Larry Z. work with Dayle W. and NRC's attorney to refine the proposal. Dayle W.'s motion to table was passed by a voice vote, with one dissension.

Future Plans for Nebraska GIS Report and/or a Report on GIS and Flood Disaster Response. Larry Z. reported that in response to the Str. Cmte.'s request he had developed a draft proposal of potential questions to ask state agencies and a proposed timeline for the development of a report to the State Legislature on future plans for GIS development in Nebraska. This proposal was mailed out with the agenda and entitled, "Agencies' Future GIS Plans and Str. Cmte. Recommendations Report."

Larry reported that when the Policy Subcmte. considered this proposal, the Subcmte. recommended that this long-range GIS future report be delayed in favor of pursuing a report focused on this year's flooding disaster; and the information needs that became apparent as a result of the disaster response effort; and the implications for GIS development. Laurel V., Tom L. and Dayle W. spoke in favor of this alternative approach.

Laura V. moved that the Str. Cmte. delay action on efforts to develop a report for the Legislature on long-range plans for GIS development and focus instead on developing a report on the 1993 flood-related disaster response and its implication for GIS development. Dayle W. seconded the motion and it was passed by a unanimous voice vote.

Larry Z. raised a question about the possible impact, of delaying the report on the future plans for GIS development, on possible state agency appropriation requests for GIS in 1994. Eric Byrd, Legislative Fiscal Office, seconded that concern. A fairly lengthy, but inconclusive, discussion followed about the implications of the Appropriations Bill language. In the discussion it was noted that any appropriation request next year would be a deficit appropriations, and, in the case of GIS, therefore likely to be related to GIS.

Larry shared with the Str. Cmte. that the Flood Disaster Working Group had scheduled a reflection/debriefing session for Monday, Sept. 13th, 8:30 to noon, in the State Capitol, Rm 1200. The GIS Str. Cmte. has been offered the final hour, 11 to noon, to solicit responses from Working Group members on information needs as they relate to GIS. Larry noted that Str. Cmte. members are welcome to attend any or all of that meeting, however the organizers would like to know in advance who plans to attend - please inform Larry.

TECHNICAL STANDARDS SUBCMTE. Lash C. moved and Dayle W. seconded, that the proposal from the Technical Standards Subcmte. entitled, "Proposed Technical Standards, Recommendations - August 17, 1993" be approved in "draft form" by the Str. Cmte. Mahendra B. gave a brief overview of the proposal. Larry Z. noted that it was the Subcmte.'s desire to have the Str. Cmte. adopt this proposal in draft form; circulate it among interested individuals and agencies; modify it as necessary; and then adopt it in final form. Steve H. noted his support for this approach, in that it would provide interim guidance and show progress being made.

This was followed by a lengthy discussion of the proposal. Some of the concerns or questions expressed were as follows. Laura V. expressed a desire that the proposals language and analysis focus more specifically on Nebraska, with a particular concern about fiscal impact. Concerns about the merits and significance of Internet connection was raised. Tom L. asked whether ArcView was a GIS and what was meant by approved in "draft form". Concerns were raised about the recommended system configuration and its impact on the Str. Cmte.'s review of requests for purchase.

Following extensive discussion, Jim B. called the question with a roll call vote. The vote for Lash C.'s motion to approve the Technical Standards recommendations in "draft form" carried 10 to 2. The voting was as follows: (For - Larry Worrell, Duane Stott, Judy Larsen, Les Howard, Steve Henderson, Dayle Williamson, Jon Ogden, Lash Chaffin, John Miyoshi, Jim Brown) (Against - Tom Lamberson and Laura Valenziano)

Feedback/Input Sessions on Proposed Standards. Further discussion followed about how to best solicit feedback and input on this draft proposal. The question was raised as to whether this proposal constituted rules and regulations and therefore needs to follow those procedures. The following procedure was decided upon. Larry Z. will send out the proposed standards to the State Agency GIS contact list he has developed. The Technical Standards Subcmte. will host an information/feedback session on Thursday, Sept. 9th. This meeting will be held in the State Capitol, Rm 1200 (by south entrance 1st floor) from 1:30 to 5:00. And, if possible, another public session will be held in conjunction with the Sept 15th GIS Forum, either as the Forum topic or immediately before or after the Forum. The deadline for written comments will be approximately one week following the Sept. 15th GIS Forum.

GIS REVIEW SUBCMTE. Jim Brown gave a brief overview of the "Operational Guidelines for the GIS Review Subcommittee" as proposed by that Subcmte. and sent out in the materials with the agenda. Jim noted that this procedure was basically followed in the first review instance of the Game and Parks request which received a favorable recommendation. Dayle W. raised a concern about the importance of having in the Guidelines the expectation of Subcmte. reports of its actions each month to the Str. Cmte. Jim B. said that was just an oversight and would be included in the Guidelines. Other concerns raised included: possible conflict of interest; whether the Subcmte. is made up of agency representatives or specific individuals; and whether Subcmte. members should be Str. Cmte. members. Larry Z. noted that the minutes from last Str. Cmte. meeting reflections the ambiguity of whether the Subcmte. consisted of individuals or agency reps. and as the person in the middle he would like that clarified.

It was suggested that the appointment of an alternate member would potentially solve many problems. Jon O. moved and Laura seconded, that the GIS Str. Cmte. appoint the GIS Review Subcmte. by name and that three members and one alternate should be appointed. A roll call vote was taken and all members present voted for the motion (Jim Brown, Larry Worrell, Duane Stott, Judy Larsen, Les Howard, Tom Lamberson, Steve Henderson, Laura Valenziano, Dayle Williamson, Jon Ogden, Lash Chaffin and John Miyoshi).

Tom L. moved and Larry W. seconded, that the Operational Guidelines be modified to clarify that the alternate member will replace a regular member when the Subcmte. considers issues that pose a conflict of interest for the regular member. The motion passed by a unanimous voice vote. Jon O. moved and Dayle W. seconded, that Laura Valenziano, Jim Brown and Mahendra Bansal be appointed to the Subcmte. and that Dennis Burling serve as its alternate member. The motion passed by voice vote, with one vote opposed by Tom Lamberson who stated that he felt the Subcmte members should all be Str. Cmte. members.

GIS ROTUNDA FAIR. Larry provided a brief overview of the early thinking of the Rotunda Fair ad hoc committee. The Fair is planned for Jan. 6th, 9:30 to 3:30, in the St. Capitol Rotunda. It was suggested that Fish and Wildlife and EPA be added to the list of agencies invited to participate. Larry asked for the Str. Cmte.'s reaction to the question of serving cookies and coffee to the State Senators - the feedback was negative to the idea. Larry Z. asked for feedback on the idea of producing some sort of memento for the Senators - the feedback was that one nice map would be good. Larry Z. asked about a budget and the response was to come with a specific proposal, but that a lot of items could probably be handled through different agencies.

STEERING COMMITTEE STAFFING PROPOSAL. Jim B. suggested that the question of electing Str. Cmte. Chair be moved to the end of the agenda. Jon O. moved and Dayle W. seconded, that the Str. Cmte. go into Executive Session to discuss personnel matters. The motion carried by a unanimous voice vote. All non-Str.Cmte. members left the room. Later after non-Str. Cmte. members were invited back into the room, John M. moved and it was seconded to end the Executive Session. The motion passed by a unanimous voice vote.

Jon O. moved that the Str. Cmte. contract with the State Surveyor's Office for staff support services from Sept. 1, 1993 through June 30, 1994, at a salary of \$25,000 plus fringe benefits, contingent upon availability of funding, for a full-time, non-permanent, non-classified position. John M. seconded the motion. A roll call vote was taken on the motion and it passed unanimously (For - Jim Brown, Duane Stott, Judy Larsen, Les Howard, Tom Lamberson, Steve Henderson, Laura Valenziano, Dayle Williamson, Jon Ogden, Lash Chaffin and John Miyoshi).

STAFF REPORT. Larry called the Str. Cmte.'s attention to the printed Staff Report handed out at the meeting (attached). Larry reported that Annual Report had been printed and distributed to the Legislature and that extra copies were available. Larry also called the Str. Cmte. member's attention to the report he had compiled on the responses of State Agency Directors to the letter asking for their reponse to the Strategic Plan (handed out at the meeting). Larry noted that the Str. Cmte. probably needed to respond to some of those responses.

Larry noted that he had compiled a summary of the first round responses, primarily from Str. Cmte. agencies, to the Needs Assessment Questionnaire (handed out at the meeting). Larry reported that the Policy Subcmte. had wanted him to wait to send the Questionnaire out to a broader audience until he had compiled these initial results to further test the survey instrument. His question for the Str. Cmte. was whether he should proceed. Jon O moved, and Tom L. seconded, that Larry should proceed to send out the Questionnaire to the broader audience. Laura express concern about whether the Questionnaire was going to provide meaningful information. She said she would like Larry to develop a narrative report from the summary information to further explore the types of information the Str. Cmte. could get from the instrument before going ahead with a wider distribution. Jon O. withdrew his motion in favor of Larry developing such a narrative report.

Larry reported that he had updated the Strategic Action Plan sheet to incorporate the new goal and objectives that were added, along with cross-references to earlier goals and objectives. He also called the Str. Cmte.'s attention to the handout, "Phase II - GIS Planning, Overview as of 8/25/93". In this handout, Larry had reviewed the progress made on various high priority objectives. He noted that more work was needed to further define the number 1 priority Objective and that at the Policy Subcmte.'s suggestion, he had made some suggestions. He also noted that the Str. Cmte. had not made any priority decisions on the new Goal 6 related to the Appropriation Bill language. Jon O. suggested that we should consider both of these at the next meeting. Laura V. suggested that the Policy Subcmte. should also discuss them.

CHANGES AT THE CENSUS BUREAU. Laura V. reported on what she learned at the National Conference of State Legislators on the proposed changes in the Census Bureau and the data it collects and the manner in which it is distributed. The TIGER format is likely to be discontinued, with the Census Bureau moving to something it is calling a "master address file": There is likely to be problems with compatibility with older formats and questions about vendor support for the new format. Laura also indicated that the Census Bureau is also talking about significantly reducing the amount of information it collects. She urged agencies using this type of data to be attentive to these possible changes.

NOMINATIONS AND ELECTION OF GIS STR. CMTE. CHAIR. Lash C. moved, and it was seconded, that the rules be suspended and that a unanimous ballot be cast to reelect Rod Armstrong for another term as Chair of the GIS Str. Cmte. beginning in Sept. 1993. The motion carried unanimously. The issue was also raised about electing a Vice Chair, but since it was not on the agenda it was decided to defer that issue until the next meeting. The meeting was adjourned.

NEXT MEETING. The next Str. Cmte. meeting will be held on Wed., Sept. 15th, 1:30 to 3:30 pm in the UNL East Campus Union.