

Vermont Enterprise GIS Consortium (EGC)

MINUTES

August 5, 2015

11:00AM – 12:30PM

Conference Call + Justin Morrill (6th National Life)

EGC Participants

- | | |
|------------------------------|-----------------------------------|
| ▪ Lesley Bean – VTrans | ▪ Steve Sharp – VCGI |
| ▪ Melissa Prindiville – ACCD | ▪ Peter Young – VDH |
| ▪ Erik Engstrom – ANR | ▪ Peter Telep – ANR |
| ▪ Alex Ibey – ACCD | ▪ Josh Cox – VEM |
| ▪ David Metraux – ACCD | ▪ Ryan Ochs – State Military Dept |

Guests:

Documents Distributed:

MINUTES	
Agenda Topic	Discussion
<p>11:00AM to 12:30PM</p>	<ul style="list-style-type: none"> • Project to Analyze GIS Use/Deployment in State Government <ul style="list-style-type: none"> ○ David Metraux provided an overview of the project. Project objectives include <ul style="list-style-type: none"> • Analyze the current use and deployment of GIS in state government. • Prerequisite to Workshop: Draft a Vermont GIS Vision/Goals statement for review by stakeholders. • Provide recommendations on how to structure GIS governance, high level infrastructure (including but not limited to: hardware, software and licensing), data, and high level processes and systems that support Vermont's GIS Vision/Goals. • Analyze the internal and external customers for GIS in state government. • Create an action plan on how to implement the Vision/Goals statement. • Reasoning and recommendations on whether a state GIO/GIS Leader should be established and where that position fits within State Government. • Role of the Director of VCGI. • Role of VCGI.

MINUTES

Agenda Topic	Discussion
	<ul style="list-style-type: none"> ○ Steve S. indicated that he felt that with VCGI's move into state government, now is a good time to have this type of discussion. ○ Q & A <ul style="list-style-type: none"> ▪ David M. <ul style="list-style-type: none"> • We don't envision this project leading to changes in GIS positions • We would like to look at whether the state should have a GIO and where that position should reside. VCGI's Director? ▪ Melissa P. <ul style="list-style-type: none"> • How will all of the deliverables be done in the short timeframe provided? <ul style="list-style-type: none"> ○ Alex Ibey response: timeframe was based on Esri's estimate of 4-6 weeks. ▪ Pete T. <ul style="list-style-type: none"> • Can the project overview document be amended to include In-scope vs Out-of-Scope details? <ul style="list-style-type: none"> ○ David M response: Yes we'll add that. • Will the EGC be involved in determining the schedule? <ul style="list-style-type: none"> ○ Alex Ibey response: I will setup a doodle • How about the non-EGC GIS "have nots"? <ul style="list-style-type: none"> ○ Alex Ibey response: we plan to reach-out beyond the EGC membership. • Didn't VCGI/EGC do a report on this a few years ago? <ul style="list-style-type: none"> ○ Steve S response: Yes a <u>report</u> was craft by VCGI with EGC input with specific recommendations. • Has Esri provided example reports that they produced for other states? <ul style="list-style-type: none"> ○ Alex I. response: No but I will ask. ▪ Pete Y. <ul style="list-style-type: none"> • Will participants have a chance to comment? <ul style="list-style-type: none"> ○ David M response: Yes, but we don't plan to include individual comments in the final report. ▪ Erik E. <ul style="list-style-type: none"> • VT GIS is already pretty well consolidated. How much more is possible/needed? ▪ David M. <ul style="list-style-type: none"> • I would not want to see complete GIS centralization. ▪ Peter T. <ul style="list-style-type: none"> • How will this project/initiative address the question of VCGI's role? ▪ Pete Y. <ul style="list-style-type: none"> • The project plan should make specific reference to the EGC.

MINUTES

Agenda Topic	Discussion
	<ul style="list-style-type: none"> • EGC Documents <ul style="list-style-type: none"> ○ EGC FY'15 Annual Report – Steve asked for feedback by 8/14/15 ○ EGC FY'16 Business Plan – Steve asked for feedback by 8/14/15 • GIS Career Ladder and GIS Job Descriptions <ul style="list-style-type: none"> ○ Status update – Document forwarded to State HR IT committee in July. No response yet. • VT Open GeoData Portal Project <ul style="list-style-type: none"> ○ Status update – VCGI has moved this project into ACCD's Project Management process. ACCD has assigned a Project Manager (Trisha Standen). Next step is a revised Project Plan. Revised target complete date is ~ Feb 2016. • VT Imagery Program <ul style="list-style-type: none"> ○ Orthos <ul style="list-style-type: none"> ▪ 2015 status update – 1st delivery was made by Fugro. VCGI has forwarded to QC contractor for review. ▪ Vintage 4 RFP status update – Steve is working to incorporate ASPRS's latest specifications. ○ LiDAR <ul style="list-style-type: none"> ▪ 2016 – USGS BAA 2016 proposal – VCGI continues to craft proposal. Focus is on Windsor County. STILL NEED PARTNERS FOR MATCH (~\$165K)! • VT GIS Standards and Guidelines <ul style="list-style-type: none"> ○ Steve indicated that he talked ACCD legal counsel regarding 30 day public comment period and the overall process. Legal counsel saw no issue with the proposal. ○ EGC agreed to conduct an E-vote for the following proposal (once Steve's wraps it into a 1-pager document) <p style="margin-left: 40px;">EGC VT GIS Standards and Guidelines Procurement and Approval Procedures</p> <ul style="list-style-type: none"> ▪ Step 1: VCGI/EGC updates/drafts VT GIS standard/guidelines. ▪ Step 2: Released to public for 30 day comment period. ▪ Step 3: Revisions made by VCGI/EGC. ▪ Step 4: Standard/Guidelines approved by EGC. <p>EGC ACTION ITEMS</p> <ul style="list-style-type: none"> • EGC Annual Report and Business Plan <ul style="list-style-type: none"> ○ EGC feedback by 8/14 ○ Finalize approve on 9/2 • VT Orthos Vintage 4 RFP

MINUTES	
Agenda Topic	Discussion
	<ul style="list-style-type: none"> ○ August ● VT LIDAR – 2016 Windsor County proposal <ul style="list-style-type: none"> ○ 8/14 - Identify <i>preliminary</i> partner matching funds – VCGI + EGC partners ○ 8/25 – Submit pre-proposal to USGS ● GIS Career Ladder and Job Descriptions <ul style="list-style-type: none"> ○ August - Check status – Peter Telep ● VT Open GeoData Portal <ul style="list-style-type: none"> ○ 8/21 - ACCD project approval and revised Project Charter – Steve ● VT GIS Standards and Guidelines Procedures <ul style="list-style-type: none"> ○ August – Post final for E-vote – Steve/EGC
Next Meeting	○ Wednesday, September 2 (11AM), 2015

ACTION ITEMS - COMPREHENSIVE LIST					
Item	Action Item	Who?	Target Due Date	Priority	Status Notes
1.	ArcGIS Server Workgroup (ASW) - server sharing plan	EGC ASW	?	On Hold	There has been little interest among agencies in sharing ArcGIS server deployments beyond existing partnerships <ul style="list-style-type: none"> ● ACCD/ANR ● VCGI/VAAFMM
2.	Revise SDE guidelines	VCGI (Steve) VTrans (Lesley M) ANR (Ryan/Erik)	?	On Hold	no activity to date
3.	Geocortex Essentials <ul style="list-style-type: none"> ● Look and Feel Standards 	EGC + Geocortex Admin Team	?	On Hold	Draft look and feel standards submitted to State Webmaster. No response as of 6/1/14.

ACTION ITEMS - COMPREHENSIVE LIST

Item	Action Item	Who?	Target Due Date	Priority	Status Notes
4.	MAPS.VERMONT.GOV homepage	Leslie Pelch + Melissa Prindiville + other EGC	6/1/15	Medium	Interim Maps.vermont.gov homepage created. 6/2014 Email from ACCD/CMO suggest that maps.vermont.gov "splash page" should re-point to VCGI "maps" page. Need to get thumbs up from EGC / Geocortex Team
5.	Open GeoData Portal / Data Warehouse Workgroup <ul style="list-style-type: none"> Work with EGC members and other partners to redesign and build a new VT GIS Data Warehouse solution 	EGC	9/1/2015	HIGH	- EGC voted on 7/1/15 to move forward with ESRI AGO Open Data Platform- DONE -
6.	ESRI MPA <ul style="list-style-type: none"> MPA has expired. Need to prod BGS/ESRI to get a new one signed. 	VCGI/EGC	1/1/2014	HIGH	Contact BGS and ESRI to push issue. No response as of 1/6/2014. Still no final word as of 8/11/2015.
7.	GIS Career Ladder <ul style="list-style-type: none"> Craft a proposal Present to EGC for endorsement Present to State HR 	Peter Young and volunteers	7/22/15	HIGH	<ul style="list-style-type: none"> 6/17 – Submit input to Pete Young (EGC) - DONE 7/1 – EGC vote to endorse final version of GIS Career Ladder and Job Description (EGC) - DONE 7/22 – Present EGC's recommended GIS Career Ladder and Job Descriptions to the State's HR IT Committee (Pete Y, PJ, Steve) - DONE

ACTION ITEMS - COMPREHENSIVE LIST

Item	Action Item	Who?	Target Due Date	Priority	Status Notes
8.	EGC Governance/Charter	Steve S. And Leslie P	6/2014	HOLD PENDING OUTCOM OF STATE GIS ANSLYSIS PROJECT	<ul style="list-style-type: none"> • Document what other states have for “GIS Councils”, and rank their potential use in VT - DONE • Craft a document outlining potential “GIS Governance Models”.