

WLIA PARCEL DATA MODELING TASK FORCE

“WI Stakeholder Workgroup Meeting”

Meeting Focus: Finalize a survey template to be used for conducting a parcel needs assessment within the State Agencies that are major parcel stakeholders.

Friday, Sept. 28th, 2007

9:00 am – 11:30 am

DATCP Conference Room 172, Madison, WI

Minutes

Attending: *Doug Avoles (ADC), Arden Sandsnes (Royal Oak Engineering-Surveyor), John Sissens (BCPL), Lisa Morrison (DATCP GIS Coordinator), Bill Cozzens (Waukesha Co. GIS Analyst).*

I. 9:00 –Review of Progress

Since the meeting on 9/7/07, minimal progress had been made on the survey document. The individuals tasked with preparing drafts had other higher priority commitments and also attended the NSGIC Conference this past week. The introduction document to the survey had been refined and is close to being finalized.

II. 9:15 – “Finalize” the Survey Template & Discuss Conduction of the Survey

Most of the discussion focused on the detail needed for the survey and whether specific detailed data item questions should be handled by this workgroup, or conducted by the Technical Workgroup after response information was reported from the general survey questions. The group decided that a certain level of detail was necessary to help document the business cases for parcel use by the State agencies of focus. Also, it was the opinion of the group that gathering more detail now would make it more efficient for the Technical Workgroup to complete their work. The general survey questions that had been previously prepared were reviewed and a few changes were suggested.

It was decided to include a disclaimer in the general questions area noting that data sharing agreements, as discussed in previous meetings, were beyond the scope of this task force but that it was understood that some type of agreements would be necessary to facilitate implementation of the final model recommendations.

Since a draft of detailed data item questions had not been completed, Lisa Morrison volunteered to create a draft based on the example categories from a New York State survey document that Jerry Sullivan had provided to the group at the 9/7/07 Workgroup meeting. This draft survey will be based upon the New York questions but validated against the “FGDC/Nancy von Meyer/ESRI” data

model to discover gaps or identify alternative question grouping levels. It was agreed upon that the afore mentioned data model exemplifies a comprehensive model and, at this time, it is the best standard to measure against. It is not the intention of this workgroup to reinvent the wheel, only to modify it so that it fits the business needs in Wisconsin.

Question format was discussed at some length and it was determined that, to the degree possible, each question would have the following response areas:

- Scale range for the importance of the data attribute group to the business needs of the organization. 1 being least important and 5 being mission critical.
- Define what it means to be a consumer or producer of data elements in the general area of the survey and then have a checkbox for "Producer" within each detail question.
- Remove the reference to update frequency in the general questions and place either an update scale or text box within each detail question to capture the update need. Discussion centered around the idea that update frequency would be different for some attributes and that it didn't make sense to create a model that couldn't be incrementally maintained.

Lisa will email it out the initial draft of the detailed portion of the survey to the entire group for review, comments, and additions over the next couple of weeks.

There was some discussion on whether the survey should be conducted in one or two phases (i.e. the general part of the survey first, followed by the survey of detailed data items directed to specific agency contacts identified in the general survey). Because those present thought that specific contacts within the State agencies of focus could be easily identified, it was decided that it would only be necessary to have one survey document containing both general and more detailed questions. After the questions in the survey are finalized, the group will work with the SCO to have the survey put on-line. When the on-line survey is ready, specific contacts within the agencies of focus will be asked to complete it. After survey responses have been completed, any follow-up questions will be handled on a case by case and agency by agency basis by one or more members of the workgroup.

III. 10:15 – Other Issues Needing Discussion?

A brief discussion occurred regarding the scheduled meeting of the whole WLIA PDM Task Force at the WLIA Regional Meeting on Thursday, November 1st and giving a progress report of the Task Force Workgroups to the WLIA membership in attendance during the business lunch on Friday, November 2nd. The meeting of the whole Task Force will focus on reporting of progress by each work group and what needs to happen between the WLIA Regional Meeting and the WLIA Annual Meeting to keep the Task Force on track to meet the June 2008 completion and reporting goal.

IV. 10:30 - Set Next Meeting Date and Focus for Next Gathering

The group decided that another face to face meeting was not necessary before the WLIA Regional Meeting Nov. 1 & 2nd. Completion of the survey document will be

handled over the next several weeks via email distribution, and if specific issues need discussion, a conference call may be scheduled with the working group.

V. 10:45 – Adjourn

The meeting was officially adjourned at 10:45 am.