

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 05/04/10
Time: 1:00 PM – 3:00 PM

Attendees: Julia Lukens (DBED), Frank Siano (MDE), Kaushik Dutta (MDTA), Kenny Miller (DOIT), Graham Petto (MDP), Michael Bentivegna (CGIS), Jon Curtis (Baltimore County), Ashley Buzzeo (CGIS), Bill Farrington (DJS), Brooks Weaver (MES), Brad Wolters (DHCD), Mick Brierly (MEMA), Brad Spittel (BMC), Julie Spangler (MPS), Scott Jeffrey (CCBC), Apollo Teng (Montgomery County), Lauren McDermott (ESRGC) and Marshall Stevenson (Frederick County).

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- Introductions
 - 1:00 PM – 1:05 PM (5 minutes); *actual 1:06 PM – 1:08 PM (2 minutes)*
- Review of April 20, 2010 Meeting Minutes
 - 1:05 PM – 1:10 PM (5 minutes); *actual 1:08 PM – 1:19 PM (11 minutes)*
- (NEW) Review of April 28, 2010 Executive Committee Meeting
 - (No original time available); *actual 1:19 PM – 1:30 PM (11 minutes)*
- Security Subcommittee Updates
 - 1:10 PM – 1:20 PM (10 minutes); *actual 1:30 PM – 1:35 PM (5 minutes)*
- Data and Resources Subcommittee Updates
 - 1:20 PM – 1:30 PM (10 minutes); *actual 1:35 PM – 1:45 PM (10 minutes)*
- Application Subcommittee Updates
 - 1:30 PM – 1:40 PM (10 minutes); *actual = 0 minutes (information covered in another section)*
- Business Plan Working Group Next Steps
 - 1:40 PM – 1:50 PM (10 minutes); *actual = 0 minutes (information not covered)*
- Other Business
 - 1:50 PM – 2:00 PM (10 minutes); *actual = 0 minutes (information not covered)*
- Application Subcommittee
 - Review additional websites being developed (MES, Salisbury)
 - § 2:00 PM – 2:45 PM (45 minutes); *actual 1:50 PM – 2:50 PM (1 hour)*
- Next Steps
 - 2:45 PM – 3:00 PM (15 minutes); *actual = 0 minutes (information not covered)*

ACTION ITEMS:

Action Items:	Date Assigned:	Follow Up By:
Follow up with Brooks Weaver about recommencing efforts to advance the Outreach Subcommittee (In Progress)	4/20/10	Co-chairs
Generate an email including a brief explanation of the Tech Comm’s vision and the Portal web address (Include Lisa Lowe)	4/20/10	Co-chairs

<ul style="list-style-type: none"> Email will be blasted by Tech Comm members to extended GIS community 		
Metadata Services (Email Sent) <ul style="list-style-type: none"> Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap 	4/20/10	Co-chairs; GIO
Check with DoIT about an existing state-level Change Control Policy	3/2/10	Co-chairs, GIO

Application Subcommittee Action Items:	Date Assigned:	Follow Up By:
Application Subcommittee: <ul style="list-style-type: none"> Generate a Charter 	4/20/10	Application Subcommittee
Application Subcommittee: <ul style="list-style-type: none"> Recruit a developer to participate from CGIS 	4/6/10	Michael Bentivegna; Kaushik Dutta
Application Subcommittee: <ul style="list-style-type: none"> Recruit a developer to participate from MES 	4/6/10	Brooks Weaver; Kaushik Dutta

Data Subcommittee Action Items:	Date Assigned:	Follow Up By:
Respond to Data Layer Prioritization Email	5/4/10	Data Subcommittee
Cache Tile Recommendation <ul style="list-style-type: none"> Follow up with NSGIC State Responses 	5/4/10	Data Subcommittee, Ashley Buzzeo
Data Subcommittee: <ul style="list-style-type: none"> Draft a Charter 	4/6/10	Data Subcommittee
Follow up with Policy & Procedures documentation for Data Submission and Services Submission	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	Date Assigned:	Follow Up By:
Outreach Subcommittee: <ul style="list-style-type: none"> Recruit participants Setup a meeting / conference call with all participants 	4/20/10	Brooks Weaver
Outreach Subcommittee: <ul style="list-style-type: none"> Generate a Charter 	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach <ul style="list-style-type: none"> Email potential new members (Doug Adams has potential member emails) 	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain Enterprise Security Mapping Models from other states	5/4/10	Security Subcommittee

Completed Action Items:	Date Assigned:	Follow Up By:
Distribute document of compiled responses and recommendations for MD iMap tiling scheme from Data Subcommittee – CGIS to follow up	4/20/10	Co-chairs
Geocode Service to include Latitude/Longitude	4/20/10	Co-chairs

<ul style="list-style-type: none"> Follow-up /clarification will be provided concerning next steps for this topic 		
Update Tech Comm Vision document to include information about the Portal and web address	4/20/10	Co-chairs
Update Tech. Comm. Charter	3/16/10	Co-chairs
Application Subcommittee: <ul style="list-style-type: none"> Setup a meeting / conference call with all participants Suggested Date – Friday, 4/23/10 10 – 11 AM 	4/20/10	Kaushik Dutta
Security Subcommittee: <ul style="list-style-type: none"> Schedule a meeting / conference call with participants Suggested Date – Thursday, 4/22/10 PM 	4/20/10	Michael Bentivegna; Brad Spittel
Security Subcommittee: <ul style="list-style-type: none"> Prepare documentation for Exec Comm meeting on 4/28/10 	3/16/10	Security Subcommittee

MEETING NOTES:

§ TOPIC #1: Introductions (1:06 PM – 1:08 PM)

§ *Round-the-room.*

§ TOPIC #2: Review of April 20, 2010 Meeting Minutes (1:08 PM – 1:19 PM)

§ **Action Items:**

- Distribute document of compiled responses and recommendations for MD iMap tiling scheme from Data Subcommittee.
 - Date Assigned: 04/20/10
 - Follow-up By: Co-chairs
 - Notes:
 - § Ashley noted that additional testing needs to be done.
 - § Kenny asked about whether why we aren't going to move in a particular direction.
 - Ashley noted that this is what is being researched at this time.
 - CGIS is trying to establish an intelligent recommendation on whether we should do the migration or not.
 - § How does a dynamic service interact with a cached service?
 - § Kenny asked about following up States?
 - Ashley noted that she hadn't followed-up with the other States to date.
- Follow-up with Brooks Weaver about recommending efforts to advance the Outreach Subcommittee.
 - Date Assigned: 04/20/10
 - Follow-up By: Co-chairs
 - Notes:
 - § Brooks will follow-up with Kenny and Tim Palmer on this matter because he has additional time to devote to it now.
- Geocode Service to include Latitude / Longitude.
 - Follow-up / clarification will be provided concerning next steps for this topic.
 - § Date Assigned: 04/20/10
 - § Follow-up By: Co-chairs
 - § Notes:
 - Ashley noted that this is simple to do. All that needs to be done is to create a brand new Geocoding Service that incorporates this new functionality.

- Kenny noted some concerns with time / budget, but he noted that this effort is up to the MD iMap Tech Comm.
 - Generate an email including a brief explanation of Tech Comm.'s vision and the Portal web address.
 - Email will be blasted by Tech Comm. members to extended GIS community.
 - § Date Assigned: 04/20/10
 - § Follow-up By: Co-chairs
 - § Notes:
 - Graham noted that this should also be with the Outreach Subcommittee.
 - Brooks asked if Lisa Lowe is still involved with the MD iMap Portal Website.
 - § Kenny noted in the affirmative.
 - § Brooks will follow-up with her.
- Metadata Services:
 - Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap.
 - § Date Assigned: 04/20/10
 - § Follow-up By: Co-chairs, GIO
 - § Notes:
 - Kenny asked for a formal email to be drafted and then sent to him so that he can resend it out.
 - Ashley will resend the list of who hasn't included Metadata to Kenny.
- Update Tech Comm. Vision documents to include information about the Portal and web address.
 - Date Assigned: 04/20/10
 - Follow-up By: Co-chairs
 - Notes:
 - § Graham noted that he has made updates accordingly.
- Update Tech Comm. Charter
 - Date Assigned: 03/16/10
 - Follow-up By: Co-chairs
 - § Graham noted that he has made updates accordingly.
- Check with DoIT about an existing State-Level Change Control Policy.
 - Date Assigned: 03/02/10
 - Follow-up By: Co-chairs, GIO

§ **Application Subcommittee Action Items:**

- Set up a meeting / conference call with all participants; suggested date: 04/23/10 (11 AM)
 - Date Assigned: 04/20/10
 - Follow-up By: Kaushik Dutta
- Generate a Charter
 - Date Assigned: 04/20/10
 - Follow-up By: Application Subcommittee
- Recruit a developer to participate from CGIS
 - Date Assigned: 04/06/10
 - Follow-up By: Michael Bentivegna; Kaushik Dutta
- Recruit a developer to participate from MES
 - Date Assigned: 04/06/10
 - Follow-up By: Brooks Weaver; Kaushik Dutta

§ **Data Subcommittee Action Items:**

- Draft a Charter
 - Date Assigned: 04/06/10
 - Follow-up By: Data Subcommittee
- Follow-up with Policy & Procedures documentation for Data Submission and Services Submission
 - Date Assigned: 03/16/10
 - Follow-up By: CGIS, Data Subcommittee

§ **Outreach Subcommittee Action Items:**

- Recruit participants; Set up a meeting / conference call with all participants
 - Date Assigned: 04/20/10
 - Follow-up By: Brooks Weaver
- Generate a Charter
 - Date Assigned: 04/20/10
 - Follow-up By: Outreach Subcommittee
- Obtain additional MD iMap Technical Committee members through outreach:
 - Email potential new members (Doug Adams has potential members emails)
 - § Date Assigned: 03/16/10
 - § Follow-up By: Outreach Subcommittee; Co-chairs

§ **Security Subcommittee Action Items:**

- Schedule a meeting / conference call with participants; suggested date 04/22/10 (Afternoon)
 - Date Assigned: 04/20/10
 - Follow-up By: Michael Bentivegna; Brad Spittel
- Prepare documentation for Exec Comm. meeting on 04/28/10
 - Date Assigned: 03/16/10
 - Follow-up By: Security Subcommittee

§ **COMPLETED ACTION ITEMS:**

- Security Subcommittee: (Date Assigned: 04/06/10; Follow-up By: Co-chairs)
 - Determine lead for this subcommittee
 - Provide list of participants
 - Assist in setting up a meeting / conference call
- Updates to MOU
 - Date Assigned: 03/16/10
 - Follow-up By: Co-chairs

§ **TOPIC #2a: (NEW) Review of April 28, 2010 Executive Committee Meeting (1:19 PM – 1:30 PM)**

§ Kenny noted:

§ Reflected on the MOU to the Governor's Office and Legal Staff.

§ The MD iMap Portal was demo'd and well received by the Governor's Staff.

- The Governor's Staff really liked the Icons for each website.

§ MD iMap Security was touched on:

- The decision was that each Executive Committee members need to have their own username and password.
 - Kenny checked with DoIT, and they recommended using Microsoft SharePoint for the Portal usernames and passwords.

§ Each agency will adhere to a template...

- § If we end up getting money to support the Enterprise GIS, who is the decision maker for how the money is spent?
- Is it the Technical Committee?
 - Is it the GIO?
 - It was noted that the MD iMap Charter document will be updated to reflect that the decision maker has not been formally established at this time, but it will be in the future.

§ In regards to Security:

- A volunteer group to manage security will not work well.
 - The committee recognized that the MD iMap Technical Committee did what they could to provide a good recommendation.

§ Elliot (DoIT) will eventually go in front of the Governor, leadership and others to, after the Election, plead the case of why the State of Maryland needs to have an Enterprise GIS.

- Kenny charged the MD iMap Technical Committee to generate documentation that makes the need for an Enterprise GIS to be vital to the State.

§ New, Statewide HR System

- All paper-less timesheets, hiring, etc.
- “Required by everyone, used by everyone.”
 - This needs to be the same argument for GIS.
- Timeline:
 - This will be a multi-year effort; with the initial launch will be mid/late-2011.

§ Next Executive Committee Meeting:

§ June 30th, 2010

- 3:30 PM – 5:00 PM
- Conference Room – StateStat Office (Annapolis, MD)

§ TOPIC #3: Security Subcommittee Updates (1:30 PM – 1:35 PM)

§ Graham noted that no further efforts have been done on this.

§ Michael agreed.

§ Kenny noted that the Executive Committee didn’t really look at the cost (because there isn’t any money). But the information that was presented in regards to the Committee was beneficial in painting the picture for Security for MD iMap.

§ Michael asked about the new statewide HR system.

§ Michael noted that the biggest part will be funding. But regardless, to help to establish a distributed system, there will need to be staff (across agencies – if necessary) in place to enforce the security policies for MD iMap.

§ Kenny noted that Elliott asked what other States are implementing an Enterprise GIS system; i.e., what are their Pros / Cons, etc.

§ TOPIC #4: Data and Resources Subcommittee Updates (1:35 PM – 1:45 PM)

§ Ashley noted that at their last meeting, MD iMap needs to be populated with data.

§ When a user logs in, they will need to eventually use data when they log in.

- To move forward on this, the Subcommittee will prioritize a list of datasets (both that are already available and those that still need to be acquired) so that certain datasets will immediately be available when people log in.

- Kenny has updated the list to include Water / Sewer datasets. He will send that updated list to Ashley so that she can update her list prior to sending out the final updated list to the group for review and comment.
- § Testing Volunteers – Chad Jeffries
 - § It was noted that Brad Wolters was involved with testing.
 - Flex Code that showed:
 - Imagery
 - Basemap
 - Etc.
 - Brad pulled
 - Anything that was tiled did not match up, but it did not fail – *reprojection on the fly*.
 - This tiled data was added through Flex, not ArcGIS – ArcMap.
 - § It was recommended that a set of (30) students be involved with testing a baseline set of data in order to see how they respond.
 - Kenny noted that this is a great idea.
 - Kenny asked if this effort can be coordinated with Michael so that preventative action can be taken, as well as, log files reviewed.
 - § The only problem that currently exists is that they don't have all of the components to properly run testing; i.e., a Flex module/builder is missing.

BREAK (DUE TO PHONE ISSUES) (1:45 PM – 1:50 PM)

§ TOPIC #5: Application Subcommittee Updates

§ *Section covered within Topic #8 (below).*

§ TOPIC #6: Business Plan Working Group Next Steps

§ *Section not covered during this meeting.*

§ TOPIC #7: Other Business

§ *Section not covered during this meeting.*

§ TOPIC #8: Application Subcommittee (1:50 PM – 2:50 PM)

§ TOPIC #8-1: Review additional websites being developed (MES, Salisbury) (00:00 PM – 00:00 PM)

§ Kaushik noted:

- This committee has met twice within the last two weeks.
 - Need to generate a Charter document
 - § What the committee should be working on
 - Need to generate a Requirements document
 - § For the MD iMap application – what kind of tools are needed
- One more GoTo Meeting will occur in the near future in order to address additional websites / applications; including MES and MDE websites.

§ Crime Map Video (Salisbury) – *Silverlight Application*

- Questions:

- What are the Pros / Cons of the application with it being developed within *Silverlight*?

§ Pros

- With .NET programming, it is very easy to program with a background in Windows programming.

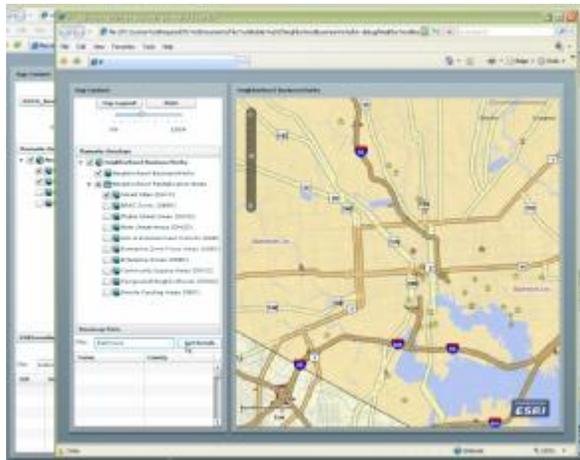
§ Cons

- The technology is new, so the learning curve is fairly large, but not too problematic.
- The connection to the MD iMap service does not have to be too formally configured. The Service is called, and the connection is made within the application.
- SQL Server is used.
- What kind of responses have been received from the user community?
 - The Governor has been given a demo of this application.
 - No feedback has been received to date.
- How easy is it to modify the graphics?
 - The toolbars were developed and laid out based on the Police's requirements, but a template is desired for future efforts.

§ Maryland Port Administration Flex Website Demo (MES) – Brooks Weaver

- Showed <http://www.mesgis.com/mpviewer> website.

§ Neighborhood Business Works – Brad Wolters



- Majority of development has been from ESRI resources and Adobe's *Tour-de-Flex*.

§ The next meeting for the Application Subcommittee will be on Friday, May 14, 2010.

§ All interested people need to contact Kaushik Dutta.

§ The next step will be to generate a Requirements document – which will be a result of reviewing the websites / applications that have been developed, as well as, with talking with developers that have developed those websites / applications.

§ Question (Brad Wolters): given the “get-it-up-now” environment with developing MD iMap – type websites / applications, how should organizations proceed with the standards that have been established for publishing MD iMap – type websites / application?

§ Answer: organizations need to continue to move forward accordingly in order to get up their websites / applications.

- In the future, organizations should at least try to use the MD iMap basemap and then add other layers and services on top of that core basemap.

- § Kaushik noted that an architecture is trying to be established to assist with developing applications that fit the MD iMap framework of development.
- § Brad noted that it would be very beneficial to have a Set of Tools that people can choose from to build their own MD iMap application.
- Kaushik agreed to this, and he said that this is the priority of his Subcommittee.
- § When will the “Tools” be available and where should they be made available?
- § Kaushik noted that the Subcommittee is working on establishing what tools are made available.
- § It was noted that the “Tools” should be made available through the MD iMap Portal.

§ **TOPIC #9: Next Steps**

- § *Section not covered during this meeting.*

-END MEETING-