

# MEETING PACKET

## Oregon Geographic Information Council



Meeting Date: **July 26, 2023**

Time: **1:00pm to 4:00pm**

Location: **Virtual Meeting – Microsoft Teams**  
Join on your computer or mobile app  
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**Or call in (audio only)**

[+1 503-446-4951](tel:+15034464951),,226767293# United States, Portland

Phone Conference ID: 226 767 293#

OGIC Chair: Brad Cross

OGIC Chair-Elect: Molly Gartrell Earle

OGIC Members			
*Representative Paul Evans	Patti Sauers	Ed Flick	
*Senator Dennis Linthicum	Tom Rohlring	Traci Naile	
Margarite Becenti	Lisa Gaines	Dan Brown	
Brad Cross	Molly Gartrell Earle	Madeline Steele	
Brenda Bateman	Steven Hoffert		
Maylian Pak	Shad Campbell	Fed. Govt - vacant	
Rachel L. Smith	Brent Grimsrud	Public Utility – vacant	
Chris Wright	Ned Fairchild	Special District - vacant	

\* denotes a non-voting member by statute. (ORS 276A.503)

\*\*See the Notes section of the agenda regarding public comment options.\*\*

Time	Agenda Items	Presenter
1:00pm (5 min)	<b>OGIC Roll Call</b>	Brad Cross

Time	Agenda Items	Presenter
1:05pm (5 min)	<p><b>Item 1: Consent Agenda and Agenda Approval</b></p> <ul style="list-style-type: none"> <li>• Draft April Meeting Minutes</li> <li>• TAC and GPL Reports</li> <li>• Land Use/Land Cover Framework Implementation Team Leader (FIT Lead) Nomination</li> </ul> <p><u>Action:</u> OGIC <b>will</b> be asked to make a decision on this item.</p>	Brad Cross
1:10pm (5 min)	<p><b>Item 2: Council Business</b></p> <ul style="list-style-type: none"> <li>• New TAC Chair and Vice-Chair</li> <li>• 2024-25 Draft Meeting Dates</li> <li>• Member Onboarding Work Session Recap</li> </ul> <p><u>Action:</u> OGIC <b>will not</b> be asked to make a decision on this item.</p>	Rachel Smith
1:15pm (30 min)	<p><b>Item 3: Update of the Oregon Framework Program Data Inventory</b></p> <p><u>Action:</u> OGIC <b>will</b> be asked to make a decision on this item.</p>	Melissa Foltz
1:45pm (15 min)	<p><b>Item 4: GDMS Project Update / GEOHub Showcase</b></p> <p><u>Action:</u> OGIC <b>will not</b> be asked to make a decision on this item.</p>	Rachel Smith
2:00pm (30 min)	<p><b>Item 5: Data Sharing and Governance Committee Update</b></p> <ul style="list-style-type: none"> <li>• Review of Draft Administrative Processes and Procedures to Implement ORS 276A.509</li> </ul> <p><u>Action:</u> OGIC <b>will</b> be asked to make a decision on this item.</p>	Shad Campbell Melissa Foltz
2:30pm (10 min)	<b>Break</b>	
2:40pm (15 min)	<p><b>Item 6: Legislative Coordination Committee Update</b></p> <ul style="list-style-type: none"> <li>• Potential 2025-27 Funding Requests</li> </ul> <p><u>Action:</u> OGIC <b>will not</b> be asked to make a decision on this item.</p>	Rachel Smith - for Committee Chair Steven Hoffert

Time	Agenda Items	Presenter
2:55pm (30 min)	<p><b>Item 7: Outreach and Communications Committee Update</b></p> <ul style="list-style-type: none"> <li>Review of Draft OGIC Communications Plan</li> </ul> <p><u>Action:</u> OGIC <b>will</b> be asked to make a decision on this item.</p>	Rachel Smith
3:25pm (30 min)	<p><b>Item 8: OGIC Performance Measures for 2023-24 Work Plan / Priority Initiatives</b></p> <ul style="list-style-type: none"> <li>Review of Draft Performance Measures</li> </ul> <p><u>Action:</u> OGIC <b>will</b> be asked to make a decision on this item</p>	Jacob Lubman Rachel Smith
3:55pm (5 min)	<p><b>Item 9: Public Comment</b></p> <p><u>Action:</u> OGIC <b>will not</b> be asked to make a decision on this item.</p>	Brad Cross
4:00pm	<b>Adjourn</b>	

**Next Meeting Date: October 25, 2023 (In-Person Meeting in Salem, OR)**

For more information contact [rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov) or 503-877-7221.

Notes:

- 1) The agenda item times shown above are approximate. Items may begin early or later than the time shown.
- 2) If you would like to give public comment, you have three options:
  - a. Submit written comments to [Rachel Smith](mailto:rachel.l.smith@das.oregon.gov) by 10am on the day of the meeting
  - b. Email [Rachel Smith](mailto:rachel.l.smith@das.oregon.gov) by 10am on the day of meeting and request to give public comment on a specific agenda item
  - c. Raise your hand in the Teams meeting when the Public Comment Agenda Item is reached. (Teams meeting microphones, cameras, and reactions are turned on for all meeting participants for the Public Comment agenda item.)

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer (GIO),  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

## **AGENDA ITEM 1: Consent Agenda**

### **SUMMARY:**

The Consent Agenda contains a list of items that are more administrative in nature and typically do not need any discussion by the Council. Use of the Consent Agenda allows OGIC to handle administrative items in a quick manner. Items on the Consent Agenda are not discussed by OGIC and a single vote is used to approve all individual items at one time. If any item needs discussion, OGIC members should request an item be pulled from the consent agenda and handled separately.

The individual items on the Consent Agenda are:

- Land Use/Land Cover Framework Implementation Team Leader Nomination
- OGIC Technical Advisory Committee (TAC) Report
- GIS Program Leaders (GPL) Report
- April 2023 OGIC Meeting Minutes – see supplemental document included in meeting packet

Additionally with the approval of the Consent Agenda, the OGIC chair will ask for agenda revisions and approval of the agenda for the meeting.

OGIC will be asked to make a decision on this item.

### **REPORT:**

The Consent Agenda contains a list of items that are more administrative in nature and typically do not need any discussion by the Council. Additional details for each of the Consent Agenda Items is provided for OGIC member review prior to the meeting.

#### Land Use Land Cover FIT Lead Endorsement

Melissa Foltz, Framework Program Coordinator, [melissa.foltz@das.oregon.gov](mailto:melissa.foltz@das.oregon.gov)

The Land Use Land Cover Framework Theme has had an interim leader for over a year, waiting for a volunteer to lead this group. A new FIT Lead, Sarah Marvin, has been nominated for this position following a vote of the theme participants at a meeting held June 21, 2023. Sarah's bio is below:

*Sarah Marvin is a land use planner at the Oregon Department of Land Conservation and Development with a vested interest in advancing the FIT program's efforts to provide complete and accurate land use and land cover data for the state. Sarah has also been involved with the FIT program for several years and a member of the Land Use data element workgroup of the Land Use Land Cover theme and the Building Footprints data element workgroup of the Preparedness theme. She is also on the data creation teams and workgroups for the Urban Growth Boundaries, Zoning, and Comprehensive Plan elements of the Administrative Boundaries theme. Sarah has graduate-level education in Land Cover datasets and extensive experience using and creating GIS data at the statewide scale in Oregon and California. In addition, Sarah has taught a seminar on human impact on vegetation cover at University of Oregon, has led several teams of interns in creating GIS data, and enjoys mentoring upcoming GIS professionals.*

Sarah met with the State GIO and the Framework Coordinator to review her resume, interest in the Lead role, and to provide an overview of FIT Lead responsibilities. Sarah is an appropriate subject matter expert and her endorsement is recommended.

#### OGIC Technical Advisory Committee (TAC) Report

TAC Chair: Chris Zeitner, City of Springfield, [czeitner@springfield-or.gov](mailto:czeitner@springfield-or.gov)

The OGIC Technical Advisory Committee (TAC) held several meetings since the April OGIC meeting, all focused on the update of the Framework Data Inventory.

- Joint GPL/TAC meeting – June 13: see GPL report below
- TAC Framework Data Inventory Review – June 20
- Framework Data Inventory Review and Recommendations – July 6

TAC's recommendations regarding the Framework Data Inventory is provided as a supplemental document to Agenda Item #3.

Additionally, the TAC outgoing and incoming leadership met with the State GIO on June 20<sup>th</sup> to discuss the transition of Chair and Vice-Chair duties.

#### GIS Program Leaders (GPL) Report

GPL Chair: Thom York, OR Dept. of Revenue, [thomas.york@dor.oregon.gov](mailto:thomas.york@dor.oregon.gov)

GPL has met 2 times since the last OGIC meeting; one of those being the joint GPL/TAC meeting. The following presentations were provided at the meetings:

<b>Month</b>	<b>Agency/Vendor</b>	<b>Presenter Name</b>	<b>Presentation Topic</b>
May	ODEM	Daniel Stoelb	<a href="https://osarid-geo.hub.arcgis.com/">https://osarid-geo.hub.arcgis.com/</a>
May	VertiGIS	Aaron Oxley	VertiGIS
May	GEO	Tom Elder	Geocoder Update
June	GEO	Melissa Foltz	Framework Data Inventory Review
June	LPRO	Ariel Low	Introduction to LPRO
June	GEO	Rachel Smith	GeoHub Kickoff/Update

### Draft Meeting Minutes

Rachel L. Smith, State GIO, [rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

Draft meeting minutes for the April 2023 OGIC meeting is posted online as a separate document. Please review this document in addition to this staff report.

### **OPTIONS:**

Approve the Consent Agenda: *I move to approve the Consent Agenda.*

If OGIC members would like to discuss an item in more detail than provided in this report, please request that the specific item be pulled from the consent agenda for further discussion. At that time, the item will be pulled and the Chair will ask for a motion to approve the Consent Agenda.

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer (GIO),  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

**AGENDA ITEM 2: Council Business**

**SUMMARY:**

This agenda item is intended to provide general updates and allow OGIC time for discussion to reach general consensus on items that do not need a formal vote due to their administrative nature. This item will present the new TAC leadership, draft 2024-25 Meeting Dates, and a discussion of the member onboarding work session that was held on May 16, 2023.

OGIC will not be asked to make a decision on this item.

**REPORT:**

TAC Leadership Transition

The OGIC Technical Advisory Committee charter requires the Chair and Vice-Chair positions to rotate through its positions, and a new Chair and Vice-Chair to take office on July 1<sup>st</sup> of each calendar year. Beginning July 1, 2023, the new Chair of TAC is Tom Elder and the new Vice-Chair is Joe Gordon. Tom works for the Dept. of Administrative Services, Geospatial Enterprise Office and represents state agencies. Joe works for Oregon Metro and represents regional governments.

Many thanks to the outgoing Chair, Chris Zeitner, who works for the City of Springfield, and has done an excellent job leading TAC for the past year. Going forward, he will continue as a TAC member representing Oregon cities.

Draft 2024-25 OGIC Meeting Dates

It is that time of the year when we begin to pin down dates for the next two years of OGIC meetings. Here is the list of draft dates for your review:

Date	Location
January 24, 2024	Virtual
April 24, 2024	In-Person – Salem, OR
July 31, 2024	Virtual
October 30, 2024	In-Person – Salem, OR

January 29, 2025	Virtual
April 30, 2025	In-Person – Salem, OR
July 30, 2025	Virtual
October 29, 2025	In-Person – Salem, OR

Please review the dates above and let the GIO/Board Administrator know if any of them are problematic for you.

Also, for in-person meetings in Salem, we could have a working lunch like what was traditionally done for OGIC meetings pre-COVID. However, we would need to adjust the meeting time to be 10am – 2pm for this to be allowable. This is an item up for discussion and consideration by OGIC.

**Member Onboarding Work Session Recap**

On May 16, 2023, OGIC held an official work session in order to provide member onboarding for new OGIC members. Since member onboarding had not been offered for a few years, all members were invited to participate. The materials have been posted to the main OGIC web page at the bottom of the page: [State of Oregon: Oregon Geospatial Enterprise Office - Oregon Geographic Information Council](#)

The work session was recorded but has not yet been posted to the recordings page. Please let the GIO/Board Administrator know if you’d like this recording posted for later viewing.

Finally, for those that attended, please be prepared to provide feedback to the OGIC Executive Committee on how the onboarding could be improved and other materials or information desired.

**OPTIONS:**

OGIC will not be asked to make a decision on this item.



July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Melissa Foltz, Framework Coordinator, [melissa.foltz@das.oregon.gov](mailto:melissa.foltz@das.oregon.gov)

### **AGENDA ITEM 3: Update of the Oregon Framework Program Data Inventory**

#### **SUMMARY:**

The Framework Program has been working on updating the Framework Data Inventory since January 2022. The proposed changes for the data inventory, along with a summary and methodology, have been extensively reviewed as outlined in this staff report. This agenda item is a deep dive into the methodology used to update the 2017 Framework Data Inventory, touches on the data sharing requirement of ORS 276A.509 and the definition of geospatial framework data, and presents to OGIC a set of tables for approval. Included with this packet is a recommendation from the OGIC TAC regarding their review and recommendations.

\*\*This is a complicated item and OGIC members are encouraged to reach out to Melissa Foltz, Rachel Smith, and/or TAC members in advance of the July meeting to discuss this agenda item.

#### **REPORT:**

The Oregon Framework Program Data Inventory is a list of geospatial datasets, also known as data elements, that is used as a foundational component for many aspects of OGIC’s work. It has also been used as a baseline for data sharing and management performance measures for both the Framework Program and OGIC since 2017. Since it has cascading impacts to both the Program and OGIC, an update to the Inventory should not be taken lightly.

Beginning in August 2022, the Program performed an extensive review of data elements in the 2017 inventory in an effort to not only update or refresh the list, but to also support OGIC’s need to implement ORS 276A.509 and specify geospatial Framework data that must be shared by public bodies. The inventory does not include all geospatial data in Oregon. Data elements must meet the requirements listed in Table 1 to be considered geospatial Framework data.

*Table 1. Framework Data Element Requirements*

<b>Requirement</b>	<b>Description</b>
Multiple, well-defined use cases	Multiple, well-defined business uses that articulate the importance and need for the creation and long-term maintenance of the data.

Multiple, well-defined users	Well-defined set of users or government organizations who rely on the data for their business needs.
Authoritative Data	Data that a public body, under applicable provisions of law or on the basis of scientific methodology, technical standards, or technical expertise, creates, generates, provides or aggregates, identifies as necessary to support the business processes of a governmental agency.
Statewide	Statewide datasets are the goal, however, data aggregation of many subsets of data may be required.
Required by Legislation	Data required in Oregon Revised Statute for a government agency to acquire, product, create or maintain.
Identified by OGIC in Consultation with Public Body	ORS 276A.500(5) requires OGIC to identify data to be shared by public bodies, and consult with the public body regarding the sharing requirement of ORS 276A.509.

**Note 1:** As part of updating the Inventory, it was recognized that the 2017 Inventory includes data owned and maintained by federal and tribal governments. Since OGIC does not have authority over these agencies, a column/field in the data inventory will indicate whether individual datasets are required for data sharing, or exempt due to lack of OGIC authority or exempt for other allowable reasons.

**Note 2:** The process to identify data for public body data sharing, following consultation with OGIC, will occur after the July OGIC meeting.

### **Purpose**

The goal of the update is to review current Framework Program themes, theme descriptions, and data elements in the 2017 Data Inventory, document proposed changes to the themes and data elements, and approve an updated data inventory. The outcome will establish a new baseline for evaluating the performance of the Framework Program and data sharing and management in Oregon.

### **Process Overview**

The inventory review process was an extensive effort led by the State Geographic Information Officer and the State Framework Coordinator. Throughout this effort Framework Theme Leads

engaged their teams consisting of GIS data users and subject matter experts, in order to review existing data and recommend future data sets to be included based on known use cases and other requirements listed in Table 1.

Table 2 outlines timeline and tasks that were carried out through the inventory review process including internal, public and technical reviews.

*Table 2. Timeline and Process Overview*

<b>Year</b>	<b>Month</b>	<b>Task</b>
2022	January – May	FIT Leads, GPL, and TAC created a template for the new inventory to be created.
		FIT Leads, GPL, and TAC created a guidance document for future updates to the data inventory. Presented to OGIC in July; Approved by OGIC in October.
	August	Data Inventory Update launched end of August.
	August – December	FIT Leads worked with their teams to assess prior 2017 inventory; considered Theme name changes and Theme descriptions for all themes.
2023	January	Individual theme inventories were compiled into a single comprehensive inventory.
	February – March	Framework Coordinator worked with FIT Leads to review data elements across themes, consider theme descriptions, and reach consensus regarding data elements moving to different themes.
		During this effort, additional sources of existing framework data including Spatial Data Library and Oregon ArcGIS Online were also added to the inventory.
	April	FIT Leads QC'd comprehensive inventory in preparation for the public review.
May	DAS GEO performed an internal review of data inventory in preparation for public review.	

Year	Month	Task
2023	June	Public review comment period open. The Framework Program utilized all Framework list servs to encourage public review and made documents available on the Oregon Framework Program website.
		Final technical review period open for GPL and TAC. The Framework Program utilized GIS Program Lead (GPL) meetings to give an overview of the inventory and request review from GPL. In addition, the Framework Program also utilized the TAC List Serv to communicate with TAC members and provided the full-detailed Framework inventory spreadsheet to assist in their review.
		GeoHub data team began loading existing, publicly available data elements into GeoHub. This process is ongoing and will continue until all data has been published.
	July	TAC work sessions to reach recommendation in preparation for OGIC July Meeting.

### **Working with OGIC’s Technial Advisory Committee (TAC)**

Tables for public review were categorized by types of changes being proposed and listed below for reference. As a result, the OGIC TAC recommendation follows this same approach.

- Table 1. Proposed Theme Changes and Descriptions
- Table 2. Existing Framework Data Elements with Changes Proposed
- Table 3. Existing Framework Data Elements Proposed for Removal
- Table 4. New Framework Data Elements
- Table 5. Framework Data Elements for Future Consideration
- Table 6. Existing Framework Data Elements with NO Changes Proposed

Following minor edits/changes made as a result of the public comments received and final technical reviews, I am presenting to OGIC a subset of the inventory for OGIC review and approval. This limited list of tables/data is based on TAC’s recommendation and included in the meeting packet as Attachment C.

- Table 1. Proposed Theme Changes and Descriptions

- Table 2. Existing Framework Data Elements with Changes Proposed
- Table 4. New Framework Data Elements
- Table 6. Existing Framework Data Elements with NO Changes Proposed

Given the timing with the close of the public comment review period and schedule of OGIC's quarterly meeting, TAC noted that the following tables require further discussion. The TAC will continue to discuss the tables listed below to provide a recommendation to OGIC at a later date. (This may need to occur in a special OGIC meeting in August or September.)

- Table 3. Existing Framework Data Elements Proposed for Removal
- Table 5. Framework Data Elements for Future Consideration

### **Supplemental Documents**

Additional documents are provided to support this staff report and to assist OGIC with making a decision on this agenda item.

- Attachment A – Public Review Documents – the information that was presented to the public for review. Comments received were incorporated and presented to the OGIC TAC, FIT Leads, and data custodians.
- Attachment B – OGIC TAC Recommendation Report – report submitted by the OGIC TAC outlining its recommendations to OGIC; references tables shown in Attachment A.
- Attachment C – Revised Inventory Tables incorporating TAC recommendations.

### **OPTIONS:**

Approve the TAC's Recommendation for the Framework Program Data Inventory

*I move to approve the TAC's Recommendation for themes and data elements for the Framework Program Data Inventory Tables 1, 2, 4 and 6 provided as Attachment C.*

Approve the TAC's Recommendation for the Framework Program Data Inventory with Revisions:

*I move to approve the TAC's Recommendation for theme and data elements for the Framework Program Data Inventory Tables 1, 2, 4 and 6 with the following revisions: <state each revision>.*

Do not approve and return to the Framework Program.

*I move that this item be returned to the Framework Program for.... <specify desired outcome>*

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer (GIO),  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

## **AGENDA ITEM 4: GDMS Project Update / GEOHub Showcase**

### **SUMMARY:**

The Geospatial Data Management and Sharing (GDMS) Project is the result of joint effort by OGIC and the Office of Data Governance and Transparency in submitting a Policy Option Package (POP) to the 2021 Oregon Legislature to fund the creation of a secure portal for data sharing by public bodies, along with four data-development initiatives to test the sharing environment and provide a proof of concept for future data sharing funding requests. OGIC invested many hours into the development of the POP components and has a vested interest in the successful completion of the project.

Over the course of the project OGIC received quarterly updates on the project scope, schedule and budget. The GIO also provided a project update to the Joint Legislative Committee on Technology and Management (JLCIMT) in June 2022. This agenda item will serve as the final GDMS project update to OGIC as the project has officially ended as of June 30, 2023. Final project closeout/documentation with the Enterprise Information Services Project Portfolio Performance team will occur through August.

The State GIO will present an update on the status of the Project (scope, schedule, budget) and a demo of the recently launched [GEOHub](#) – Oregon’s new one-stop shop for geospatial data and resources.

### **REPORT:**

The Geospatial Data Management and Sharing (GDMS) Project consists of three primary components: GEOHub Portal, Data Development and Project Validation, and Data Sharing Governance and Management. All of the project components are supported by GEO staff, a GIS Consultant, the FIT Leads and Framework Implementation Teams, and external technical advisory groups. The project was officially kicked off with OGIC at the January 2022 OGIC meeting. At that meeting the GIO provided background on the project was conceived and OGIC’s role, the project components/deliverables, and a project schedule. The presentation given to OGIC is provided as part of the meeting packet so that OGIC members can see a full refresh of where the project started.

**Schedule Review**

The GDMS Project experienced many challenges over the 2-year project period. The schedule was adjusted at the 1-year mark to adjust for the procurement delay that occurred in hiring the primary consultant to work on the project. The Timmons Group was onboarded into the project in June 2022 and the revised schedule was presented to the Joint Legislative Committee on Information Technology and Management (JLCIMT) as part of the project update given to the legislature. See Figure 1 below.

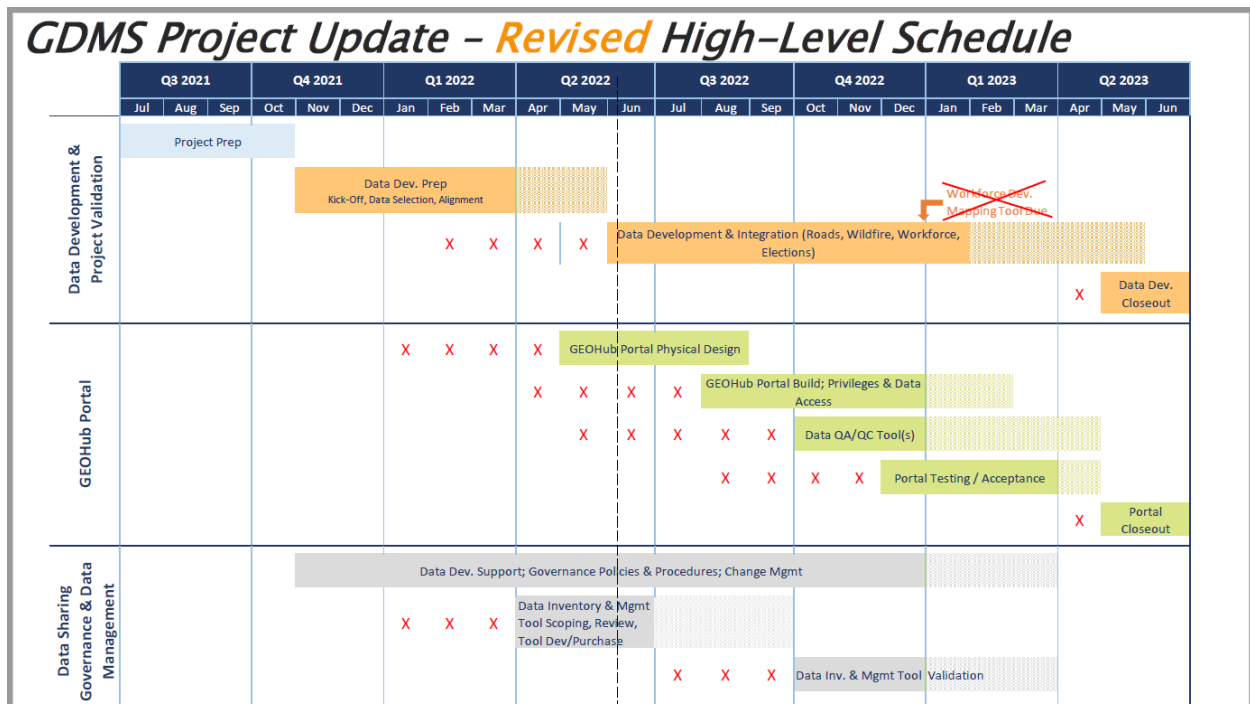


Figure 1 Revised schedule presented to the JLCIMT June 2022.

The project struggled to stay on schedule for most of the year given the time constraint and all staff and consultants worked hard to get the project fully on track by April 2023. It was a race to the end, but GEOHub was successfully launched on June 30, 2023.

**Scope of Work Review**

The GDMS Project consists of three primary components: GEOHub Portal, Data Development and Project Validation, and Data Sharing Governance and Management. Each of the project components had a set of deliverables associated with it and all deliverables were completed.

As mentioned above, the GDMS Project experienced challenges and needed to adjust the original scope of the project. Change management requests were submitted to and approved by the EIS oversight team to adjust the scope to reflect today’s landscape. ie...things that occurred over the 2 year period between project inception to project start date that affected

our ability to complete the original scope. These changes were communicated to OGIC and the list of deliverables were adjusted to reflect these changes. In the end, all GDMS deliverables were completed by June 30, 2023.

GEOHub Portal	Data Development & Validation of Portal	Data Sharing Governance & Data Mgmt
<ul style="list-style-type: none"> <li>• Physical Design</li> <li>• Governance Document</li> <li>• QA/QC Tool Research</li> <li>• GEOHub Built</li> <li>• QA/QC Tool Procurement</li> <li>• GEOHub Testing and Acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Create Roads, Wildfire, Workforce, Elections Focus Groups</li> <li>• Determine Priority Datasets</li> <li>• Create, Update, or Acquire Data</li> <li>• Supply Chain for 10 Datasets &amp; Training</li> </ul>	<ul style="list-style-type: none"> <li>• Data Inventory Tool Research</li> <li>• Inventory Tool and Dashboard</li> <li>• Inventory Tool Testing</li> <li>• Templates for Supply Chain</li> <li>• GEOHub Change Management Document</li> </ul>

Figure 2 List of GDMS deliverables.

### **Budget Review**

The GDMS project has ended with the budget in good standing. We underspent the budget projections throughout the entire project and ended under budget. The most recent monthly budget reports expenditures through May 31, 2023 and is presented below. Final invoicing and reconciliation for the GDMS project has not yet been posted, but there are no budget concerns at this time.

Financial Health Through May 31, 2023*				
Category	Budget	Budget to Date	Expend. to Date	Var. to Date
Personal Services	\$376,890	\$271,130	\$151,130	44.26%
Services & Supplies	\$0	\$0	\$0	N/A
Professional Services	\$1,105,000	\$1,009,979	\$618,201	38.79%
Capital Outlay	\$350,000	\$350,000	\$0	100.00%
Contingency	\$0	\$0	\$0	N/A
<b>Total</b>	<b>\$1,831,890</b>	<b>\$1,631,109</b>	<b>\$769,331</b>	<b>52.83%</b>

Figure 3 Financial Health Through May 31, 2023

### **GEOHub Launch**

The primary deliverable for the GDMS project was the new one stop resource for geospatial Framework data, called GEOHub, that was designed and built during the GDMS project. The GIO will provide a brief demo of GEOHub as part of this agenda item. Outreach and training for the new GEOHub Portal will continue over the next year. A one-page fact sheet was created for the launch and outreach, and is included as a supplemental document to the meeting packet.

**OPTIONS:** OGIC will not be asked to make a decision on this item.



July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Shad Campbell, GIS Manager Deschutes County, [shad.campbell@deschutes.org](mailto:shad.campbell@deschutes.org)  
Melissa Foltz, Framework Coordinator, [melissa.foltz@das.oregon.gov](mailto:melissa.foltz@das.oregon.gov)

## **AGENDA ITEM 5: Data Sharing and Governance Committee Update**

### **SUMMARY:**

The Data Sharing and Governance Committee (DSC) has continued to meet twice a month with meetings focused on discussing and documenting the Administrative Process and Procedures to Implement [ORS 276A.509](#).

In addition, the DSC has started working on reviewing the Framework Grant Program and gathered feedback from Framework Implementation Team (FIT) Leaders to gain a more comprehensive view of existing issues in the GIS community.

### **REPORT:**

The Data Sharing and Governance Committee (DSC) has continued to meet twice a month with meetings focused on discussing and documenting the Administrative Process and Procedures to Implement [ORS 276A.509](#), and the Framework Grant Program. This agenda item will provide updates on both topics and requests approval or guidance on the draft administrative process and procedures.

### **Framework Grant Program**

The DSC has started to review the Framework Grant Program. Committee Co-Chair Shad Campbell attended the monthly FIT Lead Meeting in June to help facilitate a conversation and whiteboard activity to uncover issues currently faced within the GIS community. Top concerns, as prioritized by FIT Leaders include:

- Reliable and accurate data, in some cases errors are introduced by existing process.
- Sustainable funding to support regular updates.
- Restricted data sets and data sharing and use agreements.
- Lack of available stewards.

The DSC's next step is to determine if there are opportunities within the Framework Grant Program to mitigate identified existing concerns. Historically the Framework Grant Program has been used to encourage data development. Discussions are still ongoing with the goal of preparing a recommendation for OGIC's review and endorsement during the October 2023 meeting.

**Administrative Process and Procedures to Implement ORS 276A.509**

To create a new administrative process and a set of procedures for OGIC to use to implement ORS 276A.509, Council members must take a deep dive into the details of this Statute and the definitions section of ORS 276A.500. Both statutes provide key language that is driving the process and procedures. OGIC members are strongly encouraged to read both [ORS 276A.500](#) and [509](#) as background for the material presented by the Data Sharing and Governance Committee.

The DSC submits for OGIC’s endorsement the *Administrative Process and Procedures to Implement ORS 276A.509*, provided as a supplemental document and part of the meeting packet.

There are several key components to the administrative process needed to implement ORS 276A.509. These components provide a high-level summary of actions to be taken by OGIC, or its official advisory committees, to implement ORS 276A.509. The document provides both the high-level process summary and the individual procedures for each of the components of the administrative process.

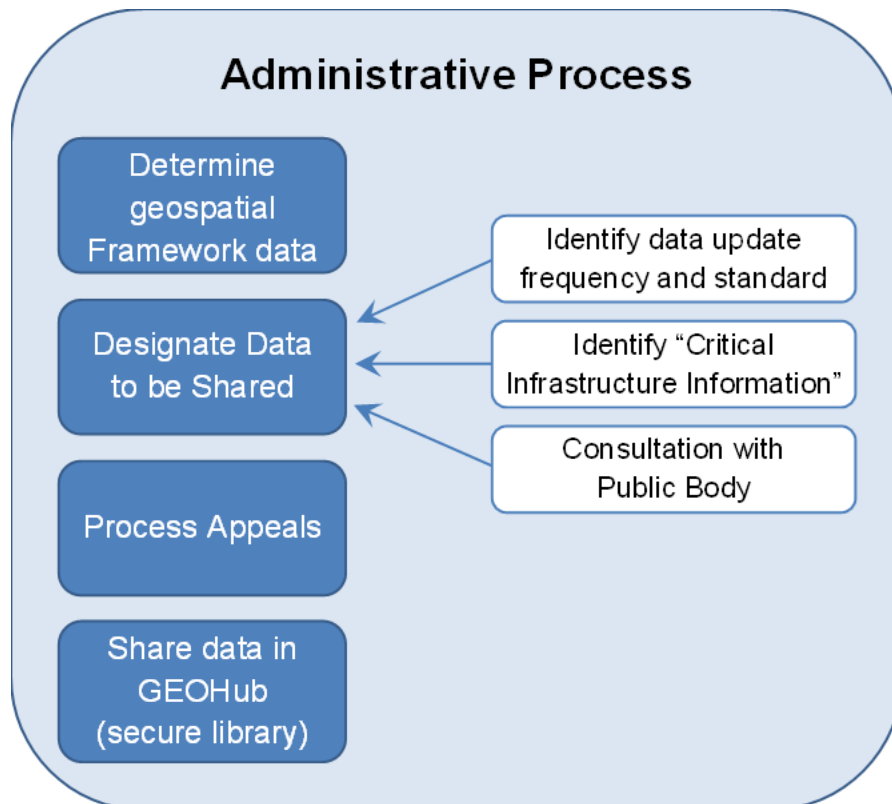


Figure 4. Administrative Process High-Level Diagram

The DSC plans to use the Appeal process to try and mitigate data sharing barriers, or potentially use the Framework Grant Program to assist with data issues that arise or are communicated back to OGIC as a result of OGIC mandating data be shared with other public bodies.

The DSC also discussed the lack of enforcement in the ORS and notes that OGIC may need to develop administrative rules after having completed some of the procedures with various groups of public bodies. Certainly, use of this process and procedures document will allow the DSC to have a better understanding of roadblocks and restrictions to data sharing.

The DSC is requesting approval of the Process document or feedback on areas that need more information or revision.

### **OPTIONS:**

Approve the  
Administrative Process and  
Procedures to Implement  
ORS 276A.509

*I move to approve the OGIC Administrative  
Process and Procedures to Implement ORS  
276A.509.*

Approve the  
Administrative Process and  
Procedures to Implement  
ORS 276A.509 with Revisions:

*I move to approve the OGIC Administrative  
Process and Procedures to Implement ORS  
276A.509 with the following revisions: <state each  
revision>.*

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Legislative Coordination Committee,  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

## **AGENDA ITEM 6: Legislative Coordination Committee Update**

### **SUMMARY:**

This agenda item provides an update on the activities of the Legislative Coordination Committee since the last quarterly OGIC meeting and provides information about OGIC's "housekeeping bill" HB2267 that was passed in the recent legislative session. The primary discussion item for OGIC is regarding potential funding requests for the 2025-27 biennium. The Committee has presented its funding priorities, but seeks OGIC feedback on these and other ideas/priorities that should be considered.

### **REPORT:**

The Legislative Coordination Committee has continued to meet every two weeks since the April OGIC meeting. The committee has discussed a variety of topics including:

- OGIC's 'housekeeping' Bill (HB2267) and the legislative testimony (written and oral) given by legislators at the 3<sup>rd</sup> reading of the Bill in the Senate Chamber on 04/24/2023. If interested, here are relevant links:
  - <https://olis.oregonlegislature.gov/liz/mediaplayer?clientID=4879615486&eventID=2023041261> Senator Steiner introduces the Bill at 3:04:50.
  - [Vote explanation by Senator Boquist](#)

Reviewing these made it very clear the importance of doing outreach to legislators.

- OGIC's responsibilities and authority; Committee invited Cy Smith to join the meeting and provide background information and legislative context/considerations that occurred when creating HB 2906 (2017). (The 2017 Bill that established OGIC in ORS.)
- Sustainable funding for the OGIC Fund; Reviewed [SB510 \(2023\)](#) as an example methodology for OGIC to consider. SB510 establishes a methodology for the Oregon Public Records Advocate to receive funds from the legislature for the work that it needs to do.
- Relationship between OGIC and Enterprise Information Services (EIS – previously called the Office of the State CIO), the language of ORS 276A.503 (1) establishing OGIC within

EIS, and the legislative-related needs of OGIC.

- Ideas for 2025-27 funding requests via Policy Option Packages.
- Potential performance measures that align with the two OGIC Priority Initiatives: Support Sustainable Funding and Legislative Coordination/Advocacy. This item will be discussed in more detail at Agenda Item #8.

### **House Bill 2267 (2023)**

House Bill 2267 is the bill that OGIC commonly called its “housekeeping bill” that was presented as a legislative concept for the 2023 legislative session. The bill modifies the language of ORS 276A.503 to allow OGIC to have terms that start on any day of a calendar year instead of January 1, which allows OGIC members to have staggered terms. The bill also modifies the term length for persons appointed to fill a vacancy. The language was changed so that these persons appointed to fill a vacancy can serve a full term instead of the remainder of the term of the vacant position. Again, this also helps OGIC have staggered membership terms which at a high-level helps OGIC with succession planning and ensures that OGIC doesn’t lose large amounts of institutional memory with member turnover.

### **[HB2267 House Testimony](#)**

**[HB2267](#)** was passed by the legislature and becomes effective January 1, 2024.

### **Potential 2025-27 Funding Requests**

OGIC may make funding requests for the 2025-27 biennium to the Governor’s Office and the Legislature via the budget process led by the Dept. of Administrative Services (DAS) and Enterprise Information Services (EIS). Traditionally, DAS must submit its requests very early in the budget process. Therefore, OGIC must submit requests to Kathryn Helms, the Chief Data Officer within EIS, no later than August 31, 2023. This deadline allows the Chief Data Officer and the Geographic Information Officer (Rachel L. Smith) time to create the supporting narrative and details needed for each request. The funding requests are submitted to EIS in the form of a Policy Option Package (POP).

The OGIC Legislative Coordination Committee has discussed several potential line items for a POP for the 2025-27 biennium. Here are the items for OGIC consideration:

- Ongoing fund allocation for Oregon’s Framework Program - \$500,000.  
This item used to be funded on a regular basis out of the EIS budget, but in the last few biennia there has not been a line item in the budget for the OGIC Fund.

- Statewide Imagery Collection for 2026 – Amount TBD.  
The challenge with this item is the timing. The GIO is currently leading an effort to identify an imagery portfolio for Oregon and just received funding to conduct a study for a long-term imagery funding strategy in this biennium. The requirement to submit a POP in the next couple of months does not provide enough time to get this work done to inform the funding request.
- Support for local/regional government data aggregation - \$350,000.

**OPTIONS:**

OGIC will not be asked to make a decision on this item. However, the Legislative Coordination Committee is seeking input from OGIC on the 2025-27 funding requests.

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Outreach and Communications Committee,  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

## **AGENDA ITEM 7: Outreach and Communications Committee Update**

### **SUMMARY:**

This agenda item provides an update on the activities of the Outreach and Communications Committee since the last quarterly OGIC meeting. The committee is presenting a draft Communications Plan for OGIC's review and approval, and requests input on general outreach and communication needs of council members.

### **REPORT:**

The Outreach and Communication Committee has continued to meet every two weeks since the April OGIC meeting. The committee has discussed a variety of topics including:

- OGIC branding and materials needed for an OGIC vendor booth at local conferences; Enterprise Information Services (EIS) has told us that OGIC cannot have its own logo and must use the EIS logo.
- OGIC branded emails for use in communications; two email addresses have been set up for OGIC to use as needed:
  - [OGIC.chair@das.oregon.gov](mailto:OGIC.chair@das.oregon.gov)
  - [OGIC.info@das.oregon.gov](mailto:OGIC.info@das.oregon.gov)
- Review of existing OGIC web pages and review of other state council web/hub sites; This work was done in late April/early May, but was dropped to focus on the communication plan. This topic will be picked up in July now that GEOhub is launched and more resources/time are available to assist in this work.
- Introduction to GovDelivery and the creation of a newsletter template; see draft OGIC Communication Plan for more information.

### **Communication Plan**

The bulk of the time spent by the Outreach and Communication Committee was on the creation of the draft OGIC Communications Plan included in the meeting packet. Multiple meetings were spent working on the contents of the Plan which are centered on the following:

- Define the target audiences and demographics with whom we want/need to share (Who)
- Define the specific messages we need to share with each audience (What)
- Define the channels (delivery methods) through which we'll share information with each audience (How/Where)
- Define and create a Communications outlets/timeline event calendar for communications (When)

The Committee is presenting to OGIC a draft Communications Plan for the Council's review. The agenda item will be spent reviewing the details of the Plan and showing an example GovDelivery template for OGIC newsletters. (See the draft Plan included in the meeting packet.)

**Discussion Questions:**

- 1) What other reoccurring events should be added to the list in the draft Plan? (Outreach activities that OGIC members can participate in to reach their stakeholder groups.)
- 2) Do you have a way to reach your stakeholder group? Ie...contact list? Mechanism? How can the outreach committee help you?
- 3) What exactly do you need to improve your communicatins about OGIC?

A Committee member will reach out to you in the near future to discuss these questions.

Once the Communications Plan is approved, the Committee will focus on creating and purchasing materials for OGIC member use when conducting outreach activities. Purchases will be reviewed and approved by the OGIC executive committee.

The GIO is getting approval for the use of GovDelivery; a decision will be made by EIS in August regarding the OGIC's use of GovDelivery and the list of topics presented in the draft Communications Plan.

**OPTIONS:**

Approve the Draft Communications Plan: *I move to approve the draft Communications Plan.*

Approval of Plan with Revisions: *I move to approve the draft Communications Plan with the following revisions: <state each revision>*



July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer, [rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)  
Jacob Lubman, Performance Manager, [jacob.lubman@das.oregon.gov](mailto:jacob.lubman@das.oregon.gov)

## **AGENDA ITEM 8: OGIC Performance Measures for 2023-24 Work Plan / Priority Initiatives**

### **SUMMARY:**

As part of the strategic planning process, OGIC recognized the need for the council to have its own work plan and priority initiatives; with performance measures that are tied to its own priorities. Therefore, the GIO and Performance Manager, Jacob Lubman, are presenting to OGIC a set of draft performance measures for review, discussion, selection, and approval.

OGIC will be asked to make a decision on this item.

### **REPORT:**

In the past, OGIC used OKRs, “Objectives and Key Results,” as a way to measure OGIC’s ability to deliver results on priority objectives. These OKRs were aligned with the previous Strategic Plan (2019-2022), in which much of the tactical work to advance the goals and objectives was done by others, not OGIC. Last year, OGIC refreshed the Strategic Plan and shifted the focus of the Plan to be on Oregon’s Framework Program. The Framework Program, led by Melissa Foltz, will be creating its own performance measures over the next couple of months to ensure that they are tied directly to the new Strategic Plan. These will be presented to OGIC in October.

As part of the strategic planning process, OGIC recognized the need for the council to have its own work plan and priority initiatives; with performance measures that are tied to its own priorities. Therefore, the GIO invited the Performance Manager within the Office of Data Governance and Transparency, Jacob Lubman, to meet with her and the Framework Program Coordinator to discuss all potential performance measures and how to ensure that all of the measures are in alignment with and supportive of both the Strategic Plan (2023-26) and Work Plan.

The GIO also met with the Legislative Coordination Committee to discuss potential performance measures due to the difficulty in identifying good measures for both the Legislative Coordination and Sustainable Funding priorities.

Draft Performance Measures are provided below for OGIC to review, discuss, select, and approve. They are intended to apply for the duration of the OGIC Work Plan (through 2024) with the option to continue to use them, if applicable, for the following 2-year period.

Priority Initiative	Measure #	Potential Performance Measure
Strengthen Communications	1	Web site and Hub site analytics / traffic <b>Measure:</b> % increase in # of site visitors.
	2	GIS Community Survey <b>Measure:</b> annual survey with questions regarding community awareness of OGIC and its role. *Survey and Questions TBD.
Support Sustainable Funding		None identified.
Improve Data Sharing**	3	<b>Measure:</b> % of counties contributing data for aggregation and publication.
	4	<b>Measure:</b> % of increase in publication of geospatial Framework data
Legislative Coordination / Advocacy	5	GIS Community Survey <b>Measure:</b> annual survey with questions regarding community awareness of OGIC and its role. *Survey and Questions TBD.
	6	Legislative Outreach <b>Measure:</b> # of meetings held with legislators.
	7	Legislative Activities <b>Measure:</b> # of bills receiving public comment/written testimony from OGIC

\*\*Both measures for the Improve Data Sharing priority initiative are identified for the Office of Data Governance and Transparency, Geospatial Enterprise Office (GEO). They reflect the priorities of GEO for the 2023-25 biennium and will be tracked and measured by the GIO. However, OGIC can actively work to improve data sharing by performing outreach, implementing ORS 276A.509, and “getting the right people in the room” to break down data sharing barriers.

### Next Steps

Once OGIC identifies and approves a set of performance measures, the GIO will need to create a mechanism for tracking and reporting on the measures. Additionally, if a survey will be used to collect information from the GIS community at large, survey questions will need to be created and reviewed by OGIC. This survey would be brought back to OGIC in October, along with information on how the measures will be tracked and progress displayed going forward. The GIO will continue to work with Jacob and others in the Geospatial Enterprise Office to advance this work.

### **OPTIONS:**

Approve a set of  
performance measures:

*I move to approve the following performance measures:  
<state each number>.*

Performance Measures  
need more discussion:

*I move to send the performance measures back to the GIO  
and Performance Manager for more work and refinement.*



**Department of Administrative Services**

Enterprise Information Services  
Data Governance and Transparency  
550 Airport Rd.  
Salem, OR 97301

July 26, 2023

**To:** Oregon Geographic Information Council  
**From:** Rachel L. Smith, Geographic Information Officer,  
[rachel.l.smith@das.oregon.gov](mailto:rachel.l.smith@das.oregon.gov)

**AGENDA ITEM 9: Public Comment**

**SUMMARY:**

OGIC will receive public comments during this agenda item. Please submit written comments to [Rachel Smith](mailto:rachel.l.smith@das.oregon.gov) by 10am on the day of the meeting or raise your hand in the Teams meeting when this agenda item is reached.