

**Cabinet Committee on State Planning Issues
Haslett Armory, Room 219
August 23, 2011**

Meeting Summary

Committee Members Present

Cleon Cauley, Delaware Department of Transportation
Connie Holland, Office of State Planning
Tom Cook, Finance
Anas Ben Addi, Delaware State Housing Authority
Collin O'Mara, DNREC
Ed Kee, Department of Agriculture
Terry Pepper for Lewis Schiliro, Department of Safety & Homeland Security
Karen Field Rogers for Lillian Lowery, Department of Education
Leighann Hinkle for Ann Visalli, Office of Management and Budget
Shailen Bhatt, DelDOT

Also Present:

James Sills, DTI	Karen Emory Brittingham, DelDOT
Deb Lindell, DOC	Matt Payne, DTI
Bruce Allen, DelDOT	Herb Inden, OSPC
John Laznik, U of D/CADSR	David Edgell, OSPC
Carl Yetter, DNREC	Bryan Hall, OSPC
Karen Horton, DSHA	Dorothy Morris, OSPC
Kim Cloud, DTI	Kimberly Foster, OSPC
William Schenck, DGS	Kevin Coyle, DNREC
Dawn Hopkins, DelDOT	

The Cabinet Committee on State Planning Issues (CCSPI) met August 23, 2011 in room 219 of the Haslett Armory in Dover. The Committee met to discuss items set forth in the agenda.

Cleon Cauley called the meeting to order at 2:10 pm. Cleon welcomed everyone to the meeting and handed out an amended agenda with approximate times for each item.

Approval of May 25, 2011 meeting minutes

Cleon announced that it had been brought to his attention that there were some possible changes needed to the minutes and he would send them around for an e-mail vote of approval.

Update on Recent Legislation

Connie Holland briefly discussed the following legislation which was passed and signed by the Governor:

SB 126 relates to substituting the Governor's Advisory Council on Planning (aka Livable Delaware Advisory Council) with the Cabinet Committee on State Planning Issues and details the certification process for comprehensive plans.

SB 138 updates Del. Code relating to when a comprehensive plan must be reviewed. Before the legislation, Counties were required to update their plans every 5 years. With the passage of the legislation, Counties must review their plan every 5 years to determine if the provisions are still relevant and they must update the plan every 10 years.

GIS Presentation

Connie Holland gave a presentation regarding GIS coordination within the State. The presentation was organized by the Delaware Geographic Data Committee (DGDC) to discuss the fact that no one person is responsible for organizing, coordinating, and maintaining data layers. Currently, each agency is paying for many of their own layers which is creating a duplication of efforts between State agencies. It was discussed that having one person responsible for coordinating across agencies to maintain a database of available data and a schedule to update the data would be more efficient, eliminate duplication of services and create a cost savings to the State.

Shailen Bhatt asked where the person would be housed. Connie Holland state that according to Del Code the Office of State Planning is responsible for coordinating data. Cleon Cauley agreed that is made sense for the person to be housed in State Planning since they already coordinate between agencies.

Cleon clarified that the Office of State Planning Coordination is currently seeking a replacement for the GIS person (Mike Mahaffie) that moved to another State agency. The person referred to in this presentation would be a separate position. It was discussed that the Office of State Planning Coordination Office needs a full time GIS person to help with GIS mapping for their needs and a Geographic Information Officer (GIO) would work across agencies to coordinate all State data available. This person would not take data away from agencies but rather catalog the data available so it can be used by other agencies.

James Sills asked how this position would be paid for. Cleon noted that it could be paid for out of cost savings from not duplicating services.

After much discussion about the need for a person to coordinate the GIS information, Cleon Cauley stated that the first step in determining how to move forward was to determine if there was support for a GIO. Tom Cook agreed that this needed to be pursued but suggested the agencies see if there are any vacant positions that could be use so that this could happen without growing government.

Shailen Bhatt asked if a consultant could be hired to create the database and then look at hiring a person to maintain it. He stated that this committee could be working to determine the need for a person while the consultant creates the needed database.

Ed Kee agreed but asked if anyone had a list of even what is available. Sandy Schenck stated that the DGDC committee recently polled all agencies regarding the data they had but to date they have not gotten adequate response.

Colin O'Mara made a motion that the Cabinet Committee on State Planning Issues support the need for a GIS Coordinator and allow the Office of State Planning to determine how the position can be obtained – either through a reclassification of an existing position or through a new position.

James Sills added to the motion that the Cabinet Committee on State Planning Issues and the Office of State Planning need to determine options to coordinating data and whether we should outsource the cataloging or stay in-house.

After discussion this motion was unanimously approved. Colin O'Mara asked that the Office of State Planning prepare a report on the cost of cataloging the data, the cost of a GIO to maintain the data, and the cost savings to the State.

Cleon noted that future agenda items should be sent to Connie Holland or Dorothy Morris and that the next meeting is set for November.

The meeting was adjourned at approximately 3:15 pm.