



**Health Informatics Council
Intra-agency Data Sharing & Software Access & Warehousing Subcommittee**

GIS Advisory Subcommittee Minutes

August 23, 2007

Present (the list includes job titles and programs for each attendee): Katy Rich (GIS Coordinator – HCI), Anne Bliss (Epidemiologist – Cancer Programs), Carrie Zeman (Director of Program Operations – WIC), Miriam McGaugh (Epidemiologist – Community Development), Derek Pate (Quality Assurance Coordinator – HCI), Larry Weatherford (Communications Officer – Office of Communications), Becki Moore (Data Warehouse Coordinator – HCI), Sheryll Brown (Epidemiologist – Injury Prevention Service), Connie Hall-Jones (Assistant to the Chief – Building Management & Internal Services), James Joslin (Chief – HRDS), Nduta Ahmad (Liaison for DPS and Admin Services – HR), Joyce Morris (State Assessment Coordinator – Tobacco Use Prevention), Bonnie Hartzell (Supervisor of Products, Accounts, Payroll - Accounting Services), Jo Lynn Johnson (Assistant to the Director – Federal Funds Development), Jeffrey Carlisle (Manager of Applications Development – ITS), Kristen Eberly (Manager of Surveillance and Analysis – HIV/STD), Susan Boyd (Clinical Director – Nursing Service), Ted Evans (Chief – Consumer Health Service), Amy Fletcher (Program Evaluator – Child Guidance Service), Mary Beth Cox (Program Evaluator – Children First), Samuel Cannella (Manager of the Emergency Operations Center – TPRS), Vicki Kirtley (Assistant to the Chief – Consumer Health Service), Carmen Clarke (Epidemiologist – Communicable Disease Division), Elizabeth Kruger (Epidemiologist – Screening, Special Services & SoonerStart)

Call to Order

Katy Rich called the meeting to order at approximately 10:00 a.m.

Handouts

Three handouts were distributed: (1) meeting agenda, (2) current list of GIS Advisory Committee members, and (3) draft of the GIS needs assessment report table of contents.

Description of GIS Advisory Committee

Katy Rich discussed the purpose of the GIS Advisory Committee (GAC). It is a subcommittee of the IDSAW committee, which is a subcommittee of the Health Informatics Council (HIC). It is the planning and policy-making group for GIS activities at OSDH. The GIS Users Group will still continue to meet once a month as a separate group for continuing education and networking.

GAC Activities and Member Responsibilities

Katy listed the GAC member responsibilities and activities. The first activity will be to address the GIS needs assessment report. The GIS needs assessment was started when Katy was hired in September of 2006. Interviews were recently completed and Katy has completed some sections of the report. The committee will review and discuss the report draft while Katy is on maternity leave (September 10th through December 2nd). The final needs assessment report will provide a framework for GAC committee activities in the future.

The next GAC activity will be to develop GIS software access policies and logistics. This is somewhat urgent since the GIS software centralization process is underway. Issues to address related to software access include: who will have access to the GIS software (installed on their desktop), how will we monitor usage to minimize conflicts, how will we resolve conflicts when they occur, and others.

The third GAC activity will be to develop GIS data access policies and logistics. This will happen in conjunction with the process to centralize GIS data resources at OSDH. Issues to address will include: what data should be stored on the GIS server and how access to data should be granted.

Another activity that will begin with the GIS needs assessment report review and continue on will be the development of a GIS strategic plan for OSDH. GIS software and data access have emerged from the needs assessment interviews as clear priorities but the strategic plan can help layout our future priorities.

Future activities for the next year or so will include

- 1) Developing standards related to metadata. Metadata is information about the GIS data such as who created it, when it was created, what it should be used for, etc. At OSDH we don't create a lot of our own GIS data but we will have some original datasets here – hospitals, LTC facilities – that will need to have good metadata so people will know the appropriate use of the datasets.
- 2) Developing standards for geocoding our data. We will work on determining what is the best roads dataset to use for geocoding and what is the best process for address cleaning prior to geocoding the data.
- 3) Developing map templates. Map creation can be challenging for beginning GIS users, so map templates will help get people started when they're making maps and provide some consistency across the agency with regard to the look of our GIS maps.
- 4) Addressing issues of data privacy.
- 5) Working on the GIS system design. This will include making decisions about server and other hardware acquisitions, server configuration, etc.

Many of the above activities could be tackled with specialized workgroups rather than by the entire group.

James Joslin asked about how Katy wanted to prioritize. He wanted to clarify if one role of the group was to prioritize the GIS activities at OSDH. Katy confirmed that this is an additional role

for the committee members. This will be part of the needs assessment report review and development of the strategic plan.

GAC Attendance Policy

Katy proposed the issue of an attendance policy for the GAC. She said she doesn't know if we need an attendance policy or not but if there is a voting policy then there should be an attendance policy. Joyce Morris suggested that consistent attendance is more important than attendance at any one particular meeting. It is better to understand the overall context of group activities than necessarily being in attendance for one particular topic.

Katy suggested if there were a member who is consistently not attending GAC meetings, we would request that the person's Chief or Director appoint a new rep. James wondered what the anticipated frequency of meetings would be and Katy said once per month. James suggested that missing three meetings might be cause for expulsion from the committee. After some discussion, it was decided that the attendance policy should state that missing three consecutive meetings or five meetings in a year would be cause for the committee to request a new representative for that Service/Office. Katy pointed out that if the primary rep cannot attend a meeting but sends a backup rep to the meeting that will be counted as valid attendance. Anyone who does not have a backup appointed already can let Katy know whom that will be. For last minute stand-ins, the backup attendee can sign in on the sheet but indicate whom she/he is standing in for.

GAC Voting Policy

The voting policy was discussed. When the GAC was originally created, Kelly Baker had suggested limiting the voting to less than one vote per person so as not to give more votes to one Deputy area over another. For instance DPS has more members on the committee than CHS because they have more Services and therefore more members. The other option would be to assign a certain number of votes per Deputy area and assign voting members. The reps from each Deputy area would have to come to consensus on how to use their votes. There was some discussion about how the group should try to work towards consensus rather than planning for contention.

It was discussed that there won't be many times when a vote would be needed. Katy and Jeff thought the software access policy and some of the GIS standards policies could be contentious enough to require a vote, however, that would affect only some of the GAC activities.

Clarification was made that we won't be voting on implementing policies or standards (we won't have that power) so voting will be limited to consensus on what recommendations to make to other OSDH committees. Any policy developed by the GAC would still have to go through approvals in the IDSAW committee and the HIC. Miriam McGaugh pointed out that there is also a policy committee at OSDH that would have to review and approve any official policies. Jeff Carlisle mentioned that there is also an agency-wide Change Control Board to which major IT projects/policies would have to be taken and each Deputy gets one vote on that Board.

Susan Boyd suggested that when we do make recommendations; if there is contention, we could send more than one version of the policy to the IDSAW and HIC and let them decide which one is best. Jeff suggested that we could also send the voting record along with the recommendation.

After much discussion about the pros and cons of assigning one vote per member vs. a limited number of votes per Deputy area, it was decided, upon James' suggestion, to work toward consensus on all issues as a group and take a vote if necessary with every member having one recorded vote. The records of voting would then be appended to our recommendations and sent to the IDSAW and HIC.

GIS Needs Assessment Report

During October and November, the committee will be responsible for reviewing and discussing drafts of Chapters 2 and 3 and Appendices 1 and 2 of the GIS needs assessment report. Katy asked that each committee member look closely at the prioritization of potential GIS projects for each area and decide if that is accurate or not, especially focusing on their own Service area or Office. One outcome of this report review will be an overall prioritized list for OSDH on which GIS projects we should focus on first in order to demonstrate the utility of GIS in the short term. Katy will email the report draft to all committee members by September 10th.

GIS Software Centralization Update

Katy mentioned that GIS software access has emerged (through the needs assessment interviews and GIS training) as a major issue at OSDH. To address this, she has recently obtained approval from current software purchasers to centralize the GIS software licenses in order to make them available to more staff in the agency. GIS software funding has been centralized and the procurement process initiated to upgrade to more concurrent use licenses for OSDH. Currently we have 3 concurrent use licenses and 12 single-use licenses. This accommodates about 20 users. After the software upgrade, we will have 15 concurrent use licenses and 6 single-use licenses (for laptops), and that should accommodate 50 or more users. We are also acquiring two new extensions with this software purchase: Network Analyst and ArcGIS Publisher. In addition, we will be keeping all software extensions that have already been purchased. The software upgrade is being funded with Program Funds Recovered (PFR), and the procurement process should be completed shortly after the first of the year.

Katy also said that all GIS software licenses have been moved to one customer number with ESRI. This will solve the problem of having multiple OSDH contacts for ESRI and not knowing who was sent software updates or other correspondence. Katy will now be the primary ESRI contact for OSDH. This will also reduce the workload for Procurement since there will be just one maintenance renewal to process every year instead of 6 or more. Senior Leadership will determine the ongoing maintenance-funding source in March 2008.

Next Meetings

The next GAC meeting is scheduled for Thursday, October 4, 2007 at 9:00 a.m. in Room 314.

The November meeting is scheduled for Tuesday, November 6th at 1:00 p.m. in Room 314. This meeting is scheduled during the same time as APHA so that will affect at least five committee members. It was decided to keep the meeting date as scheduled but Miriam could choose to cancel that meeting if there isn't a need to meet that month. Also, absent members could email comments, questions or suggestions to Miriam prior to that meeting to be incorporated into the discussion.

The October and November meetings will be devoted to discussing the needs assessment report and initializing discussions about GIS software access guidelines.

The December GAC meeting will be held on Wednesday, December 12th at 9:00 a.m. in Room 314. Katy will be back to work for this meeting.

The next GIS Users Group meeting is on September 10th at 12:00 in Room 314. There will be a guest speaker, Mr. Ray Murphy, from the Oklahoma Center for Rural Development at Northeastern State University who will present about his websites: www.oklahomavirtualcommunity.com and www.okhealthdata.com.

The October GIS Users Group meeting will be held on October 8th at 12:00 in room 314. We will have another guest speaker at that meeting, Ms. Joanna Pardee-Walking Stick, who will present about the Smartnet grant and their website www.okhealthfinder.com.

Adjournment

The meeting adjourned at approximately 11:15 a.m.