

# Alamo Regional Data Alliance

## Steering Committee – Planning Meeting #7

San Antonio River Authority

Monday, April 23, 2018

3:00-5:00 PM

Meeting Minutes

**Voting Members Present:** Omar Arizpe, Mysti Downing, Jamie Ford, Santiago Jaramillo, Zack Lyke, Richard Milk, and Ginger Walker

**Voting Members Absent:** Peter Bella, H.B. Cavalcanti, Jose De La Cruz, Craig Hopkins, Henrietta Munoz Ricardo Ramirez, Leilah Powell, Emily Royall and Colin Sherman

**Non-voting Attendees:** Laura McKieran and Courtney Denton

Agenda Topic	Discussion	Outcome/Action
<b>Welcome</b>	-Agenda review -Introductions	-Welcomed Jamie Ford from NISD
<b>Member updates</b>	-Share updates and news from SC	-Members shared updates (see end)
<b>Spark outcomes</b>	-Purpose, expectations, and agenda	-The goals of the convening were achieved: -re-convene the group of data professionals that met in March 2017 -get people excited about the work -allow stakeholders to network -present opportunities to work together around the vision
	-Attendance and participant make-up	-A brief summary of attendance was provided along with lists of invited attending organizations -206 people invited -81 people attended -39 people shared business cards -40 organizations represented -25 evaluations submitted -19 interest sheets received
	-Staff observations	-Information was well received -Engagement was high -Excitement about opportunity to discuss issues with Individuals and organizations not typically involved with -2 different people afterwards said ‘I have found my people’ -SC can share examples of connections -Omar is meeting with UHS to understand more about their qualitative research for the social workers and counselors at SWISD

<b>Workgroup Updates</b>	-Engagement WG	-Meeting scheduled for Monday April 30 <sup>th</sup>
	-Data Training WG	<ul style="list-style-type: none"> <li>-Speakers bureau is loosely being discussed</li> <li>-Action items on advancing trainings</li> <li>-SARA has a computer lab with 8-10 computers that could be available for a training</li> <li>-At Spark there was interest in technical software tools and designing a training on equitable use of data from IDRA</li> <li>-Meeting scheduled for Friday May 4</li> </ul>
	-Local Data Sharing WG	<ul style="list-style-type: none"> <li>-Spark table discussion felt the scope of that topic is huge</li> <li>-Emily and Sebastian are working to narrow the focus; where to start; what you will publish on the web vs what you share privately with each other</li> </ul>
	-Data Ecosystem WG	<ul style="list-style-type: none"> <li>-We have 13 entries in Ushahidi</li> <li>-Need to work on promoting the link</li> <li>+Need SC members to add their info</li> </ul>
<b>Governance</b>	-San Antonio Area Foundation Q1 report	<ul style="list-style-type: none"> <li>-CI:Now submitted a Q1 report to the SAAFdn and Mysti and Ginger reviewed</li> <li>-For future reports, the Chair and Vice Chair will approve on behalf of SC</li> <li>+Laura requested SC members to review page 4 for successes and challenges and page 6 for lessons learned</li> </ul>
	-SC job description for elections	<ul style="list-style-type: none"> <li>-CI:Now drafted a job description to be used for the fall elections to explain the commitment and role of SC members</li> <li>-Ginger suggested including attendance requirements</li> <li>+CI:Now will draft a matrix to show what needs to be included in the charter versus codifying through policies and procedures</li> <li>-SC will review and discuss at May meeting</li> </ul>
	-Letter of support policy	<ul style="list-style-type: none"> <li>-CI:Now provided a copy of the signed LOS for St Louis and a follow up on the concerns discussed last time</li> <li>-Laura reviewed the flow chart for how to handle LOS requests</li> </ul>

		-Mysti was not sure if the full SC would like to defer to Chair and Vice Chair for approval of non-local LOS requests that do not ask for resources - SC will review and discuss at May meeting
<b>Next Steps &amp; Timeline</b>	-Calendar of agenda items  -Set May meeting date	-CI:Now provided an updated calendar of agenda items for the year  -The 4 <sup>th</sup> Monday in May is Memorial Day so we have moved the meeting to the 3 <sup>rd</sup> Monday at SARA
<b>Prepared By:</b>	<b>Courtney Denton, CI:Now</b>	<b>April 24, 2018</b>

### **SC Member Updates:**

Omar Arizpe: SWISD is working with Dr. Ross from Northside ISD on a new way of analyzing student data for schools. This year will be a beta and if the modeling works out then they expect they should be able to identify and predict which students need help after the 30<sup>th</sup> day of school with 90% accuracy.

Ginger Walker: P16Plus is thinking about a data leadership institute and looking for funding to do that. The Excel Beyond the Bell network is interested in developing a tool to assess social and emotional learning. They hosted a data specialist show and tell and SAISD is using Census block data to better understand economic disadvantage. They had previously used free and reduced lunches as a proxy for economic disadvantage but they are now looking at trying to better understand neighborhood poverty using median household income, home ownership, single-parent family and educational attainment for those over 25 years.

Santiago Jaramillo: Alamo Area GIS group scheduled their GIS conference for September 19-20. Via is exploring mobility on demand as an alternative to fixed route service. It can cost over \$100 an hour to run the bus and low productivity routes put VIA in the red. They are looking at a pilot program to offer an Uber-type service on demand to areas that are farther out.

Richard Milk: SAHA has a pool of students to connect for internships with Holly Lutze from TLU. SAHA is working with SAISD around attendance issues and spending about six months working to define interventions and test some pilots to improve attendance. SAHA is developing an opportunity index for neighborhoods and is talking to VIA about possibilities to work together.

Zack Lyke: District 9 is manually mapping clustered mailboxes to address postal theft. There are battery operated security lights they can install in the non-gated right of ways to deter some of the mail theft.

Jamie Ford: NISD is in the middle of public meetings for their Bond proposal and strategic planning for the next 5 years.

Laura McKieran: CI:Now is interested in taking a historical look at how neighborhoods have changed from 1970-2010. If anyone is interested, please get with Laura.

**Alamo Regional Data Alliance**  
**Steering Committee – Planning Meeting #7**  
San Antonio River Authority  
Monday April 23, 2018  
3:00-5:00 PM

**MEETING AGENDA**

Time	Item & Result
3:00	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Agenda review and meeting expectations</li> <li>• Introductions</li> </ul> <i>Result: SC members are prepared for the meeting and have common expectations</i>
3:05	<b>Member updates</b> <ul style="list-style-type: none"> <li>• Share updates and news from SC members</li> </ul> <i>Result: SC members share data related initiatives/updates and events</i>
3:20	<b>Spark</b> <ul style="list-style-type: none"> <li>• Attendance and participant make-up</li> <li>• SC and staff observations</li> <li>• General feedback received</li> </ul> <i>Result: SC members discuss Spark outcomes</i>
3:50	<b>Workgroup updates</b> <ul style="list-style-type: none"> <li>• Local data sharing</li> <li>• Data training</li> <li>• Data ecosystem</li> <li>• Engagement</li> </ul> <i>Result: SC members review workgroup updates and next steps</i>
4:05	<b>Governance</b> <ul style="list-style-type: none"> <li>• San Antonio Area Foundation Q1 report</li> <li>• Letter of support policy <b>[ACTION]</b></li> <li>• SC job description for fall elections <b>[ACTION]</b></li> </ul> <i>Result: SC members discuss policies and provide feedback and vote</i>
4:50	<b>Next Steps &amp; Timeline</b> <ul style="list-style-type: none"> <li>• Present calendar of agenda items and solicit feedback</li> <li>• May agenda development from members</li> </ul> <i>Result: SC members submit agenda items</i>
5:00	<b>Adjourn</b>

### I. Purpose and Expectations

The goals were:

1. re-convene and expand the group of data professionals that met in March 2017
2. get people excited about the work that has been done to date
3. allow stakeholders to network and talk in ways that are meaningful and useful to them
4. present opportunities to work together around the vision

The format of the convening was further discussed at the March Steering Committee Meeting.

The following expectations were identified:

1. the format should be interactive when possible (small group discussion, real time apps)
2. a large group and small group format should be used
3. various discussion topics should be presented

### II. Agenda

Timing	Agenda	Speakers
9:30 (10 min)	<b>Warm-Up – Who is in the room today?</b>	Henri Munoz, United Way
9:40 (10 min)	<b>Welcome and expectations</b>	Mysti Downing, SARA
9:50 (10 min)	<b>Your role in fostering a data-driven community</b>	Leilah Powell, LISC
10:00 (30 min)	<b>Lightning Talk: Data and Civic Tech (panel)</b> <ul style="list-style-type: none"> <li>• Introduction (1 min)</li> <li>• Panelists (5 min each)</li> <li>• Q&amp;A (9 min)</li> </ul>	Henri Munoz, United Way *DIASA (Richard Milk) *Smart Cities (Craig Hopkins) *HASA (Kim Harris) *Open data portals (Cecilio Martinez)
10:30 (10 min)	<b>Break and vote</b>	Henri Munoz, United Way
10:40 (10 min)	<b>ARDA works and discovering our ecosystem</b>	Laura McKieran, CI:Now
10:50 (20 min)	<b>Go find your people!</b>	Laura McKieran, CI:Now
11:10 (40 min)	<b>Open Space Technology or trainings</b>	Laura McKieran, CI:Now <u>Open space:</u> 4-6 tables 4-6 table facilitators (ad-hoc) 4-6 note-takers (ad-hoc)  <u>Training sessions:</u> *Results Based Accountability (UW) *Data visualization training (Emily Royall)
11:50 (5 min)	<b>Call to action</b>	Santiago Jaramillo
11:55 (5 min)	<b>Closing</b>	Mysti Downing

## III. Invitations and Attendees

### Spark Invitations

- 206 invitations
  - 105 tickets

### Convening Attendees

- 81 attendees for Spark 2018
  - 39 attendees shared business cards
- 40 organizations
- 25 evaluations submitted
- 19 interest sheets

### Attending Organizations

Alamo Area MPO\*  
Alamo Area Council of Governments  
Autism Lifeline Links\*  
Bexar County  
CI:Now  
City of San Antonio  
Cude Engineers\*  
ESRI\*  
Folo Media\*  
Guardian House\*  
Haven for Hope\*  
Healthcare Access San Antonio  
Imagine SA  
Intercultural Development Research Association\*  
Jef Waltman Technology  
KLRN\*  
Kronkosky Charitable Foundation  
Local Initiatives Support Corporation\*  
Methodist Healthcare Ministries  
Our Lady of the Lake University\*

P16Plus Council of Greater Bexar County  
Rivard Report\*  
San Antonio Area Foundation  
San Antonio Council on Alcohol and Drug Abuse\*  
San Antonio Economic Development Foundation  
San Antonio Housing Authority  
San Antonio Independent School District  
San Antonio Metropolitan Health District  
San Antonio River Authority  
San Antonio Express-News\*  
South Alamo Regional Alliance for the Homeless\*  
Southwest Independent School District\*  
Texas Lutheran University\*  
United Way of San Antonio & Bexar County  
University Health System\*  
University of the Incarnate Word  
UT San Antonio  
UTHealth San Antonio  
VIA Transit  
Witte Museum\*

\* new attendance

## IV. Evaluations

### Evaluations

- 25 submitted

Overall, I am satisfied with the content and format of today's event.



I feel more connected to other data and civic tech people after today's event.



I plan to get involved in the work of the Alamo Regional Data Alliance.



### Comments

Kudos to Tableau class!  
Awesome  
Great job!  
Great!  
Thank you  
Thank you for doing the work that everyone else will rely on!  
Still learning things-not ready yet  
I look forward to the next meeting!  
Swell  
Thanks!  
Fantastic job Laura, Courtney, Santiago and all ARDA partners!

**ARDA Spark 2018**  
**Final Expenditure Report**  
4/23/2018



**CASH EXPENSES**

<b>CI:Now personnel hours</b>	<b>Hours</b>	<b>Line Total</b>
Planning and logistics, content development, procurement, materials, setup/teardown, follow-up (3/6-4/11/18)	185.25	\$ 12,226.50
<b>Subtotal Staff Hours</b>		<b>\$ 12,226.50</b>

**Venue, catering, supplies, and printing**

<b>Date</b>	<b>Vendor</b>	<b>Item</b>	<b>Qty</b>	<b>Line Total</b>
4/2/2018	Mex. Amer. Unity Council	Community room rental	1	\$200.00
4/2/2018	Mex. Amer. Unity Council	Housing Center classroom rental	1	\$ 75.00
4/3/2018	Magnolia Gardens	Tablecloth rental, one day, at \$3 ea.	20	\$ 60.00
4/3/2018	Central Market	Coffee containers with service, 96 oz. @ \$16 ea, + \$15 delivery fee	4	\$ 79.00
4/6/2018	Quick Courier	Coffee delivery and setup tip	1	\$ 15.00
4/4/2018	Costco	Granola bars, mini-muffins, chips	var.	\$ 45.01
3/28/2018	Amazon.com	1/2" colored stickers for name badges, pack of 1,280	1	\$ 6.99
3/28/2018	Amazon.com	Hanging name badge kit, box of 50 @ \$10.66 ea.	3	\$ 34.62
3/28/2018	Amazon.com	Clear plastic bowls to collect business cards, pack of 16	1	\$ 13.12
3/28/2018	Marco Promotions	Steering Cmte and Staff name badge ribbons	25	\$ 27.85
4/2/2018	Office Depot	Avery table tents, 2 1/2" x 8 1/2", pack of 100	1	\$ 32.19
4/5/2018	UTHealth SPH	Printing (see detail) at \$0.08 per page	528	\$ 42.24
<b>Subtotal supplies and printing</b>				<b>\$ 631.02</b>
<b>TOTAL CASH EXPENSES</b>				<b>\$ 12,857.52</b>

**IN-KIND EXPENSES**

<b>Date</b>	<b>Vendor</b>	<b>Item</b>	<b>Qty</b>	<b>Line Total</b>
4/4/2018	In-kind by CI:Now	1" painter's tape for unconference topic sheets	1	\$ 3.98
4/4/2018	In-kind by CI:Now	Bottled water, 16.9 oz, 24 pack	2	\$ 4.28
<b>TOTAL IN-KIND EXPENSES</b>				<b>\$ 8.26</b>
<b>GRAND TOTAL EXPENSES</b>				<b>\$ 12,865.78</b>



**Printing Expenditure Detail**

Item	Description	Sets	Pages per Set	Total Pages	Cost per Page	Line Total
Convening Sign-In Sheets	name, email, RSVP	2	1	2	\$ 0.08	\$0.16
Menti/Slido/Wifi	On tables with all codes	15	1	15	\$ 0.08	\$1.20
Time Cards	3, 2, 1, wrap up	1	4	4	\$ 0.08	\$0.32
Who is in room today?	Names and orgs only printed for tables	10	3	30	\$ 0.08	\$2.40
Participant agenda	w/o times, casual format	100	1	100	\$ 0.08	\$8.00
Annotated agenda for presenters	for presenters	6	3	18	\$ 0.08	\$1.44
Speaker notes	for speakers other than panel	5	4	20	\$ 0.08	\$1.60
ARDA one pager & engagement	Include ushahidi link	100	1	100	\$ 0.08	\$8.00
Open space rules for walls	Long rules next to the sign- up	5	1	5	\$ 0.08	\$0.40
Open space sign-up sheets for walls	Topic sheets to vote on. Some prepopulated	10	1	10	\$ 0.08	\$0.80
Open space short rules	Quarter sheets on green paper for tables	4	0.25	1	\$ 0.08	\$0.08
OST Notes/Discussion Sheets	Goes on tables for notetaker and moderator	3	4	12	\$ 0.08	\$0.96
Open space moderators	Tips for moderators. One per table	10	1	10	\$ 0.08	\$0.80
Workgroup and Training Survey	Workgroup interest and training survey	100	1	100	\$ 0.08	\$8.00
Evaluation	½ sheet, bright colored	100	0.5	50	\$ 0.08	\$4.00
Training sign in sheets	One per training	2	1	2	\$ 0.08	\$0.16
Partnership Agreement Form	Reg table. Include the QR codes for Peter	15	1	15	\$ 0.08	\$1.20
Membership Form	Reg table. Include the QR codes for Peter	15	1	15	\$ 0.08	\$1.20
Steering Committee Application	Reg table. Include the QR codes for Peter	15	1	15	\$ 0.08	\$1.20
Name tag dots	List of colors for dots	4	1	4	\$ 0.08	\$0.32
				<b>528</b>		<b>\$42.24</b>

# Alamo Regional Data Alliance

## Data Ecosystem Update

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### Website:

alamodata.usshahidi.io

### Spark attending organizations:

#### **Alamo Area MPO**

Alamo Area Council of Governments

Autism Lifeline Links

Bexar County

#### **CI:Now**

City of San Antonio

Cude Engineers

ESRI

Folo Media

Guardian House

Haven for Hope

#### **Healthcare Access San Antonio**

Imagine SA

Intercultural Development Research Association

Jef Waltman Technology

KLRN

Kronkosky Charitable Foundation

Local Initiatives Support Corporation

Methodist Healthcare Ministries

Our Lady of the Lake University

#### **P16Plus Council of Greater Bexar County**

#### **Rivard Report**

San Antonio Area Foundation

San Antonio Council on Alcohol and Drug Abuse

San Antonio Economic Development Foundation

#### **San Antonio Housing Authority**

San Antonio Independent School District

San Antonio Metropolitan Health District

#### **San Antonio River Authority**

San Antonio Express-News

South Alamo Regional Alliance for the Homeless

Southwest Independent School District\*

Texas Lutheran University

#### **United Way of San Antonio & Bexar County**

University Health System

University of the Incarnate Word

UT San Antonio

UTHealth San Antonio

#### **VIA Metropolitan Transit Authority**

Witte Museum

### Additional organizations:

**Homeless Management Information System**

**End Stigma End HIV Alliance**

**Alamo Area GIS Users Group**

**Alamo Regional Data Alliance**

Laura McKieran, Executive Director  
Community Information Now (CI:Now)  
c/o UTHealth School of Public Health in San Antonio  
7411 John Smith Dr., Ste 1100  
San Antonio, TX 78229

## Quarterly Report for Second Quarter 2018


<b><i>Organization and Program Information</i></b>	
Legal Name of Organization	Community Information Now
Program Name	Alamo Regional Data Alliance "Backbone" Staffing
Program Area	
Amount Awarded	\$25,000 disbursed for first quarter
Amount Expended*	
Project Start Date*	1/1/2018
Project Completion Date*	N/A; reporting quarter ended 3/31/2018
<b><i>Program/Project Contact Information</i></b>	
Program Contact First Name	Laura
Program Contact Last Name	McKieran
Program Contact Title	Executive Director
Phone Number*	210-276-9007
Email Address*	Laura.C.McKieran@uth.tmc.edu

## Narrative

### 1. Accomplishments\*

As a result of this award, what change has occurred and how do you know this has been achieved?

The major accomplishments in the first quarter were solid progress on multiple parts of the Community Strategy. The Community Strategy and the surrounding theory of change is shown below and at <http://alamodata.org/index.php/strategy/>.

Community Data Need	Solution to Address Need	Value Created by Solution	ARDA Vision
Infrastructure and process for ongoing local data capacity building	Network of data professionals supported by data backbone organization	Enable coordination and collaboration so that organizations and unaffiliated individuals can collaborate across disciplines	Establish and support a culture of data-driven action    Improve the lives of people in our region
Community understands and values the use of data for decision making	Training, coaching, and consultation for community on understanding, using, and valuing data	Inform decisions about resource allocation and implementation strategies  Enable coordination and collaboration to minimize cost as a barrier to acquiring data  Build internal capacity and strategy for data-driven decision making  Improved ability to access data	
Wide access to relevant, quality and unbiased, and sustainably provided and timely data that: <ul style="list-style-type: none"> <li>- is connected across sectors</li> <li>- has common data definitions and standards</li> <li>- is visualized and communicated effectively</li> <li>- has transparency of data source, limitations, and how it has been transformed or analyzed</li> </ul>	Central repository of shared public data available online freely and publicly	Encourage mutual accountability through the transparent use of data for decision making and action	
Access to relevant, quality and unbiased, and timely private data with appropriate protections and permissions	Central access point for shared protected data available as appropriate	Ability to minimize risk and maximize opportunities associated with private data access	
Community has access to quality analysis services and tools	Data analysis services provided directly and/or via facilitated connections with researchers/analysts	Minimize technical skill barrier to conducting analyses	
Directory of current and recent local data and analyses	Maintained data ecosystem map  Platform for sharing analysis and presentations with internal and external colleagues	Improve identification and potential access to data	

Additional detail follows later in this narrative, but in summary, the strategies moved forward during the first quarter were:

- Network of data professionals supported by a backbone organization.** Several Steering Committee vacancies were filled and members are highly engaged. Through monthly meetings and between-meeting emails and calls as needed, the Steering Committee pulled together in the first quarter to choose projects to start on, create and launch four workgroups, and plan the annual convening. Many other participants have plugged into the workgroups now meeting monthly. The Engagement Workgroup was created and met for the first time in March. Their first steps are to make the ARDA website more user-friendly, to raise awareness of ARDA through existing local media and organizational newsletters, and to actively recruit multiple

kinds of engagement through ARDA Spark 2018, including opt-in to an online membership directory, workgroup signup, and individual member and organizational partner signup. ARDA Spark brought in many new participants; those metrics will be included in the second quarter report.

- **Training, coaching, and consultation for community on understanding, using, and valuing data.** The Data Training Workgroup was launched and met for the first time in April. A paper form distributed at ARDA Spark canvassed participants on their training needs as well as the content and skills they could help train others on. Two trainings held at ARDA Spark, one on Results-Based Accountability and the other on visualizing data using the Tableau platform, were very well-attended.
- **Maintained data ecosystem map.** With support from CI:Now, the Steering Committee and Ecosystem Assessment Workgroup developed an assessment strategy and designed and deployed an online tool to simultaneously crowdsource and share key information on local data and civic tech players.
- **Shared public data and protected access to private data.** The Local Data Sharing Workgroup was created and is working to identify a starting focal point, as this area of work is so large. In the meantime, three questions to support these efforts were included in the ecosystem assessment tool:
  1. Does this organization/collaborative own data that is NOT publicly available that might be made more accessible to others?
  2. Do you have data dictionaries for your datasets? Data dictionaries typically describe the content, format, origin, and usage of a dataset.
  3. What non-local providers of local data do you think San Antonio-area data users should know about?

## 2. Outcomes\*

Describe the outcomes of your program/project and compare them to the outcomes that you specified in your grant application.

CI:Now's Scope of Work specifies deliverable areas rather than outcomes. As shown in the Expenditure Report, all work performed in the first quarter was directly related to one or more of these deliverables. Two deliverables were not addressed in the first quarter. Because the ARDA Steering Committee election is held in September of each year, work on Deliverable 1.e. will not begin until July 2018. Work on Deliverable 3.b., Projects to be Determined, will not begin until Steering Committee approves additional projects and requests that CI:Now either lead or support one or more of those projects.

### 3. Successes and Challenges\*

Describe the successes and challenges the organization experienced related to this grant award.

The two primary challenges encountered this quarter were changes in Steering Committee membership and a very short period of time to plan and prepare for ARDA Spark 2018, the annual convening. More information about each of these challenges is below and in the **Lessons Learned** section of this report.

- Two Steering Committee members (Anita Kurian, Service Providers category; Mike Villarreal, Other Organizations category) resigned for personal reasons or lack of time. Three new members were added: Jamie Ford, Service Providers; Craig Hopkins, Local Government and Utilities; and Zack Lyke, Local Government and Utilities. While the new members bring important perspectives and valuable expertise, the changes require a balancing act between maintaining momentum and slowing down to get new members oriented and informed. In any group, changes in membership can create a sense of uncertainty and shakiness. The leadership of the Steering Committee Chair and the continued presence of both CI:Now staff and the ongoing presence of six founding Interim Steering Committee members have helped build and maintain a sense of stability and continuity.
- Because of a sense of urgency to do work that builds community data capacity beyond building ARDA infrastructure, the Steering Committee focused heavily in its first few months of operation on identifying, prioritizing, and launching projects that feed into the Community Strategy. That focus meant that only the February 26 and March 26 Steering Committee meetings were available to plan the April 6 ARDA Spark 2018 convening. Staff then needed to manage a substantial workload in just two workweeks. All four CI:Now staff were put on the project during that period.

ARDA's primary successes in the first quarter included workgroup launch, deployment of an ecosystem assessment tool, successful preparation for ARDA Spark, and national recognition of ARDA's work.

- The following four workgroups were launched in March. Three workgroups met by March 31, with the number of participants ranging from five to 12 people, and began creating action plans.
  - Community Engagement: create and sustain engagement in membership and communication among partners
  - Local Data Sharing: encourage and facilitate local data sharing, including open data
  - Data Training: train, coach and consult for target groups on understanding, using and valuing data
  - Ecosystem Assessment: identify and "map" local data players, initiatives and tools, and datasets
- After several months of carefully considering how the local data and civic tech ecosystem could be assessed effectively without consuming the entire 2018 staffing budget, the Steering Committee decided on an iterative approach with information immediately shared widely, not held privately by ARDA leadership or CI:Now staff. The first round of assessment would consist of crowdsourcing and publicly displaying basic information about different organizations and

initiatives in the local data ecosystem, gathering contact information and follow-up cues in the process. The Ecosystem Assessment Workgroup reviewed and refined a tool developed by CI:Now and approved by the Steering Committee, and the tool launched publicly at ARDA Spark. It can be viewed at [alamodata.usahidi.io](http://alamodata.usahidi.io). In addition to the data fields that are visible to the public, the tool [also gathers](#) contact information for use in follow-up and information about whether the organization or initiative has datasets and/or civic tech skills it might be willing to share.

- ARDA Spark 2018 was held on April 6, was very well-received, and experienced very few issues in execution. Much more information will be provided in the second quarter report, once the Steering Committee has reviewed and discussed final attendance and evaluation metrics and other measures of success.
- Finally, ARDA received national recognition. First, ARDA was contacted by the nascent St. Louis Regional Data Alliance (RDA) via CI:Now and the National Neighborhood Indicators Partnership (NNIP). The St. Louis RDA is looking to ARDA as a model for its own development. Second, ARDA is the focus of NNIP's featured website story for March: [Does your city have a robust data culture? San Antonio is building one](#). The article notes the important role of this grant in San Antonio's efforts to build a data culture.

#### 4. Changes in Plans or Timetable

What changes, if any, did you make to the original plans or timetable specified in your grant application?

No changes were made in the first quarter to the original plans or timetable as detailed in CI:Now's Scope of Work. The Steering Committee reviewed and approved that Scope of Work in January 2018.

#### 5. Expenditure of Funds\*

Describe how the funds were expended. (i.e., training costs, transportation reimbursements, printing cost for program materials)

Funds were expended in the first quarter solely for CI:Now staffing support totaling 237.25 hours. This rate of hours "spenddown" is about on track with budget given that the Scope of Work was not approved until January 22, resulting in a low level of staffing activity for the first three weeks of January. Although a few hundred dollars were committed in the first quarter for expenses (e.g., rental of meeting space) related to the ARDA Spark 2018 held April 6, actual expenditures were not made until after April 1 and thus will appear in the next quarterly report. The attached Expenditure Report details the first quarter "expenditure" of available staffing hours for each deliverable in the Scope of Work.

#### 6. Change in Capacity\*

Describe how your organization's capacity to conduct or complete the program/project changed since the start of the program.

CI:Now has experienced no changes this quarter in its capacity to conduct the project.

## 7. Organization Changes

Have there been any significant changes in your organization or the program/project since the grant was awarded? If so, in what ways has this impacted the funded program? (i.e., executive leadership, staff, facilities, location)

No significant changes have occurred this quarter in either CI:Now or in the project, although ARDA continues to evolve and grow. CI:Now is actively monitoring two areas for new staffing needs:

- As per the Steering Committee plan, four workgroups launched in March 2018. As the workgroups are just beginning to organize, it is currently unclear how much staffing assistance these and future workgroups will need. At present, each workgroup is led by one to three Steering Committee members. These workgroup leads schedule the workgroup meetings, invite interested participants, facilitate the meetings and in some cases record minutes, and communicate highlights and next steps back to the Steering Committee. CI:Now is attending as many of these early workgroup meetings as possible to assist with note-taking and answer questions as requested by the Steering Committee lead. CI:Now will likely also have a role in supporting communication and coordination among the workgroups and the Steering Committee.
- The open-invitation ARDA Spark 2018 event held April 6 generated tremendous interest and enthusiasm from both existing and new participants. CI:Now expects additional activities and participation in the areas of community engagement, data training and coaching, opening access to local datasets, and ecosystem assessment. Each of these areas falls naturally into one of the four workgroups, so the workgroups will take the lead on next steps, but CI:Now will provide staffing support wherever needed and appropriate.

## 8. Lessons Learned\*

What have you learned during the grant period and how will you use this information?

One lesson learned during this quarter is that the Steering Committee Charter requires some revisions, and additional policies outside the Charter likely need to be developed and formalized. These discussions and decisions are scheduled to be complete by late summer 2018. Some changes are administrative and “cleanup” in nature, primarily removing content that was specific to start-up and does not need to be carried forward in the governing document. The most substantive need is to revisit the Steering Committee representation categories and the way that specific local organizations are categorized, as the literal language of the Charter may not be entirely consistent with the spirit of the categorical representation.

- Several other substantive issues may be codified in the Charter or in a separate policy, including: simplifying the project prioritization process and criteria and creating a way to timely consider emergent opportunities with a short deadline;
- a process to select the ARDA partner organization best-positioned to take the lead on a project rather than work frequently defaulting to the staffing organization; and
- a policy to guide whether ARDA provides a letter of support to initiatives within or outside this community, with agreed-upon core language.



Another lesson learned is that ARDA needs to improve the way that Steering Committee members are recruited and oriented. Not enough was known about the specifics of the Steering Committee time commitment and duties to create a Steering Committee “job description” prior to the September 2017 elections. A good job description can be developed prior to the September 2018 elections, though, detailing roles, responsibilities, and expected time commitment. Also, Steering Committee members who were newly elected or appointed in September 2017 or later received core reference documents to review but did not have a group orientation or one-on-one onboarding meetings with the Chair or staff. ARDA has taken sufficient shape that this kind of support will be easier to provide going forward, but the Steering Committee will need to agree on content and process.

### ***Expenditure of Grant Funds***

#### **Expenditures\***

Attach a document showing detailed expenditures of the grant funds (don't upload the organization's balance sheet, income and expenses). Include copies of paid invoices for any single expense (other than personnel) that exceeds \$10,000.

A detailed Expenditure Report is attached, along with the UTHealth School of Public Health first quarter invoice to CI:Now for 3.9 FTE of core staffing, which is the team that supports ARDA. This invoice was just received and has not yet been paid. The invoice paid in the first quarter was for 2017 fourth quarter staffing. That invoice is available on request.

If you have any questions or concerns, please contact H.B. Cavalcanti, Director of Strategy & Evaluation, at 210-775-5713 or [hcavalcanti@saafdn.org](mailto:hcavalcanti@saafdn.org).

**Expenditures by Scope of Work Deliverable**

	Budgeted Hours	Actual				Total Hours YTD	Pct of Budget
		Q1	Q2	Q3	Q4		
<b>Deliverable 1. Maintain Strategic Coherence of the Effort</b>							
1.a. Management and facilitation of Steering Committee	132	68.75				68.75	52%
1.b. Management and facilitation of Work Groups	150	17.00				17.00	11%
1.c. Guidance and overall logistical support	360	12.25				12.25	3%
1.d. Coordination of annual convening	100	79.00				79.00	79%
1.e. ARDA Steering Committee Election	75	0.00				0.00	0%
<b>Deliverable 2. Fundraising and community engagement</b>							
2.a. Develop a plan for on-going funding for ARDA's work	125	12.00				12.00	10%
2.b. Community engagement	96	10.00				10.00	10%
<b>Deliverable 3. Project management, facilitation and support</b>							
3.a. Projects already assigned to CI:Now	62	38.25				38.25	62%
Ecosystem		28.75					
Speaker's Bureau		9.00					
Data success stories		0.5					
3.b. Projects TBD	400	0.00				0.00	0%
N/A		0.00					
<b>TOTAL HOURS</b>	<b>1500</b>	<b>237.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>237.25</b>	<b>16%</b>



# INVOICE

Invoice No:  
Invoice Date:  
Page:

GRP  
FAS-00063048  
4/4/18  
1 of 1

Remit To:

The University of Texas Health Science Center at Houston  
Financial Administrative Support  
P.O. Box 301418  
Dallas TX 75303-1418  
United States

Customer No: 10002530  
Payment Terms: Due 30  
Due Date: 5/4/18  
For billing questions call: 713-500-4949

Bill To:

Community Information Now  
700 S. Alamo  
San Antonio TX 78205  
United States

AMOUNT DUE: 89,902.50 USD

Amount Remitted

Project#:6698 / Fund: 57015  
PI: Laura McKieran  
Project Title: "Alamo Area Council Information System"

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Due 4/1/18	1.00	EA	89,902.50	89,902.50

Subtotal: 89,902.50

AMOUNT DUE: 89,902.50 USD

I certify that this request represents actual costs incurred or services provided during the invoice period. All costs or services are appropriate and in accordance with the contract/subcontract. The provider further certifies that any payment made by UTHSC under this contract/subcontract does not duplicate costs or services that are received from other services.

# Alamo Regional Data Alliance

## Letter of Support Policies and Procedures



### Policy

Organizations requesting letters of support from or the endorsement of ARDA are asked to provide a summary or short narrative that at a minimum, includes the following information:

- What is being requested from ARDA (i.e. letter of support)
- Who is the contact person for this grant project and indicate a phone number
- Funding source of the proposed program and total amount of funding being requested
- Target audience and activities
- Time frame
- Anticipated outcomes or results
- Indication, if known, of other organization(s) applying for the same funds
- Alignment to the element(s) of the Community Strategy
- Involvement and role of for-profits

### Timeline

Email requests should be sent to [alamodata@gmail.com](mailto:alamodata@gmail.com) for processing. Requests for letters of support from ARDA should be submitted at least **30 days prior** to the preferred due date.

### Process for Approval

The staffing agency reviews the summary or narrative for the following guidelines:

Staffing agency disallows the request for any of these reasons	Staffing agency sends to Chair and Vice Chair for consideration	Staffing agency presents to SC for discussion and a vote
<ul style="list-style-type: none"><li>•Not consistent with ARDA's broader vision of a community using data to make better decisions</li><li>•Applicant is a for-profit</li></ul>	<ul style="list-style-type: none"><li>•Consistent with ARDA's broader vision of a community using data to make better decisions</li><li>•Not local</li><li>•Not requesting resources</li></ul>	<ul style="list-style-type: none"><li>•Consistent with ARDA's broader vision of a community using data to make better decisions</li><li>•Local with or without resources or not local but requesting resources</li><li>•SC discusses alignment with Community Strategy</li><li>•SC discusses collaboration</li><li>•SC votes on LOS request</li></ul>

### Approving LOS

Per the SC Charter, binding decisions made by the SC are reached using a majority vote. If the letter of support is approved by the Chair and Vice Chair or by a majority vote from the SC, then the staffing agency will draft the LOS and send to the Chair for signature before the deadline. The LOS will be made available at the next SC meeting. The SC has established that if the concept or proposal is controversial, ARDA will decline to offer a letter.

### Conflict of Interest Policy

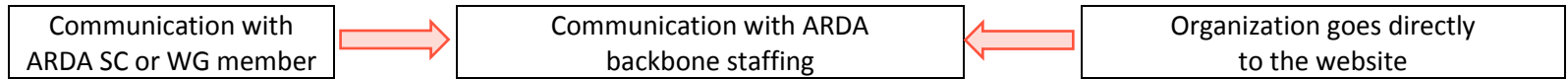
The standard of behavior for the Steering Committee is that all staff and SC members scrupulously avoid conflicts of interest between the interests of the Alamo Regional Data Alliance on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

# Alamo Regional Data Alliance

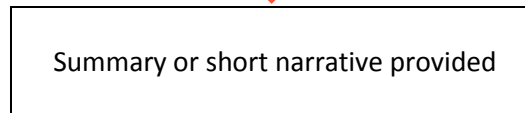
## Letter of Support Policies and Procedures



### Opportunity surfaces

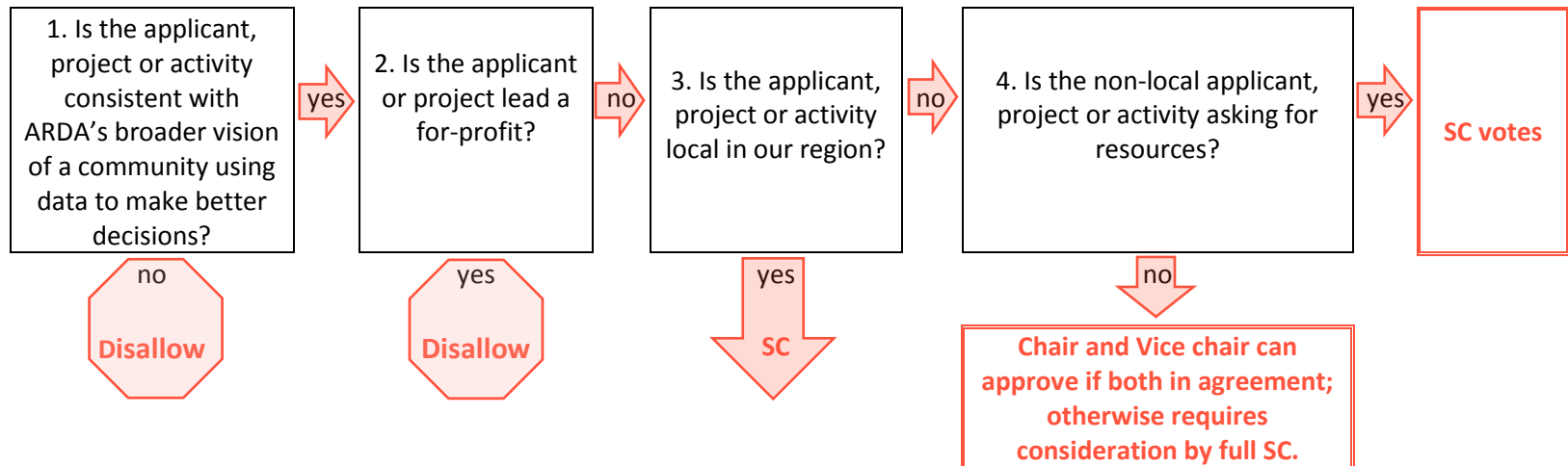


### LOS requested



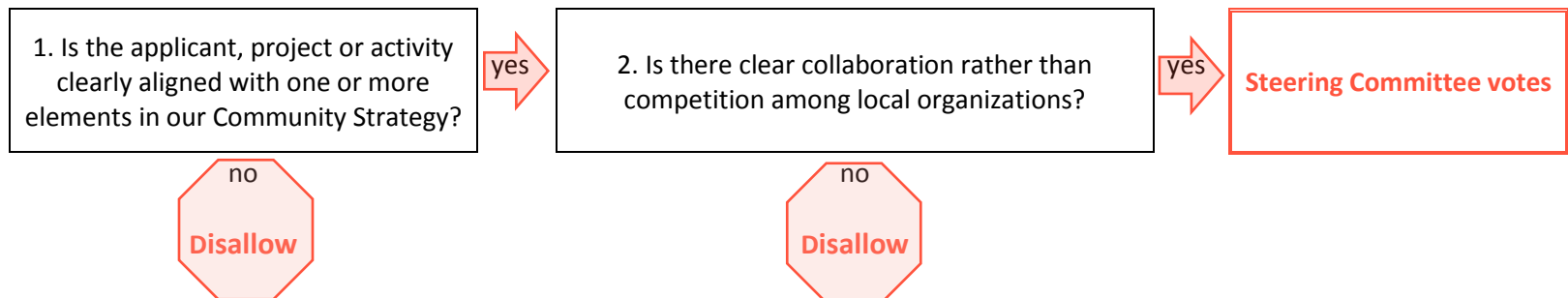
### Backbone staffing

\*Reviews and researches request



### Steering Committee

\*Discussion and vote



# Alamo Regional Data Alliance

## Steering Committee Job Description

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### Job Summary

The Steering Committee (SC) supports the work of ARDA and provides mission-based leadership and strategic governance. While day-to-day operations are led by the staffing agency, currently CI:Now, the Steering Committee is a partnership. Appropriate involvement of the SC members is both critical and expected. SC members serve as volunteers and are not compensated by ARDA.

### Qualifications

This is an opportunity for an individual who is passionate about ARDA's mission and who has a track record of leadership. Prior to self-nomination for election, a prospective SC member must confirm that her/his employer supports their position and understands the time commitment and work required, as meetings and major events are likely to occur during work hours.

### Terms and Time Commitment

ARDA's Steering Committee members will serve a two-year term and are expected to prepare for and attend most or all SC meetings for the duration of the term. SC meetings are currently scheduled monthly for two hours each month, although the SC may choose to meet more or less frequently in the future. SC members can also expect email communications between meetings to handle minor decisions, logistics, and other matters that do not require an in-person meeting. SC members are encouraged to lead or participate in a workgroup. Workgroup participation will typically mean a commitment of another one to three hours per month, depending on the size of the workload the Workgroup has chosen to take on, and whether the SC member is a Workgroup lead versus participant.

### Responsibilities

The purpose of the SC is to represent members; coordinate projects; and provide leadership. It is intended that the SC leverage their experiences, expertise, and insight to provide guidance and support for management and implementation of the vision. Specific responsibilities include:

- regularly attend monthly SC meetings (2 hours) and annual convening
- review agenda and supporting materials prior to SC and workgroup meetings
- participate in in-person and between-meeting discussions and decisions/votes
- establish ARDA workgroups and communicate with workgroup leads about projects
- leadership and/or participation in workgroups is not required but is likely necessary to move the work forward
- provide staffing entity with guidance on related issues
- represent ARDA to stakeholders and act as an ambassador for the organization
- establish, refine or further develop, and advocate for the Community Strategy
- encourage your individual organization and those in your network to align with ARDA and become a formal ARDA partner organization
- contribute to an annual performance evaluation of the staffing agency
- commit to a two-year term

## ARDA Steering Committee

2018 Calendar of Agenda Items (Action items in red)



JANUARY	FEBRUARY	MARCH
<ol style="list-style-type: none"> <li>1. Vote on SC application: Zack Lyke</li> <li>2. Review and approve CI:Now's Scope of Work for SAAFdn ARDA grant</li> <li>3. Select projects</li> <li>4. Define Workgroup selection and launch process</li> </ol>	<ol style="list-style-type: none"> <li>1. Vote on SC application: Craig Hopkins</li> <li>2. Approve April convening date</li> <li>3. Approve staffing effort on in-network communications (newsletter, email group)</li> <li>4. Discuss convening goals and format</li> <li>5. Plan Workgroup launch</li> <li>6. Update on Ecosystem and projects</li> </ol>	<ol style="list-style-type: none"> <li>1. Vote on SC application: Jamie Ford</li> <li>2. Vote on letter of support for St. Louis Regional Data Alliance</li> <li>3. Finalize Spark agenda and format</li> <li>4. Workgroup and project updates</li> </ol>
APRIL	MAY	JUNE
<ol style="list-style-type: none"> <li>1. SC "job description"</li> <li>2. Letter of support policy</li> <li>3. ARDA Spark report</li> <li>4. Review SAAFdn 1<sup>st</sup> quarter report</li> <li>5. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Discuss major SC Charter changes: SC composition, term &amp; removal</li> <li>2. Review planned SC Charter administrative edits</li> <li>3. Begin developing Sustainability Plan, to include a strategy screen for pursuing/approving new projects and determination of lead organization</li> <li>4. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and finalize the revised SC Charter draft</li> <li>2. Continue developing Sustainability Plan</li> <li>3. Discuss membership drive and delegate to Engagement WG</li> <li>4. Workgroup and project updates</li> </ol>
JULY	AUGUST	SEPTEMBER
<ol style="list-style-type: none"> <li>1. Approve revised SC Charter</li> <li>2. Continue developing Sustainability Plan</li> <li>3. Review SAAFdn 2<sup>nd</sup> quarter report</li> <li>4. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue developing Sustainability Plan</li> <li>2. Review new SC member onboarding process</li> <li>3. Review process for SC elections</li> <li>4. Discuss staff priorities for Oct-Dec given remaining funding</li> <li>5. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Approve Sustainability Plan</li> <li>2. Approve new SC member onboarding process</li> <li>3. Approve staff priorities for Oct-Dec</li> <li>4. Update on SC Elections</li> <li>5. Workgroup and project updates</li> </ol>
OCTOBER (First meeting of new SC)	NOVEMBER	DECEMBER
<ol style="list-style-type: none"> <li>1. Approve Nov-Dec meeting dates given holiday closures, vacation</li> <li>2. SC orientation and review of available funding</li> <li>3. Review SAAFdn 3<sup>rd</sup> quarter report</li> <li>4. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Begin planning 2019 convening</li> <li>2. Workgroup and project updates</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue planning 2019 convening</li> <li>2. Workgroup and project updates</li> </ol>