Alamo Regional Data Alliance
Steering Committee – Planning Meeting #1
United Way
Monday October 30, 2017
2:00-4:00 PM

MEETING AGENDA

Time	Item & Result
2:00	**Welcome** • Agenda review and meeting expectations • Introductions *Result: SC members are prepared for the meeting and have common expectations*
2:15	**Brief Project Update** • ARDA membership • Partnership drive • SC open seats *Result: SC members are briefed on project happenings*
2:20	**ARDA Charter** • Review role of SC • Review role of staffing entity • Discuss website and SC page for documents *Result: SC members understand Charter, their role and where to access documents*
2:50	**Discuss: SC open seats** • Process to fill the seats • SC recommendations • Chair and Vice-Chair election *Result: SC members have a plan for how to fill vacant SC seats and officers*
3:05	**Discuss Staffing Evaluation by subcommittee** • Review the process used by subcommittee for evaluation • Discuss subcommittee findings *Result: ISC members present staffing evaluation findings to new SC*
3:15	**Discuss Staffing funding** • Review resources and expectations for 2017-2018 *Result: SC members have plans for staffing without resources*
3:35	**Discuss: Projects and Workgroups** • Review potential projects list • Review process established to guide project selection and prioritization • Discuss potential workgroups and leadership *Result: SC members identified to lead projects and workgroups*
3:55	**Next Steps & Timeline** • Establish meeting dates for next 6 months • Winter convening
4:00	**Adjourn**

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Steering Committee – Planning Meeting #1
United Way of San Antonio and Bexar County
Monday, October 30, 2017
2:00-4:00 PM
Meeting Minutes

Voting Members Present: Omar Arizpe, Peter Bella, H.B. Cavalcanti, Mysti Downing, Anita Kurian, Richard Milk, Henrietta Munoz, Leilah Powell, Ricardo Ramirez, Emily Royall, Colin Sherman, Michael Villarreal and Ginger Walker
Voting Members Absent: Jose De La Cruz
Non-voting Attendees: Laura McKieran, Courtney Denton, Norma Garza

Agenda Topic	Discussion	Outcome/Action
Welcome and Project Recap	-Agenda review	-Provide agenda review so that SC members are prepared for the meeting and have common expectations
	-Introductions	-Welcome introductions
Brief Project Update	-ARDA membership	-88 members; 86 members at time of election; 66 members voted in election
	-Partnership drive	-CI:Now has contacted 20 organizations for partnership -Received United Way signed agreement -SAHA, P16+ and Workforce Solutions Alamo are underway
	-SC open seats	-3 open seats in government and utilities sector -SC can decide whether to fill the seats or leave them vacant until the 2018 election
ARDA Charter	-Review role of SC	-Purpose of SC is to represent members, coordinate projects and provide leadership; commit to monthly meetings for 6 months;
	-Review role of staffing entity	-Backbone staffing is responsible for setting up meetings, writing meeting minutes and maintaining notes for SC
	-Discuss website and SC page for documents	-SC members have access to ARDA website for document sharing -If you have problems, email Courtney for log in directions
DISCUSS: SC open	-Process to fill the seats	-Per SC Charter, a vacancy in a seat with an unexpired term will be filled by the majority

seats		vote of the remaining Steering Committee after a public announcement of the vacancy and call for self-nomination open to anyone eligible for that seat, with the self-nomination period closing 15 calendar days after the public announcement on the ARDA website
	-SC recommendations	-10 voted to encourage and accept nominations, but not push further recruitment efforts for any seats not filled by next SC meeting -Self-nomination process will be as follows: +CI:Now will create a new form and announce on ARDA website from November 15-30* *CI:Now subsequently proposed moving those dates to November 9-24 to enable SC voting at the Nov 27 meeting* +Leilah will contact Juan Gomez at SAWS +Peter will contact CPS +Mysti will contact Open Data at Bexar -Reminder that categories can be re-defined or changed after March 1, 2018
	-Chair and Vice-Chair election	-Requested nominations for Chair and Vice-Chair -Primary responsibility of the Chair is to notify members of meetings, work with the staffing agency to set the agenda and run the meetings -Vice-Chair serves when Chair is not available -Positions will expire with the individual's ARDA term -Mysti Downing self-nominated for Chair -Ginger Walker self-nominated for Vice-Chair -Simple majority vote of the SC members elected Mysti and Ginger
	-Service provider terms	-3 members of Service Providers were in the 2-year category -Random number generator used and resulted in Richard Milk and Omar Arizpe as 2-year terms -Anita Kurian will have a 1-year term +CI:Now will update the SC roster and post online

DISCUSS: Staffing evaluation by subcommittee	-Review the process used by subcommittee for evaluation	-Laura provided background on performance evaluation of backbone staffing and how CI:Now stepped into the role
	-Discuss subcommittee findings	-Subcommittee consisted of Ginger Walker, Peter Bella, Leilah Powell and Lloyd Potter -5 ISC members filled out an evaluation -Average score ranged from 4-4.8 on 11 criteria -Richard seconded CI:Now's transparency and commitment to process and building trust that leads to long-term commitment -Peter expressed thankfulness for the work -Henri echoed the importance of maintaining a staffing agency and highly recommended SC move towards ensuring there is a staffing agency going forward -Leilah said CI:Now's reputation helps with ARDA's visibility -Ginger expressed that with positive reviews of staffing from the ISC, she would recommend keeping CI:Now as staffing agency
DISCUSS: Staffing funding	-Review resources and expectations for 2017-2018	-CI:Now spent an average of 155 hours a month organizing for ARDA, the equivalent of nearly 1.0 FTE -Excessive communication and transparency are expensive to maintain so it depends on how the SC wants the work to be structured and how much investment the SC wants to make in collaborative and open communication - SAAF is still considering a funding proposal for 2018 -Because there is no Kronkosky grant this year and half of the UWSA grant is reserved to support their community data needs, CI:Now is not in a position to continue funding backbone staffing through its own grants in 2018, but will maintain the commitment to staff meetings between now and December 31, 2017 -Mike volunteered to form a subcommittee to raise resources for ARDA staffing

DISCUSS: Projects and workgroups	-Review potential projects list	-Provided the list of current projects to review
	-Review process established to guide project selection and prioritization	-Provided guide for project selection and prioritization -Discussion about SC members endorsing projects -Proposal to create a match-maker program where SC members match ARDA members interested in research areas to people who propose projects for ARDA to tackle -Discussion about how to review current project list based on scores of affordability, power or collaboration -Explanation that ARDA cannot receive grant funding directly -Local partners would have to receive the money and initiate the project +CI:Now will provide a digital version of project list and the scoring document +SC members chose to rank the projects according to the 5 criteria before the November meeting
	-Discuss potential workgroups and leadership	-Did not discuss workgroups -Each SC member shared their organization's current research and interests
Next Steps & Timeline	-Establish meeting dates for next 6 months	-4th Monday afternoons except December -Mysti volunteered to host at SARA office
	-Winter convening	-Convening to be discussed at next meeting
Prepared By:	Courtney Denton, CI:Now	November 7, 2017

Notes from SC member interests:

Richard Milk-San Antonio Housing Authority (SAHA) is interested in housing and digital inclusion and school districts. Interested in anything that involves training in broadband and increasing low-income residents' access to internet.

Ricardo Ramirez- Workforce Solutions Alamo (WSA) is working with Bexar and COSA to develop a system where investments can be measured. If multiple agencies are serving a client then what are the outcomes we are achieving? Not just how much are we investing but are they succeeding and better because of what we are investing? How do we measure that as a region?

Ginger Walker- P16Plus is working with out-of-school time providers to do coaching and get access to student summary level academic and behavioral data. Data obstacles are that small agencies are still working in paper and there are time barriers when it comes to data sharing and data collecting. P16Plus is trying to help them overcome that and look at all the students they serve at a campus.

Mike Villarreal-Working with school districts and trying to expand the questions we are answering to serve Alamo colleges and other economic organization. We are collecting data on high school students and following them every year and examining their pathways into higher education and evaluating their earnings on an annual basis. We are not looking for data but rather more users of our data collection efforts and questions to include.

Leilah Powell- Local Initiatives Support Corporation (LISC) is working with the South Alamo Regional Alliance for the Homeless (SARAH) about coordinated data sets and how to develop a strategic plan for housing for the chronically homeless using that data. LISC wants to have a portal or paper documentation of what costs burdens go into defining housing affordability as opposed to just using an area median income (AMI).

Colin Sherman- San Antonio Economic Development Foundation (SAEDF) and SA Works are collaborating with WSA on a December report to address the skills gap in San Antonio. Toyota will have a retiring workforce soon but they don't have a backfill to hire for those jobs and schools aren't training or students aren't interested. SAEDF is working on SA Connect 2.0 with CPS and Chamber of Commerce. It is a GIS platform that has data from CPS, SAWS, SARA, Edwards Aquifer and the airport. They would be interested in open data from other entities and involving ARDA to support that project.

Mysti Downing- San Antonio River Authority (SARA) is trying to take the MPO portal to the next level. SARA would like to see each contributing entity be responsible for maintaining and hosting their services in a centralized location. They are working with COSA to put resources behind that initiative.

Emily Royall- Rivard Report (RR) would like to raise community awareness about data issues in San Antonio. Emily has a series called Tierrabyte and RR is providing last mile data, a series of hyper local micro data sets available in open data.

Omar Arizpe- Southwest ISD (SWISD) is data rich and information poor. SWISD is concerned about data related to their economically disadvantage population and how that affects accountability and funding.

Anita Kurian- San Antonio Metropolitan Health District (SAMHD) has data gaps about chronic disease prevalence in adult and youth populations. Looking to collaborate and share costs to expand the administration of Behavioral Risk Factor Surveillance System (BRFSS) in San Antonio.

Keo Cavalcanti- San Antonio Area Foundation (SAAF) is interested in mapping out the impact of their grants and support for nonprofits in San Antonio. They have data for their outputs but don't have data for the entire field of interest and who is funding and investing in each service area.