#### Alamo Regional Data Alliance Steering Committee – Planning Meeting #5 San Antonio River Authority Monday February 26, 2018 3:00-5:00 PM

MEETING AGENDA

Time	Item & Result
3:00	Welcome
	Agenda review and meeting expectations
	Introductions
	Result: SC members are prepared for the meeting and have common expectations
3:05	Member updates
	<ul> <li>Share updates and news from SC members</li> </ul>
	Result: SC members share data related initiatives/updates and events
3:25	Governance
	SC application for Craig Hopkins [ACTION]
	Plan for Charter revisions by summer
	Result: SC members act on open applications and vote on timeline for revisions
3:45	Engagement
	Share ARDA member survey results
	Discuss staffing expense for communication opportunities [ACTION]
	Workgroup launch and breakout session
	<ul> <li>Discuss convening proposed dates [ACTION]</li> <li>Propose a "big picture" plan for the stakeholder convening</li> </ul>
	Result: SC members discuss and decide on engagement opportunities for membership
4:35	Update: Projects
	Present proposed ecosystem plan     Drief update on local data success staries and presentation restarials
	Brief update on local data success stories and presentation materials
	Result: SC members are briefed on project updates and have provided feedback
4:50	Next Steps & Timeline
	Present calendar of agenda items and solicit feedback
	Set April-December meeting dates
	March agenda development from members
	Result: SC members submit agenda items
5:00	Adiourn



**Nominee Contact Information** 

Name: Craig Hopkins Employer/Agency: City of San Antonio Phone: 210-913-8168 Email: craig.hopkins@sanantonio.gov Position/Title: Chief Information Officer

#### **Term Representation (ONE selection required)**

1-year term until 9/30/2018:

□ Local government and utilities

2-year term until 9/30/2019:

Local government and utilities

#### Personal Statement

Provide a short personal statement on why you are applying for the ARDA Steering Committee (maximum of 250 characters).

As CIO for the City and a driver of Smart Cities and Innovation for our community,

my goal is to improve our residents lives through the use of data and technology,

ultimately achieving the vision of prosperity for all who live in and around San Antonio.

#### Short Biographical Sketch (optional)

You have the option of including a short biographical sketch (maximum of 350 characters).

See Yes, my short biographical sketch is attached.

□ No, I do not wish to submit a short biographical sketch.

## **Chief Information Officer**

#### Career



**Craig Hopkins** 

### Director

Craig comes to the ITSD team with more than 20 years of experience at USAA leading efforts in customer service, digital transformation, corporate strategy, information technology, procurement and innovation.

Prior to his time with USAA, Craig served four years in the US Coast Guard and later became a military spouse, while his wife Trish served 11 years in the US Navy in Japan, Virginia and then at Fort Sam Houston, which brought them to Texas.

#### Education

- Master of Business Administration, Western Michigan University
- Bachelor's Degree in Business Administration, Saint Leo University

#### Personal

Craig grew up in Worcester, Massachusetts and has been married to his wife Trish for over 30 years. They have three children: Jake, Grace and Zach, who have all grown up in San Antonio, making this their home.

# Alamo Regional Data Alliance

## **Steering Committee Charter Revisions**

Recommended administrative edits:

- 1. Role of the Transition Advisory Committee (TAC): page 2
- 2. Clarification on procurement of backbone staffing: page 3
- 3. Annual renewal of membership: page 3
- 4. Planning phases and outcomes: pages 3-4
- 5. Meeting agenda: pages 4-5
- 6. Selection of SC members and reference to ISC: page 7
- 7. Transition from ISC to SC: page 10

Requested significant edits:

- 1. Project prioritization process and criteria: page 6
- 2. SC composition: pages 7-8
- 3. Terms and removal: page 9



- 1. Are you interested in an Alamo area shared events calendar for members to submit data-related events? 36/37
- 2. Would you be interested in an ARDA newsletter for sharing info with each other about local data news and events? 34/38
- 3. Are you interested in social networking events for ARDA members (Data Drinks, Coffee Confessions, Success Story Swaps, etc)? 28/36
- 4. Are you interested in an email group/listserv to talk about data (e.g., data availability, methods, use) with other local people? 32/38
- 5. Would you be willing to share your contact information with other ARDA members with in a password-protected directory? 26/38 (12/38 maybe)
- 6. Workgroup interest

Local data sharing (28): Sarah Eaves (SAHA), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Edward Gonzales (COSA), Michael Littlefield (Harlandale ISD), Lauren Woodrow (Westat), Eric Lomeli (Bexar), Kara Larkan-Skinner (OLLU), Angela Bos (SWRI), Brandon Loudermilk (HEB), Manjiri Akalkotkar (VIA), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilio Martinez (Alamo Area MPO), Lily Casura, Robledo Montecel (IDRA), Brian Cordeau (UTSA), Armando Murillo (Alamo Colleges), Danny Khalil (Centro), David Kruse (UTSA), Richard Milk (SAHA), Ed Rice (UWSA), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

**Community engagement (14):** Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Lloyd Potter (UTSA), Eric Lomeli (Bexar), Kara Larkan-Skinner (OLLU), Amanda Keammerer (SA Chamber), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Lily Casura, Armando Murillo (Alamo Colleges), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

**Data training (22):** Ginger Walker (P16+), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Michael Littlefield (Harlandale ISD), Lauren Woodrow, Kara Larkan-Skinner (OLLU), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilio Martinez (Alamo Area MPO), Lily Casura, Denise Flores, Erica Sosa (UTSA), Brian Cordeau (UTSA), Armando Murillo, Danny Khalil (Centro), Richard Milk (SAHA), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

**Data ecosystem (24):** Sarah Eaves (SAHA), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Lloyd Potter (UTSA), Edward Gonzales (COSA), Michael Littlefield (Harlandale ISD), Angela Bos, Brandon Loudermilk (HEB), Manjiri Akalkotkar (VIA), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilo Martinez (Alamo Area MPO), Lily Casura, Robledo Montecel (IDRA), Brian Cordeau (UTSA), Armando Murillo, Danny Khalil (Centro), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM), Emily Bowe (80/20 Foundation)



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## Open Data & Civic Tech News #34: 2018 Fish Fry Map is live, housing meeting recap, smart streetlights, so much more...

February 16, 2018

#### News

- We held our third property data user group meeting in late January, and received a lot of great ideas for new projects, many of which focused on affordable housing and displacement. Our meeting recap blog post has all of the details on what took place at the event, including the results of a user test of our latest tool, the <u>Property Dashboard</u>. We would also love to know which of the ideas shared at the meeting you like best. <u>Vote on your favorite idea</u> in our brief survey, which also has some fun open data trivia questions.
- Pittsburgh is planning to replace 40,000 city-owned streetlights with more-efficient lighting technology. In addition to reducing operating and maintenance costs and cutting greenhouse gas emissions, City leaders also see this as an opportunity to build a citywide infrastructure for sensors and connected technologies. The City started this process by soliciting requests for information (RFI) from vendors before soliciting bids through an RFP process. Read all about the approach the City is taking to determine which solution is the right one for Pittsburgh in <u>a post on</u> <u>Data Smart Cities</u>. You can also view all of the RFI submissions as <u>open data</u>.
- With so many local communities and overlapping jurisdictions, it can be tough to know who to contact about a maintenance issue in our parks or along our streets. It is pothole season, after all. The team at Allegheny County's CountyStat has developed a set of new interactive maps showing you who owns the roads and parks near you.
- · You may have heard about the Civic Switchboard project designed to help public and academic

### Featured Item: New Data

The <u>2018 Pittsburgh Lenten Fish Fry Map</u> is now live! You can find a great spot for dinner tonight and support the work of community institutions in the process.

- The project is a labor of love led by <u>Hollen Barmer</u>, with support by volunteers from <u>Code for</u> <u>Pittsburgh</u>. The Incline also just published the Fish Fry Map <u>origin story</u> this morning.
- The map features information about fish, and also has a "pierogi filter" to help you find fish fries that <u>turn it up to 11</u>.
- The data behind the tool is also available as <u>open data</u> on our open data portal. Why this doesn't
  appear as a category on the <u>U.S. City Open Data Census</u> is beyond us.



Find a fish fry near you tonight!

### **Events Calendar**

There are so many great events happening and hope you can attend some of them. You can find these and many more on the Regional Data Center's <u>events calendar</u>. Please let us know if there are more we can add to the list.

- · February 19: Designing on Deadline, AIGA Pittsburgh
- · February 20: Excel Basics, Carnegie Library of Pittsburgh
- · February 21: On-Ramp to Python 6 week class begins (Wait List), Carnegie Library of Pittsburgh
- February 23: Introduction to Spatial Analysis, University of Pittsburgh Library
- February 27: UpPrize Launch Event, Forbes Funds & BNY Mellon
- February 28: Mentors Dinner with Pitt Computer Science Club, Code & Supply
- March 1: Leadership Interest Mixer, SUDS
- March 3: <u>THATCamp Pittsburgh 2018</u> Theme: Mapping and GIS
- · March 3: Coding: What is Machine Learning, Carnegie Library of Pittsburgh
- March 9: Women in Data Science Pittsburgh, CMU Statistics & Data Science
- · March 21: Shankar Vedantam, Carnegie Library of Pittsburgh
- March 22: UCSUR Brown Bag with Ty Redden, Pitt UCSUR



Key Person(s)/Lead(s): Henri Munoz, Ricardo Ramirez and Emily Royall

**Team/Work Group Members:** Sarah Eaves (SAHA), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Edward Gonzales (COSA), Michael Littlefield (Harlandale ISD), Lauren Woodrow (Westat), Eric Lomeli (Bexar), Kara Larkan-Skinner (OLLU), Angela Bos (SWRI), Brandon Loudermilk (HEB), Manjiri Akalkotkar (VIA), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilio Martinez (Alamo Area MPO), Lily Casura, Robledo Montecel (IDRA), Brian Cordeau (UTSA), Armando Murillo (Alamo Colleges), Danny Khalil (Centro), David Kruse (UTSA), Richard Milk (SAHA), Ed Rice (UWSA), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

**Description:** encourage and facilitate local data sharing, including open data

Project	Short Term Long Term	Lead Organization(s) / Individual(s)	Support Organization(s) / Individual(s)	Timeline
1.				
2.				
3.				

#### Goal/Vision:

Staffing support desired:



r Story SC member, I want to write a collective data-sharing MOU so that other agencies can sign off on similar standards from the start.
SC member, I want to draft standard language for partner's grant applications so that funders understand how ARDA could partner with the grantee to
ease their impact.
working group, I want to identify local critical issues that would benefit from better data collaboration and use (e.g., truancy) so that we can tackle that a ionstration to the effectiveness of using data.
SC member, I want to write local "best practices" series (one-pagers) so that we can communicate the value of using data and joining ARDA.
n ARDA member, I want to work with other members to lobby the state to help share data that they control so that our members can access the data.
SC member, I want to work with local governments to adopt open data policy and practices so that we can share their data with our members.
n ARDA member, I want to standardize and collect metadata so that we better understand the data being shared across sectors.
n ARDA member, I want to write a timeline of published/released data so that people know what is available to use.
SC member, I want to standardize data so that all contributing entities are providing the same things.
n ARDA member, I want a list of data available and at what resolution and if private and/or public so that we know what data could be available.
working group member, I want to integrate school data to calculate chronic absenteeism down to at least census tract level so that we can share the cost the data among providers.
SC member, I want to develop or acquire a batch geocoder that every ARDA member can use for free so that we can share geographic data.
community member, I want access to local crime data and city bulk pick up schedule so that I can determine if a relationship exists in property theft durin pick up collection dates.
community member, I want a central repository of shared public data available online freely and publicly so that we have improved access to data and we burage mutual accountability through the transparent use of data for decision making and action.
community member, I want a central access point for shared protected data (e.g., student data) available as appropriate so that our community can imize risk and maximize opportunities associated with data access.
omeone who works with or uses data, I want a platform for sharing analysis and presentations with internal and external colleagues so that I have roved access to data because I know what's been done and in progress.
community member, I want a central access point for shared protected data (e.g., student data) available as appropriate so that our community can imize risk and maximize opportunities associated with data access.
SC member, I want to create an online platform for ARDA members' map-ready data so that we can make it available to the general public fo



Key Person(s)/Lead(s): Peter Bella

**Team/Work Group Members:** Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Lloyd Potter (UTSA), Eric Lomeli (Bexar), Kara Larkan-Skinner (OLLU), Amanda Keammerer (SA Chamber), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Lily Casura, Armando Murillo (Alamo Colleges), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

Description: create and sustain engagement in membership and communication among partners

Goal/Vision:

Project	Short Term Long Term	Lead Organization(s) / Individual(s)	Support Organization(s) / Individual(s)	Timeline
1.				
2.				
3.				

Staffing support desired:



User Story

As a SC member, I want to promote ARDA and garner leadership behind it so that we can push the project and infrastructure forward.

As an ARDA member, I want a membership committee so that we can make valuable connections between members.

As a SC member, I want to develop a speaker's bureau so that we can spread ARDA's message.

As a SC member, I want to draft standard language for partner's grant applications so that funders understand how ARDA could partner with the grantee to increase their impact.

As an ARDA member, I would like an ARDA directory of members so that I can contact them for collaboration.

As an ARDA stakeholder I want to establish a baseline of network connections (who's connected to whom and how) so that we can measure ARDA growth/progress over time.



Key Person(s)/Lead(s): Santiago Jaramillo and Ginger Walker

**Team/Work Group Members:** Ginger Walker (P16+), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Michael Littlefield (Harlandale ISD), Lauren Woodrow, Kara Larkan-Skinner (OLLU), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilio Martinez (Alamo Area MPO), Lily Casura, Denise Flores, Erica Sosa (UTSA), Brian Cordeau (UTSA), Armando Murillo, Danny Khalil (Centro), Richard Milk (SAHA), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM)

Description: train, coach and consult for target groups on understanding, using and valuing data

Goal/Vision:

Project	Short Term Long Term	Lead Organization(s) / Individual(s)	Support Organization(s) / Individual(s)	Timeline
1.				
2.				
3.				

Staffing support desired:



User Story

As a sustainability committee member, I want to research the best ways to tackle community problems so that we can use data from a multidisciplinary approach to solve problems.

As a working group member, I want to teach the community how to use data correctly to make the best decision so that we can increase our data literacy and data capacity.

As a community member, I want training, coaching, and consultation on understanding, using, and valuing data so that i/my organization builds internal capacity and strategy for data-driven decision making.

As a community member, I want data analysis services by researchers/analysts so that I can have analyses conducted without me or my organization having to have the technical skills.

As a community member with a question/analysis request, I want a facilitated connection with a researcher/analyst so that I can get my question answered.



#### Key Person(s)/Lead(s): Mysti Downing

**Team/Work Group Members:** Sarah Eaves (SAHA), Jamie Ford (NISD), Liliana Martinez (COSA), Paola Fernandez (Arch Comm), Lloyd Potter (UTSA), Edward Gonzales (COSA), Michael Littlefield (Harlandale ISD), Angela Bos, Brandon Loudermilk (HEB), Manjiri Akalkotkar (VIA), Peter Bella, Elizabeth Lutz (Health Collaborative), Jayde Beebe (SARAH), Cecilo Martinez (Alamo Area MPO), Lily Casura, Robledo Montecel (IDRA), Brian Cordeau (UTSA), Armando Murillo, Danny Khalil (Centro), Arindam Ghosh (Bexar), Michelle Lugalia-Hollon (Kronkosky), Rachel Bell (RVB Corp), Anil Mangla (UIW SOM), Emily Bowe (80/20 Foundation)

Description: identify and "map" local data players, initiatives and tools, and datasets

#### Goal/Vision:

Project	Short Term Long Term	Lead Organization(s) / Individual(s)	Support Organization(s) / Individual(s)	Timeline
1.				
2.				
3.				

Staffing support desired:



#### User Story

As a working group member, I want to draft an ecosystem of data providers and consumers so that we know who is working together.

As an ARDA member, I want to identify data needs via data gaps so that we know where we have to go to find that data and make it available.

As a SC member, I want to identify all local initiatives and determine areas of potential collaboration so that we can reduce duplication and work efficiently.

As a member of the data ecosystem, I want an up-to-date data ecosystem map so that I have improved access to data because I know the current data players and activities/datasets.



## Spring 2018 Convening Planning

#### I. Purpose and Proposed Agenda

The goal of this convening would be to:

- 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

#### **Proposed Agenda**

- Welcome Who are we? Why are you here?
- Table discussion on topics solicited beforehand
- Unconference sessions on topics decided by participants during the event
- Present ecosystem work and pull people into it
- What's your role in this work? (engagement opportunities)
- What would help you? (Menti or survey)

#### II. Logistics

#### **Location Requirements**

- accommodate 75-125 attendees on a first come first served basis
- A/V set-up (projector, screen and internet)
- round tables and chairs available

Time: 2 – 2 ½ hours Date: Early April 2018

Possible dates include:

Tuesday	Wednesday	Thursday	Friday
4/3/2018	4/4/2018	4/5/2018	4/6/2018
4/10/2018 (PM)	4/11/2018	4/12/2018	4/13/2018 (AM)
4/17/2018	4/18/2018	4/19/2018	4/20/2018
Fiesta	Fiesta	Fiesta	Fiesta
4/24/2018	4/25/2018	4/26/2018	4/27/2018
Fiesta	Fiesta	Fiesta	Battle of the Flowers

Budget: \$350 for beverages, supplies and printing; seek in-kind donation of space

## Alamo Regional Data Alliance Draft Approach to Ecosystem Assessment



The Steering Committee has agreed that assessing the local data ecosystem is of value to lay the groundwork for better coordination and less duplication of effort, expanded access to data, and new collaborations. Following are several related user stories that have emerged over time.

- As a SC member, I want to identify all local initiatives and determine areas of potential collaboration so that we can reduce duplication and work efficiently.
- As a member of the data ecosystem, I want an up-to-date data ecosystem map so that I have improved access to data because I know the current data players and activities/datasets.
- As a working group member, I want to draft an ecosystem of data providers and consumers so that we know who is working together.
- As an ARDA member, I want to identify data needs via data gaps so that we know where we have to go to find that data and make it available.

These user stories and past SC discussion can be distilled into identification of the following, although the scope of each question, or inclusion/exclusion criteria, have not yet been defined.

- 1. Who are data "players" in the Alamo region?
- 2. What data-related initiatives are occurring in the Alamo region?
- 3. How are local data players connected and working together?
- 4. What datasets exist, to what degree are they publicly available, and which could be made more accessible?

Depending on how thorough the assessment is, answering these questions could potentially consume a tremendous amount of time and resources. The SC has asked CI:Now to propose an approach that would establish a good foundation of information and knowledge without becoming unmanageable or consuming too much time.

CI:Now proposes the following:

- 1. Employ an iterative approach where we get basic information through crowdsourcing first, and then pursue additional detail as the SC or WGs need it. Iterations might consist of subsequent rounds of expanded outreach or expanded detail.
- 2. Use a map platform rather than a survey to get core/key information, gather leads for ARDA follow-up, engage public interest, and returns information back to contributors and the general public. The crowdmap would stay live indefinitely.
  - a. The Ecosystem WG would lead on refining the crowdmap format, the specific information to be collected, privacy protections, and distribution method.
  - b. Use our mailing list, social media, the convening, and WGs to spread the word about sharing info through the crowdmap.
- 3. Export all the non-private info for the SC and WGs use monthly. Export private data to SC for appropriate follow-up.

## Alamo Regional Data Alliance Example crowdmap

## https://SAData.ushahidi.io



#### Map view of submitted (and approved) reports



#### Data view of submitted (and approved) reports



#### Click to submit a report, and this screen appears.

← → C ≜ Secure https://sadata.ushahidi.io/posts/create/2

+



#### Lower section of report screen



#### Pull-down menu response options from previous screen

Privacy options for the info you entered above \*

Please let us know whether we can make the above information about this organization/collaborative public. Your contributor contact information will never be made public.

It's okay to make the above report public. (Your contributor info is never public.) It's okay to make parts of the above report public; please contact me for specifics. Please don't share any part of the above report without contacting me.

Do you (or your organization/collaborative) own data that is NOT currently publicly available that might be made more accessible to others? \*

Please choose just one option. Your response will not be displayed or shared without your permission.

We own data we'd be willing to make public on the web in some form, with appropriate agreements in place. We own data we'd be willing to share privately, with appropriate agreements and permissions in place. We own data we might be willing to open or share, but we need more information first. We own data that we're not willing or able to open or share at this time. We don't really own any data at all.

Are you (or your organization/collaborative) willing to develop free or lowcost civic tech for the public good? ★

(e.g., to expand access to information, increase community engagement). Please choose just one option. Your response will not be displayed or shared without your permission.

Yes, we're willing/able to develop free or low-cost civic tech solutions for the public good. We might be willing if the right use case came along, but we need more information first. No, we're not willing/able to develop free or low-cost civic tech solutions at this time. We don't really have civic tech skills at all.

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## **ARDA Steering Committee**

2018 Calendar of Agenda Items (Action items in red)



JANUARY	FEBRUARY	MARCH
<ol> <li>Vote on SC application</li> <li>Review and approve CI:Now's Scope of Work for SAAFdn ARDA grant</li> <li>Select projects</li> <li>Define workgroup selection and launch process</li> </ol>	<ol> <li>Vote on SC application</li> <li>Workgroup breakouts</li> <li>April convening date and planning</li> <li>Update on Ecosystem and projects</li> </ol>	
April	Мау	JUNE
<ol> <li>Public convening</li> <li>SAAFdn 1<sup>st</sup> quarter report</li> </ol>	<ol> <li>Digital Inclusion Summit May 15<sup>th</sup></li> </ol>	
JULY	August	September
1. SAAFdn 2 <sup>nd</sup> quarter report	<ol> <li>Membership drive</li> <li>Call for SC nominations</li> </ol>	1. ARDA SC Elections
October	NOVEMBER	DECEMBER
1. SAAFdn 3 <sup>rd</sup> quarter report 2. New SC announced	1. GIS Day November 14 <sup>th</sup>	