

**Enterprise GIS Steering Committee (EGIS)
Meeting Minutes
July 12, 2011**

I. Call to Order

The EGIS Steering Committee meeting was called to order at 1:08 pm on 7/12/2011 in the BTS Conference Room 330, Clearwater Annex building 3rd Floor.

II. Attendance

Business Technology Services (BTS):	David James
Property Appraiser's Office (PAO):	Pam Dubov, Charlie Dye
Department of Environmental Infrastructure (DEI):	Don Lord
Sheriff's Office (SO):	Kristin Preston
Supervisor of Elections (SOE):	Rick Becker, Marc Gillette

III. Revised EGIS Bureau Proposal

The intent of this meeting is to discuss a topic first mentioned during the July 7th EGIS Committee meeting. The PAO and BTS are proposing a change to the means of funding for the EGIS Bureau. The Bureau of 6 staff members (\$480K) is currently approved by this Committee, the BTS Board, and the BCC, to be funded by BTS, reporting to this Committee.

The PAO and BTS are now proposing the Bureau be funded by the PAO budget, which is funded 85% by the General Fund and 15% by SWFWMD. The Bureau staff would be administered by PAO, all EGIS Bureau work and work priorities will be determined by the EGIS Committee. For auditing purposes, the Bureau will maintain a set of logs detailing each staff member's workload. The Bureau Manager would be an exempt position, while all other positions would be classified. In the Bureau work area within the PAO offices, there will be extra seating areas fully equipped with hardware/software necessary for collaboration with other departments during project work and special assignments.

If this Committee approves the new funding proposal, it will be presented to the BTS Board next week, followed by the BCC. If the proposed changes are approved, Pam will have to resubmit her budget to the Department of Revenue. Pam wishes she would have presented this back in May and would understand if the Committee thinks this funding change is too late for the 11/12 budget year.

IV. Open Discussion

David reviewed the previous organization chart of the Bureau and presented the new organization chart, explaining the roles and responsibilities of each 'agency' on the chart. Pam noted the SLA will be developed once the funding is finalized.

Rick asked if the budget for this Bureau was presented to the BCC last month. Yes it was. The BCC had no questions when Paul presented this portion of the BTS budget; however, the final budget hasn't been approved yet, not until the TRIM notices go out.

Kristin inquired what would happen if the BCC is against this proposed change. We will go back to the previous organization chart. Staff will physically be located in the PAO, with BTS funding salaries and providing hardware/software. The EGIS Committee will develop job descriptions for all EGIS Bureau positions. The GIS Analyst positions will be defined as classified and the EGIS Bureau Supervisor position will most likely be defined as an exempt position.

Rick thinks the timing of this proposal actually works out better since this Committee did not have all the details of the Bureau defined back in May. We now have a better understanding of what the Bureau responsibilities and roles will be, where the staff will be located, and to whom the staff will report.

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Don met with Kevin (Becotte) and Kevin is fully supportive of this direction. They have 2 primary concerns: (1) BTS should continue to support and maintain all enterprise GIS technology platforms; and, (2) the Bureau's priorities should be defined by this Committee. Don had another suggestion. The Bureau will, at times, be requested to work on Special Projects. If the Bureau is not able to commit time and resources to a project, additional funding should be available to provide contracting staff needed to fill the void.

V. Motion

David made a motion to support the new funding proposal. Rick seconded the motion. All others were in favor.

VI. Adjournment

This meeting was adjourned at 1:33pm.

Pam will send an update of this meeting's documents to David and David will forward them to Pete Yauch with an explanation of the status and results of this meeting.