

**Business Entity Data Working Group  
Minutes – May 17, 2017**

**Attendees**

Al Wainger	Leigha Steele
Ashley Buzzeo	Matthew Kachura
David Black	Patrick McLoughlin
Doug Adams	Rob Livermore
Gary Maragos	Shawn Wampler
Jake Lloyd	Thor Gibbons
Kevin Coyne	Yeon Kim
Lauren McDermott	

**Regrets**

Elliott Plack	Samantha Luckhardt
Marshall Stevenson	Sandi Stroud
Peter Hanna	

**Action Items**

- Review Business Case outline and recommend additional sections – All
- Begin to develop business cases for functional areas – All
- Respond to Doodle Polls for future face-to-face meetings - All
- Send Pat list of Working Group Members – Doug
- Add Pat to Working Group – Doug
- Send Pat Doodle Polls - Doug
- Establish collaboration site (Google Drive via MSGIC) – Pat
- Monitor Working Group email – Jake
- Obtain information on previous Economic Development project done by Baker – Al
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Lauren, Al
- Provide walk-thru of SDAT Business Entity data – Thor (future bi-weekly meeting)
- Identify potential participants from unrepresented agencies – Pat, Jake

**Other Agencies to Engage**

- Maryland Open Data Committee
- Department of Labor, Licenses and Regulations
- Maryland Judiciary
- Department of Commerce
- Comptroller of Maryland
- University of Maryland Librarian
- Maryland Military Department
- Regional Governments

**Meeting (Working Group) Ground Rules**

- Actively participate
- Complete task on-time or communicate delay

**Purpose:** The purpose of the Business Entity Data Working Group is to determine the business case for obtaining, sharing and delivering business entity data for the State of Maryland for the purpose of providing data services to be used throughout the state. Additionally, to determine if there is a newer or better way to deliver “common place” data to 911 Centers.

### **Problem**

- The availability of an accurate list of businesses along with descriptive information (Type of business, etc.)
- Identifying a business and knowing who they are - public safety perspective
- The prohibitive cost of data (internal and external)
- Limited or no access to existing data sources
- Lack of knowledge of what exists and/or how to access it
- Conflicts between multiple data sources
- The inability of obtain timely updates to support public safety
- Lack of coordination on who is using what and how it is being used
- Not taking advantage of economies of scale (e.g. enterprise licensing)

### **Working Group Objectives**

- Discovery - to determine the sources and availability of business entity data including but not limited to business licenses, business charters, and other regulatory databases that uniquely identify businesses within Maryland
- To identify the business case(s) for obtaining and making available the public business entity data
- To identify security and/or confidentiality issues concerning the business entity data
- To identify existing exclusivity agreements with private businesses who provide business entity from the identified sources for a fee
- To identify “public” interfaces to identified business entity data
- To determine requirements for refresh rates on all data
- To determine the financial impacts of business case
- To identify and risks associated with implementing the recommendations of the business case
- To identify issues and assumptions associated with implementing the recommendation of the business case
- To research existing commercial business entity datasets
- To enable and empower organizations in the use of business entity data
- To provide timely and efficient process and analysis of business entity data

### **Focus**

- Join Open Data revolution
- Use Authoritative data
- Provide data refresh rates acceptable to the support the organizations mission
- Provide metadata (documentation) on data sets (Make an appendix to the outline)
- Provide a methodology for assessment of the data quality (scrubbing)
- Obtain access to the geographic and core tabular data to support the use cases

### **Public Database for Consideration/Analysis**

- Need to determine data elements required by agency (type of agency)
- Requirements for real-time versus historical data
- Need to determine a point-of-contact for each of the following databases:
  - eLicense – Maryland Judiciary
  - Business Data Set – Department of Assessment and Taxation
  - Department of Labor, Licensing and Regulations Databases
  - Department of Agriculture Databases
  - Department of the Environment Databases
  - Health Inspections – Food establishments and medical facilities
  - Minority Business Enterprises/Women’s Business Enterprises (MBE/WBE)
  - Historically Under-utilized Businesses (HUB) – Small Business Administration
  - Quarterly Census Employment and Wages (QCEW) cost \$250/quarter
    - Firm, Multi-firm establishment
    - NAICS
    - Number Employees
  - Dynamic Small Business System (DSBS) – Small Business Administration
  - Enterprise Zones
  - Tax Credit Programs
    - Commerce
    - Economic Development
    - Local
  - Historic Tax Credits
  - Permits
  - System for Award Management (SAM) - Federal
  - Vehicle Registrations (Commercial vehicles) - Motor Vehicle Administration

### **Commercial Datasets – Ashley, Lauren, Al**

- National Establishment Time Series (NETS) database
- Dun & Bradstreet (now Hoover)
- Info USA/Reference USA
- Harris Directory
- Saber (NEMA)
- Valasis
- Google
- Yelp
- Stewarts Crisscross
- NAICS.com

### **Proposed Report Outline**

- Table of Contents
- Acknowledgements/Participants
- Executive Summary
- Overview/Recommendations
- Business Entity Data Details (Summary – What is it?, Where did it come from?, What is its purpose?)

- Licensing - Maryland Judiciary -
- Business Entity - Department of Assessments and Taxation – David
- Regulatory Licensing – Department of Labor, Licensing and Regulations – Matt
- Business Cases – State, Regional, Local
  - Commerce (Economic Development) - Matt
  - Environment - Lauren
  - Infrastructure (Asset Management) - Doug
  - Natural Resources - Kevin
  - Permitting – Yeon, Leigha
  - Planning (Land Management) – Shawn, Gary
  - Public Safety – David, Ashley (MEMA), Peter
    - NG911
    - Emergency Management
    - Police
    - Fire
    - EMS
  - Comptroller of Maryland – Rob
  - Library (UM System)
  - Political
  - MBE/WBE
  - HubZone Certifications
  - Military
- Financial Analysis (Including potential funding – 911) - Shawn
- Security/Confidentiality Concerns
- Private Business Conflicts
- Appendix
  - Commercial Dataset Descriptions and Metadata

Ashley has agreed to be the principal editor for the Business Case.

### Meeting Schedule

- Wednesday, May 17<sup>th</sup> – Kick-Off, Maryland Department Information Technology, Crownsville, MD
- Wednesday, May 31<sup>st</sup> – 9:00-10:00 Bi-Weekly WebEx Conference Call
- Wednesday, June 14<sup>th</sup> – 9:00-10:00 Bi-Weekly WebEx Conference Call
- Wednesday, June 28<sup>th</sup> – 9:00-10:00 Bi-Weekly WebEx Conference Call
- Wednesday, Mid-July – Face-to-Face – Pending Doodle Poll
- Wednesday, July 26<sup>th</sup> – 9:00-10:00 Bi-Weekly WebEx Conference Call
- Wednesday, Early - August – Face-to-Face – Pending Doodle Poll
- Wednesday, August 23<sup>rd</sup> – 9:00-10:00 Bi-Weekly WebEx Conference Call
- Wednesday, Early September – Face-to-Face – Pending Doodle Poll

Future face-to-face meeting will be conducted at the Maryland Department Information Technology, Crownsville, MD

### **Other General Comments**

- Purpose: Where does the data get housed?
- Do a fact finding mission - enable and empower those to do their job better and more efficiently
- More efficiently be able to do various functions in a more timely and cost efficient manor
- We don't know what problems could be addressed or effectively used
- Open data -- presence and existence of it would allow for new innovative uses
- State GIO office - focal point for statewide data developments
- DoIT - GIO - should be looking and a leader in all of this
- Overall maintenance and schedule - need to determine the who
- Conflicts in data - bad data: for example: DLLR says your business is open and they never check that they are out of business. SDAT says no longer good, DLLR says good. Citizens are confused.
- Need to get full data dictionaries from sources
- We are not implementing in our working group but building a Business Case
- Use a bi-weekly WebEx to have Thor walk us through