

**Business Entity Data Working Group
Minutes – May 31, 2017**

Attendees

Al Wainger	Melissa Roesner
Ashley Buzzeo	Peter Hanna
David Black	Rob Livermore
Doug Adams	Samantha Luckhardt
Gary Maragos	Shawn Wampler
Kenny Miller	Thor Gibbons
Kevin Coyne	Yeon Kim
Matthew Kachura	

Regrets

Elliott Plack	Marshall Stevenson
Jake Lloyd	Sandi Stroud
Lauren McDermott	Patrick McLoughlin
Leigha Steele	

Action Items

Completed

- Respond to Doodle Polls for future face-to-face meetings – All - Complete
- Send Pat list of Working Group Members – Doug - Complete
- Add Pat to Working Group – Doug - Complete
- Send Pat Doodle Polls – Doug - Complete
- Establish collaboration site (Google Drive via MSGIC) – Pat - Complete

On-going

- Review Business Case outline and recommend additional sections – All - On-going
- Begin to develop business cases for functional areas – All - Ongoing
- Monitor Working Group email – Jake – In process
- Obtain information on previous Economic Development project done by Baker – Al - Partial
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Lauren, Al – On-going
- Provide walk-thru of SDAT Business Entity data – Thor (future bi-weekly meeting) – Pending (Point of contact identified)
- Identify potential participants from unrepresented agencies – Pat, Jake

New (5/31 Meeting)

- Send out a new Doodle Poll for July face-to-face meeting – Doug - Complete
- Confirm rooms for July, August and September face-to-face meetings – Pat
- Provide information on new working group participants – Pat, Jake
- Create Business Case Section Templates – Doug – Complete
- Finish setup, test, and provide to working group participants working group email – Jake
- Solicit participant/contact from Maryland/Delaware Association of Librarians –Ken
- Solicit participant/contact from University of Maryland WAYS (SP?) - Matt

- Look into previous database discovery efforts by DoIT – Pat
- Divvy up Commercial Datasets for obtaining information – Rob, Ashley, Lauren, Al
- Research Master Business Establishment list (Nick Theodore – Business Case “Yoda”) – Matt

Other Agencies to Engage - Pat, Jake

- Maryland Open Data Committee - Pat
- Department of Labor, Licenses and Regulations - Pat
- Maryland Judiciary - Doug
- Department of Commerce - Pat
- Comptroller of Maryland - Pat
- University of Maryland Librarian - Ashley
- **Maryland Military Department – NEED LEAD**
- **Regional Governments – NEED LEAD**

For each new participant we need Name, Phone, Email and a commitment of active participation

Public Databases for Consideration/Analysis

The following working group members will identify a point-of-contact for each of the following databases:

- eLicense – Maryland Judiciary - Doug
- Business Data Set – Department of Assessment and Taxation – David, Doug
- Department of Labor, Licensing and Regulations Databases - Matt
- Department of Agriculture Databases - Ashley
- **Department of the Environment Databases – NEED LEAD**
- **Health Inspections – Food establishments and medical facilities - NEED LEAD**
- Minority Business Enterprises/Women’s Business Enterprises (MBE/WBE) - Samantha
- **Historically Under-utilized Businesses (HUB) – Small Business Administration - NEED LEAD**
- **Quarterly Census Employment and Wages (QCEW) cost \$250/quarter - NEED LEAD**
- Dynamic Small Business System (DSBS) – Small Business Administration - Ashley
- Enterprise Zones - Gary
- **Tax Credit Programs - NEED LEAD**
- Historic Tax Credits - Shawn
- Permits – Yeon, Rob, Melissa (Local) – assistance from other counties, municipalities
- System for Award Management (SAM) – Federal - Ashley
- Vehicle Registrations (Commercial vehicles) - Motor Vehicle Administration - Rob
- **Office of Secretary of State - NEED LEAD (Added 5/31)**

Business Case Functional Area Section Template (See Google Drive for Template)

- Database/Product Name
- Point of contact (Program Manager and/or Technical Resource)
- Description
- Access (How to get and who has access?)
- Update Frequency
- Terms of Use
- Database Schema (Summary)
- Sample Data (Full Record)

Julia Fischer led a team from DoIT performing discovery on State databases. The results of that investigation may contain a wealth of information. (Pat – would you be willing to look into this with Julia?)

Business Case Commercial Products Template (See Google Drive for Template)

- Official Product Name
- Point of Contact (Sales, Technical, Both)
- Marketing Materials
- Product Description
- Access (How to get and who has access?)
- Update Frequency
- Terms of Use
- Approximate Cost
- Database Schema
- Sample of Data (Full Record)

Samantha had a conversation with Baltimore City's – 911 staff. They are interested in following the working group's activities.

David suggested that if we eventually approach the Emergency Numbers Systems Board (ENSB) to fund access to one of the commercial products that Cecil County might be willing to be the sponsor with endorsements from other 911 Centers. David indicated that if the ENSB funds the initial procurement, the ENSB may not be willing to commit to continued funding for maintenance of the data.

Kenny suggested that with the pending NG911 implementation we might be able to get it through based on the GIS enabled/accuracy requirements and the alignment of the business data to meet the Call Center's spatial data needs.

Proposed Report Outline – The outline is stable unless additional sections are proposed.

Business Case Template – Functional Areas

Need to provide a summary table or list

Use Case Template

- Title
- Functional Area
- Requirements
- Regulatory Statutes (Federal and/or State)
- Discussion
 - Real-world examples of opportunities (failures)
- Illustrations/Pictures