

**Business Entity Data Working Group
Minutes – July 19, 2017**

Attendees

Barry Kong (for Thor Gibbons)	Logan Hall
David Black (Call)	Matthew Kachura
Doug Adams	Patrick McLoughlin
Kevin Coyne	Samantha Luckhardt
Jake Lloyd	Shawn Wampler

Regrets

Ashley Buzzeo	Peter Hanna
Gary Maragos	Rob Livermore
Leigha Steele	Sandi Stroud
Marshall Stevenson	Thor Gibbons
Melissa Roesner	Yeon Kim

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
- Provide walk-thru of SDAT Business Entity data – Thor (future bi-weekly meeting) (Point of contact identified) - Complete
- 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 - Complete
- Create Business Case Section Templates – Doug – Complete
- Finish setup, test, and provide to working group participants working group email – Jake – Complete
 - MD Business Entity Data <mdbusinessdata@gmail.com>
- Research Master Business Establishment list (Nick Theodore – Business Case “Yoda”) – Matt Complete (Document available on Google Drive)
- Follow-up with Thor and Ani with any questions we have about the data. Please email us any questions or concerns you have about the database. - David and Doug – Complete
- Identify potential participants from unrepresented agencies – Pat, Jake
 - Maryland Open Data Committee – Pat will be serving, Complete
- Divvy up Commercial Datasets for obtaining information – Rob, Ashley, Logan

Canceled (Due to resignation from Working Group)

- Obtain information on previous Economic Development project done by Baker – AI - Partial
- Solicit participant/contact from University of Maryland WAYS (SP?) - Matt

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 – On-going
 - MD Business Entity Data <mdbusinessdata@gmail.com>
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Logan – On-going
- Identify potential participants from unrepresented agencies – Pat, Jake
 - Department of Labor, Licenses and Regulations – Pat
 - Jared Murphy, suggest by Mathew
 - Maryland Judiciary - Doug - Contracted POC, no real movement
 - Department of Commerce – Pat – Should be at August meeting
 - Comptroller of Maryland – Pat – Commerce just posted data to Open Data portal, central business licensing system report
 - University of Maryland Librarian – Ashley - progress
 - Maryland Military Department (MEMA) – Doug, Will (DoIT)
 - Regional Governments – Shawn, Logan
- Provide information on new working group participants – Pat, Jake, Logan, Shawn – talk off-line
- Solicit participant/contact from Maryland/Delaware Association of Librarians – Pat to talk to Jeyan
- Look into previous database discovery efforts by DoIT – Pat – Making progress, pooling information together - Similar to what Commerce is doing - Asked Matt Sokol for report
- Provide any statements (sentences) that you have for sections of the document, e.g. Security/Confidentiality or Private Business Conflicts – All
- Summary of SDAT walkthrough of Business Entity database – Doug – still in work

New (7/19 Meeting)

- Ken Miller resigned from the Working Group

Open Discussion

- We agreed to remove the following sections of the business case
 - Business Entity Data
 - Historically Underutilized Businesses (HUB) – Small Business Administration
 - Tax Credit Programs
 - Office of Secretary of State
 - Business Cases
 - MBE/WBE
 - HubZone Certifications
 - Commercial Data Sets
 - Saber (NEMA)
- Working Group members should verify the Participants section of the document (root of Working Group folder)
- Doug and Ashley will begin reviewing uploaded business case sections and letting the author know if formatting and/or content changes are necessary
- Doug and Ashley will begin to put the document together

- Security/Confidentiality Concerns and Private Business Conflicts should continue to be identified and entered into the document.
- We'd like to shoot for a complete first draft prior to the 8/9/2017 meeting.
- State looking at statewide Esri Business Analyst
- Next Steps after Business case
 - We'll need to talk about how Post Office Boxes would be handled in any business data we obtain
 - We will need to identify any improvements to the existing data, e.g. accurately identify NAICS codes