



# GIS Policy Committee

4 **MINUTES – APPROVED AS DISTRIBUTED ON AUGUST 10, 2017**

5 **DATE:** Friday, April 21, 2017  
 6 **TIME:** 11:00 am  
 7 **PLACE:** Lyle Shield’s Meeting Room  
 8 Brookens Administrative Center  
 9 1776 E. Washington St.  
 10 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson (Vice Chair)	
Urbana	Sanford Hess (Chair)	
Rantoul		Pete Passarelli
Champaign County	Andy Rhodes (alternate)	
UIUC	Chad Kupferschmid (alternate)	Jim Sims
Mahomet		Kelly Pfeifer
Savoy		Levi Kopmann

12 **Others:** None  
 13 **CCGIS Staff:** Leanne Brehob-Riley (Director), Tammy Asplund (Recording Secretary)

14 **MINUTES**

15 **I. Call to Order**

16 Mr. Hess as Chair called the meeting to order at 11:02 a.m.

17 **II. Roll Call**

18 Roll call was taken by written record and a quorum was declared present.

19 **III. Approval of Agenda**

20 As Chair, Mr. Hess approved the agenda as distributed.

21 **IV. Approval of Minutes**

22 A. *January 6, 2017 Regular Meeting*

23 As Chair, Mr. Hess approved the minutes as distributed.

24 **V. Financial Statements**

25 A. *FY2016 – 1/1/16 through 12/31/16*

26 Ms. Riley noted that orthography assessment collected in 2016 was moved to deferred revenue and savings  
 27 were incurred when the Administrative Assistant service fees shifted from a flat fee to an hourly rate.  
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1 B. *FY2016 – 1/1/17 through 3/31/17*

2 Mr. Hess asked why the telephone budget line is high. Mr. Rhodes agreed to review it with the auditor.

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4 Ms. Riley then addressed a past comment made by a Committee member regarding the lack of a  
5 Management’s Discussion and Analysis (MD&A) in the CCGISC audit documentation. She reported that in  
6 2008 the Committee determined not to incur the added cost necessary to generate an MD&A.  
7

8 **MOTION** by Mr. Rhodes to put these reports on record; seconded by Mr. Toalson. Upon vote, the  
9 **MOTION CARRIED** unanimously.

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11 **VI. Business Items**

12 A. *Approval of CCGISC Digital Data Policy Updates*

13 Ms. Riley proposed several updates to the CGISC Digital Data Policy to ensure consistency with the  
14 Intergovernmental Agreement and procedural changes. Ms. Riley reminded the Committee that CCGISC  
15 began to distribute its data to the University of Illinois Urbana-Champaign faculty, students, and staff  
16 through the University of Illinois WebStore using a click-through agreement. As a result, license  
17 agreements with individual departments are no longer necessary. Ms. Riley made changes to section 4 of  
18 the CCGISC Data Digital Data Policy to reflect this change.  
19

20 In addition, Ms. Riley proposed several license agreements updates. The presented updates would 1) allow  
21 subscriptions to be sold to individuals or entities that would like to utilize the data in derived products (*per*  
22 *section 7c this is only at the discretion of the GIS Director*) and 2) reduce the number of agreements from 4  
23 to 2. Ms. Riley noted the State’s Attorney reviewed the presented changes.  
24

25 The committee discussed security and privacy of the data associated with the CCGISC policy changes. Mr.  
26 Hess suggested the header at the top of the license agreement label it as derived versus non-derived (or  
27 standard); in order to differentiate. He also recommended the University of Illinois click-through  
28 agreement clarify the data is not to be redistributed or sold. Ms. Riley will request the WebStore update  
29 the language accordingly.  
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31 **MOTION** by Mr. Kupferschmid to approve the CCGISC Digital Data Policy updates as amended; second by Mr.  
32 Rhodes. Upon vote, the **MOTION CARRIED** unanimously.

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34 B. *GIS Director’s Report*

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36 • 2017 Work Plan Status Report

37 Ms. Riley presented the Work Plan Status Report. The document was updated to include the FY2017  
38 work and improvement tasks. She commented the automating the invoice process has been put on  
39 hold until the County determines the time-frame for the new ERP system.  
40

41 • Community Outreach

42 Ms. Riley provided a draft of a marketing mailer (postcard) to the Committee for review. Ms. Riley  
43 stated these postcards shall be mailed to a number of regional entities including counties and  
44 municipalities.  
45

46 • Ortho Update

47 Ms. Riley provided the Committee members with an ortho-imagery acquisition map. The map  
48 depicted the dates each of the flight-lines were flown. She commented that approximately 80% of  
49 the County was captured prior to March 20, 2017 while the remainder was captured on April 7, three  
50 days past the preferred flight window. Ms. Riley explained the spring weather was less than ideal for  
51 imagery capture. While ornamental trees will be visible in the imagery captured in April, it was

1 fortunate the weather cooperated long enough complete the acquisition prior to full leaf-out  
2 conditions.  
3

4 • Long-term Technology Committee

5 Ms. Riley stated the Long Term Technical Planning Committee recommends secure off site backups  
6 and failover servers. Ms. Riley and County IT are reviewing a Microsoft Azure solution. Initial costs  
7 are estimated between \$500 and \$1500 monthly. Mr. Rhodes agreed to extend invitations for future  
8 conversations and presentations with Microsoft to the Committee members. Mr. Rhodes  
9 commented that downtime could become a public safety issue, as METCAD is a customer.

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11 • Open Meeting Act (OMA) Certification

12 Ms. Riley reminded the Committee members to complete the required OMA training and submit their  
13 certificates to Ms. Asplund. She agreed to forward an email to all Committee members with the  
14 pertinent details.  
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16 **VII. Adjournment**

17 Mr. Hess adjourned the meeting at 11:56 a.m.