

Meeting Agenda/Minutes

Senate File 295 Implementation Advisory Panel GIS Subcommittee

DATE: FRIDAY JANUARY 15, 2016
TIME: 10:00 A.M. – 10:50 AM

LOCATION: ISAC CONFERENCE ROOM A, WEST DES MOINES, IA

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	Kay Arvidson – IDR Property Tax Division	Kelsi Jurick – Polk County Assessor’s Office	Julie Riesselman – Tyler Technologies
	Dave Bader – Thompson Reuters - phone	Ryan LaFrenz – Polk County Auditor’s Office	Rodney Ross – Cerro Gordo County IT
	Carla Becker – Delaware County Auditor - phone	Jeff Lewis – Schneider Corp	Ed Saunders – Cedar Rapids Assessor’s office - phone
	Lucas Beenken - ISAC	Craig Madill - Marshall County Assessor - phone	Doug Smith – Thompson Reuters - phone
	Mark Castensen – Linn County Assessor’s Office - phone	Dale McCrea - Muscatine County Assessor	Kim Veeder – Black Hawk County IT Director - phone
	Susan Chambers – IDR Property Tax Division	Mel Obbink – Sidwell	Amy Vermillion – Poweshiek County Assessor’s Office
	BJ Covington- IDR Property Tax Division	Darina Petkova – IDR Internal Services Division	Patrick Wilke-Brown – Iowa OCIO/State GeoTec
	Micah Cutler- Harding County GIS/ IT Director	Deanne Raymond – Marshall County - phone	Jeanne Willems – Tyler Technologies
	Melanie Ewalt – Marshall County GIS - phone	Julie Roisen – IDR Property Tax Division Administrator	Mark Williams - OCIO

Agenda topics	Notes:
Introductions	<ul style="list-style-type: none"> Meeting opened at 10:00 AM with introductions of attendees.
2016 Assessor’s Permanent File/GIS Test File - Handout Provided	<ul style="list-style-type: none"> It was decided that test of the process to submit a Permanent BPTC File using the 2015 Data Elements file and the whole parcel level geometry for all counties. All counties will participate. Geometry and data are not expected to be a perfect match for this test. This is primarily a test of the process to submit the file. The test file will be compiled and delivered by local GIS staff. It will be the same file format as the current Data Elements file and include a layer package of the GIS. The Permanent BPTC File will be submitted to the GIS repository which is already in place for other GIS file exchanges.
Join Field	<ul style="list-style-type: none"> Naming of the join field is yet to be determined.
Test of Assessor’s Permanent BPTC File - Instructions	<ul style="list-style-type: none"> Cutler, Vermillion, LaFrenz, Jurick, and vendors will work with Brown and Covington to create instructions for the file test.

Meeting Agenda/Minutes

	<ul style="list-style-type: none"> • Instructions will be reviewed at the February meeting. • Test instructions will be sent to county GIS personnel before ISAC Spring School (March 10 & 11, 2016). It will include details how to create the file, what the file will look like, and when training will be provided.
ISAC Spring School Discussion, Training, and Test File Timing.	<ul style="list-style-type: none"> • The file testing will be discussed at ISAC Spring School with Auditors and Assessors (by IDR), and with ICIT (by Brown and Cutler). • Training for the test file will be provided at the end of March. • Cutler, Vermillion, and vendors will be contacts for what happens inside the county systems to create the file. • Brown and Covington will be contacts for file delivery through the GIS Repository. • Test files will be delivered by April 15. All counties will participate.
Findings, and Next Steps	<ul style="list-style-type: none"> • Test findings will be discussed at the May GIS Subcommittee meeting. • Evaluation of the process and next steps will follow in the May – August timeframe. • The 2016 Permanent BPTC file will be required in October.
Next Meeting Date	<ul style="list-style-type: none"> • February 19, 10:00 – 11:00, ISAC offices, Conference Room A. This meeting date was set by the ISAC Working Group which followed the GIS Subcommittee meeting.
Meeting adjourned at 10:50 A.M.	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1.	Create instructions for the GIS file test.	Cutler, Vermillion, LaFrenz, Jurick, Brown, Covington and vendors	Prior to next meeting.
2.	Name the join field.	GIS Subcommittee	At February Meeting
3.	Send instructions to GIS county contacts prior to ISAC Spring School	IDR Staff	Once instructions are completed, prior to March 10, 2016
4.	Discuss AY 2015 Test File at ISAC Spring School	IDR Staff, Brown, Cutler	At Assessor, Auditor, and ICIT Affiliate sessions
5.	All counties deliver Test File to GIS Repository	County GIS personnel	April 15, 2016
6.	Review Test Findings	GIS Subcommittee	May Subcommittee Meeting
7.	Evaluate process and determine next steps	GIS Subcommittee	May – August, 2016
8.	Deliver Assessor's AY 2016 BPTC Permanent File	County GIS personnel	October, 2016