

Data Endorsement ad-hoc Committee Notes

February 3, 2026

1:30 p.m. – 2:30 p.m.

Attendees

- ☐ **Alison Slaats**, MnGeo (Co-Chair)
- ☒ **Kevin Trappe**, Beltrami Co. (Co-Chair)
- ☒ **Sally Wakefield**, MnGeo
- ☐ **Gerald (Gerry) Sjerven**, Allete
- ☐ **Stacey Stark**, U-Spatial, U of M
- ☒ **Tanya Mayer**, Met Council
- ☒ **Jason Ewert**, MNIT MPCA
- ☒ **Alison (Ali) Wieckowicz**, MNIT DOT
- ☐ **Linse Lahti**, DNR
- ☒ **Pamela Oslin**, MESB
- ☐ **Jonathan Mortensen**, City of Shoreview
- ☒ **Robin Mertes**, MN Pollution Control Agency
- ☒ **Kory Thurnau**, MnGeo

1. Recap of Previous Work

- Reviewed **Proposal Form** and **Evaluation Form** drafts.
- Incorporated prior feedback:
 - Added help text and clarified language.
 - Softened requirements for formal documentation.
- Organizational update:

- Old drafts archived; current versions stored under “Development and Working Documents.”
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2. Proposal Form (DRAFT v3) Review

Structure:

- **Section 1: General Summary**
 - Title moved to top (per Jason’s suggestion).
 - Added roles: Proposer, Data Steward, Producer, Contributor.
 - Contributor agreement question retained.
 - Links to GAC priorities and MnSDI themes included (noted outdated links; placeholders to be updated).
- **Section 2: Data Details**
 - Coverage, aggregation, public data confirmation, standards, QA/QC, stewardship, metadata.
 - Privacy question reframed as a confirmation.
- **Section 3: Communications**
 - Stakeholder identification, engagement, and communications plan.

Key Discussion Points:

- **Links:** Some outdated (e.g., MN Priority GIS Data from 1999). Plan to update and consider future-proof landing pages.
 - **Website Changes:** MnGeo and GAC sites moving to hub site; accessibility compliance updates expected by summer.
 - **Action:** Ensure links point to stable landing pages to minimize maintenance burden.
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3. Evaluation Form (DRAFT v3) Review

Structure:

- **Sections:**
 1. Theme
 2. Stewardship
 3. Quality

4. Coverage
5. Constraints
6. Metadata
7. Reviewer Recommendations

- **Key Questions:**

- Importance of endorsement (subjective; suggestion to allow narrative rationale).
- Stewardship: source identification, aggregation agreements, data steward presence, update frequency, funding.
- Quality: adherence to standards, completeness, spatial representation, QA/QC.
- Coverage: statewide applicability.
- Constraints: public access, data on individuals, clarity of intended use.
- **Comment:** Consider moving "Can you clearly understand the data and its intended use?" to **Quality** section (Kevin).
- Metadata: existence and compliance with GAC standards.

Issues Identified:

- Redundancy in update-related questions (Sections 2 & 3).
- Need to clarify "actively updated" vs. "maintained" (suggestion from Sally).
- Aggregated datasets: importance of identifying source/steward at record level (discussion led by Alison W. and Tanya).

4. Alignment Between Forms

- **Proposal Form → Evaluation Form Mapping:**

- Section 1 (Title, GAC Priority, Framework Theme) ↔ Evaluation Theme section.
- Section 2 (Coverage, Aggregation, Standards, QA/QC, Stewardship, Metadata) ↔ Evaluation Stewardship, Quality, Coverage, Metadata.
- Section 3 (Stakeholders, Communications Plan) informs reviewer recommendations.

- **Consistency Check:** Ensure terminology matches (e.g., "Stewardship Plan" vs. "Data Steward").

- **Action:** Streamline redundant questions and clarify definitions (e.g., “actively updated” vs. “maintained”).
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5. Next Steps

- **Action Items:**
 - Committee members to test forms with sample datasets; save copies in “Form Testing” folder.
 - Thurnau, Kory (MNIT) to maintain local copies and upload working versions.
 - **External Review Options:**
 - Targeted non-committee review OR full public comment period.
 - Mayer, Tanya to raise at GAC Executive Team meeting (Feb 6).
 - **Presentation at GAC Meeting (March 11):**
 - It depends on readiness of draft forms and review plan.
 - **Future Discussion:**
 - Define endorsement criteria (e.g., majority vote, pass/fail).
 - Decide on public review process.
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6. Key Dates

- **Next Committee Meeting:** March 3, 2026
- **GAC Meeting:** March 11, 2026