



**Wisconsin Geographic Information  
Coordination Council:  
Business Plan**

Prepared for  
Wisconsin Department of Administration  
Wisconsin State Cartographer's Office

Prepared by  
Interim WIGICC Council  
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Final

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This business plan was prepared by the Wisconsin Geographic Information Coordination Council, with assistance from staff of the Wisconsin State Cartographer's Office.

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## VISION

The Wisconsin Geographic Information Coordination Council is a sustainable, stakeholder-governed, statewide organization that provides leadership and direction for the cooperative development and use of geographic information and technologies.

## MISSION

The Wisconsin Geographic Information Coordination Council facilitates the delivery of public services, encourages economic development, and helps protect the public and the environment by improving the quality, accessibility, utility, and value of geographic information and technologies.

## EXECUTIVE SUMMARY

It is difficult to imagine everyday life without maps and location information to enable activities such as land and property administration, managing transportation logistics, advancing agricultural production, natural resource and wildlife management, environmental management, dispatching emergency services, planning homeland security, and analyzing health and human services. Citizens increasingly use location information in their everyday lives via in-car navigation and global positioning systems which solidifies GIS as one of the most pervasive of today's technologies. GIS has been recognized by the U.S. Department of Labor as a high growth technology with daily use by governments, the private sector, academia, and private citizens. Our economy and society increasingly rely on, and benefit from, information about the location of people, places, things, and events. Principles and practices fundamental to our society — recording the details of land ownership, for example — are based on the use of geographic information.

With the current state of the economy causing statewide budgets to shrink, it is very difficult for GIS practitioners to keep up with the technological growth and all it encompasses (e.g. data creation and sharing, web based mapping, resources needed, etc.). Local GIS implementations are struggling to keep up and are looking for more ways to collaborate with similar interest groups and share resources. These localized efforts are costly and often fail because the effort is too much for small groups to handle. In 2007 a statewide GIS strategic plan was borne from many of these localized factions who were looking for a more coordinated statewide approach to GIS. This strategic plan outlined 5 critical goals that, if met, would be critical success factors for statewide GIS. The plan also listed three critical next steps, steps that needed to be carried out before the goals could be acted on. The first step was to establish WIGICC and the third was to make WIGICC the guiding council to develop and address the necessary implementation plans to achieve the stated goals.

Therefore, it is the belief of the Network that, with WIGICC's leadership and guidance, improved statewide coordination of geographic information will better position Wisconsin for use of geographic technology in the areas of emergency preparedness and response, economic competitiveness, public health delivery, environmental management, educational improvement, and many others.

This business plan is the working document of WIGICC and provides insight on what the council is doing on and how the council is operating.

## ORGANIZATIONAL HISTORY

The objective of establishing a council was identified as the number one goal through a joint effort led by the Wisconsin Land Information Association (WLIA) in a statewide strategic plan titled '*Wisconsin Location Matters – A Statewide Geographic Information Strategy*'. Published in 2007,

This statewide strategic plan stated that:

*“this ... presents a plan for improving the coordination and delivery of geographic information services throughout Wisconsin. The plan consists of five goals and associated strategies that, when considered together, will contribute significantly to the realization of this statewide geographic information vision”.*

And further listed in “*Strategic Goals of the Strategy*”, the number one goal as:

*“Improve Coordination*

Implement mechanisms to improve program coordination and technical collaboration among GIS stakeholders. The most critical component for improved coordination is the establishment of the Wisconsin Geographic Information Council...”

An ad hoc WIGICC working group was assembled to facilitate and be responsible for guiding the process culminating in Council formation. The working group contained broad state, county, municipal, and private sector representatives with expressed interests in council development and knowledge of previous GIS governance efforts both inside and outside the state.

Five facilitated listening sessions were held around the state to solicit ideas and feedback toward developing the scope, composition and structure of WIGICC. Participants provided feedback regarding the appropriateness, completeness, and priority of initial evaluation criteria, as well as their ideas for a council structure. Identified 'best elements' were then synthesized by the Working Group and brought forward as a draft WIGICC proposal during a statewide “Governance Summit” meeting. More than 127 GIS/LIS professional attended the Listening Sessions and more than 80 attended the Summit. Many others contributed via email correspondences.

Based on the information and feedback collected, the WIGICC Working Group developed a WIGICC Proposal and submitted it to the Wisconsin Department of Administration for review. The Wisconsin Dept. of Administration expressed encouragement and support for the proposed formation of an interim Geographic Information Coordination Council.

With the support of the DOA and other geospatial organizations around the state, the WIGICC working group facilitated the selection of fifteen voting members for an interim Council. Organizations and consortia representing the functional sectors, as described in the WIGICC proposal to the Department of Administration, were asked to develop selection procedures appropriate to their organizations. Individuals nominated through these processes serve as their sectors' member on the Council.

Fifteen voting-members will sit on the interim Council, including members from local, county, state, federal, and tribal governments, regional planning commissions, academia, not-for-profits, and the private sector. The State Cartographer and GIO are non-voting members.

<b>Interim Council Membership</b> 15 Voting Members 2 Non-voting Members	
<b>State Government</b>	<b>3</b>
State Agencies who are members of the WI State Agency Geographic Information Coordination (SAGIC) Team	3
<b>Local Governments and Regional Organizations</b>	<b>4</b>
Regional Planning Commissions	1
County Governments	2
City, Towns and Village Governments	1
<b>Other Government</b>	<b>2</b>
Tribal Governments within the boundaries of the State of Wisconsin	1
Federal agency field offices within Wisconsin	1
<b>Non-Government</b>	<b>4</b>
Private Businesses	2
Non-Profit Organizations	2
<b>Academic</b>	<b>2</b>
Universities, UW-Extension, and Technical colleges,	2
<b>Ex-Officio, (Non-Voting)</b>	<b>2</b>
<i>WI State Geographic Information Officer (GIO), ex-officio, non-voting</i>	1
<i>Wisconsin State Cartographer (SCO), ex-officio, non-voting</i>	1

The following information is a concise historical chronology of WIGICC events and activities to date, for a more detailed history please refer to section 7.4 “Historical Timeline” located of this document’s appendix.

## **Wisconsin Geographic Information Coordination Council Formation of the Council – A Concise Historical Chronology**

**September 2005:** A FGDC Cooperative Agreements Support (CAP) Grant was awarded to Wisconsin Department of Administration to further GIS cooperative efforts within the State.

**October 2005:** The Wisconsin state-wide strategic planning efforts were initiated and furthered, sponsored by various state-wide professional organizations.

**January 2007:** The Wisconsin State-wide GIS Strategic Plan completed and was published. The statewide strategic plan titled: *Wisconsin Location Matters* (January 2007).  
<http://www.wlia.org/resources/wigisstratplan01052007.pdf>

**January – April 2007:** The WIGICC Working Group was formed, deliberated and prepared the ground-work for meaningful listening sessions to gather stakeholder information.

**May - June 2007:** Working Group received input from Stakeholder Groups via a series of Listening Sessions throughout the State.

**June - August 2007:** Working Group defined composition and functions of Council; promoted the Interim Council's creation, determined best practices and approaches of creating the Council.

**September 2007:** A Summit Meeting was organized on September 6th, 2007 in Stevens Point, WI to seek stakeholder input and begin developing a draft WIGICC proposal.

**October 2007 – July 2008:** The Council Working Group deliberated regularly and created a draft proposed Interim Council governance model. Presentations and public outreach activities occurred at professional organization meetings. Planning and definition of council participation and membership based on stakeholder communities was furthered.

**August 2008:** Final determination of Interim Council membership made. Further definition of stakeholder network relationships, and initial Council meeting plans made. Permanent WIGICC website designed and built.

**September – October 2008:** WIGICC Website goes live in early September. First WIGICC Council meeting held in Madison, WI on September 23<sup>rd</sup>. Kick-off Stakeholder Network meeting held in Appleton, WI on October 28<sup>th</sup>.

**December 2008 – August 2009:** Bi-monthly Council meets were conducted. Furthering of organizational processes, discussions on geospatial topics were accomplished.

**September – November 2009:**

MCD Community of Practice Workgroup is initiated; first Meeting, Sept. 28, 2009. Seventh WIGICC Council Meeting occurred on October 14, 2009.

**December 2009:** Eighth WIGICC Council Meeting occurred on December 17, 2009. Interim WIGICC Business Plan draft reviewed. The team concept and structure was approved. Land Surveying & GIS Mapping issue discussed (SB194), with deliberation and outcomes resulting in possible forthcoming WIGICC statement on that issue.

**January 2010:** WIGICC written and oral testimony for AB 271/SB194 was presented to Senate Economic Development Committee. Additional information was provided to the Senate committee suggesting wording changes in content of the bill to clarify concerning content.

**February 2010**

Ninth WIGICC Council Meeting – February 10, 2010.

Report on Interim Council initiated, due April/May 2010.

## BUSINESS DESCRIPTION

In spite of the tremendous growth of GIS in Wisconsin during the past fifteen years, the lack in establishing policies leading to improved coordination of geographic information creation and sharing has been costly across the state. The WLIA has and continues to promote coordination efforts, but its focus over the past twenty-plus years, has been largely on land records modernization. Over the past several years the GIO has promoted coordination efforts, but has not had the resources to fully implement statewide coordination policies. The SCO has been active in advancing coordination efforts, but does not have the authority to compel coordination between diverse organizations. Therefore it's the purpose of WIGICC to provide the necessary statewide policies and coordination efforts to solve the issues that have previously prevented other entities from succeeding.

Be it that the council is currently operating in "interim" mode, it is necessary to separate the "interim" business items from the standing business items. While these items are not exclusive, this separation is critical and will allow the interim council to best focus its' efforts on specific tasks to accomplish the most critical business items.

The core business purpose of the interim council is to:

- Identify, and ultimately complete, necessary actions to transition from an interim council to a sustainable long-term council.
- Establish the framework for creating, promoting and facilitating policy that will improve coordination efforts across the state
- Establish working relationship with the Network to identify issues and task Communities of Practice to solve them
- Establish goals and objectives for success
- Establish success criteria and tools to measure success
- Document interim council actions

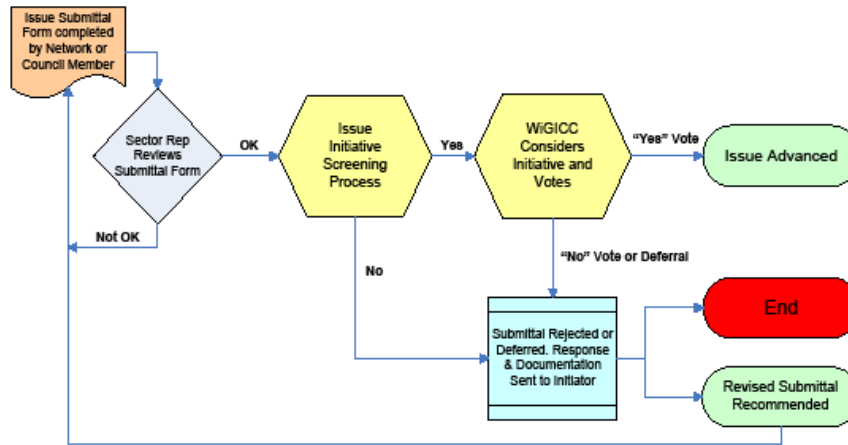
Upon transition from "interim" council to permanent council, the core business effectively changes to operating as a credible body that delivers positive change across all geographic stakeholder sectors. The potential exists for WIGICC to create needed policy and coordination that will decrease monetary and resource costs while increasing productivity, sharing, and quality of geographic information.

The core business purpose of the council is to:

- Provide coordination of previously isolated, disconnected and duplicative efforts
- Provide all stakeholder groups, within the geographic information community, a voice in the decision-making process regarding statewide policies and initiatives
- Establish and enact policies with regard to effective coordination of geographic information creation and sharing
- Act upon and ultimately implement necessary actions to achieve the goals and objectives identified in "*Wisconsin Location Matters*"



**WIGICC Issue Intake and Action Flow Chart**  
02/11/2009



## RISK ANALYSIS AND MANAGEMENT

Forming WIGICC comes with significant risk. WIGICC is completely voluntary, is organized as “quasi-governmental”, and has no authority through legislative action or order of the Governor. Because the group is voluntary with no specific authority, the ability to define and act on significant issues, and the ability to institutionalize any recommended solutions is limited.

There is also risk associated with engaging the larger geographic community as a whole. This larger community may include groups that are accustomed to localized efforts, processes, people, and knowledge as well as groups that simply aren’t knowledgeable about geographic information and the need for broader coordination and standardization. So, the usual approach has been that individuals and small groups have been seeking coordination and partnerships within their own regime, but in many instances have continued to encounter barriers.

There have been successful components of coordination, particularly through the Land Information Program (WLIP), and federal funding for selected data, but these examples, as models, have not carried well into other areas. While building on a long history of cooperative geographic information activities in the state achieved through the WLIP and other regional efforts, this WIGICC effort offers a new model that is appropriate for the times and mitigates some of the deficiencies of previous arrangements.

The “interim” council has identified the following items as risks to the permanent formation of a long-term council.

#### Risks

- Voluntary body, no authority
- No identified permanent funding for the council exists
- Advocating for statewide coordination across many localized groups
- Competing with other organizations for volunteers and resources
- Implementing a new statewide coordination model

#### Risks of Implementing Plan

- If not supported or not successful any statewide coordination efforts will lose credibility
- Political agenda may skew council direction and purpose
- Existing organizations and programs may be negatively affected and seen as unnecessary
- Expectations will be elevated and may not be met
- Volunteer time is stretched too thin and tasks do not get accomplished

#### Risks of not implementing the plan:

- Lack of statewide coordination creates duplication of effort, increased costs, and minimal sharing of data and resources
- Lack of statewide policies allows for minimal standardization, regional coordination, and inefficient use of resources
- Loss of federal grant funds
- Inability to demonstrate value of WIGICC for sustainability
- Geospatial disorganization in times of emergency and urgent need

To best manage the risks listed, as well as future risks to be identified, the council will do the following:

- Identify, and act upon, specific actions to seamlessly transition the “interim” council to a permanent council
- Enforce council membership responsibilities and meeting attendance requirements per council by-laws
- Continually include and engage the geographic community with regards to coordination and policy initiatives
- Continually advocate, via specific marketing and outreach strategies, the need for statewide coordination and policies

## OUTREACH PLAN

WIGICC has made, and will continue to make, a concerted effort through representative sectors, professional organizations, email lists, and its website to contact the widest possible group of geospatial practitioners to advertise the effort to develop WIGICC. Newly created brochures and information sheets are being distributed by the interim council. Outreach and promotion of WIGICC initiatives is regularly conducted through appropriate list serves, publications, and the Council’s webpage. Presentations have been made at meetings, and articles have been placed in newsletters. In addition WIGICC will, when appropriate, display and attend annual GIS events such as UW GIS Day, WLIA Annual Conference, EWUG, etc. This enables WIGICC to promote its mission to a broad array of stakeholder groups that are ultimately needed to help build the council. This includes decision makers at various government levels, private industry, and academia.

- Cities, Towns and Villages
- County Government

- State Government
- Regional Organization
- Federal Government
- Tribal Government or Tribal Agencies
- Private Sector
- Non-Profit Organization
- Universities, Colleges, and UW-Extension

The council will continue these ad-hoc promotional activities until an outreach team can be implemented to spearhead a more formal plan.

## OPERATIONS PLAN

Currently the interim council operates based on the following process:

- Executive Council meets and establishes agenda based on priority items
  - Items derived from Council discussions
  - Items derived from “Network” issues and needs
- Council Members convene 6x / year
  - Predetermined dates and locations
  - Meetings set up by SCO staff with assistance from other members
    - Web and phone conferencing for members unable to attend in person
  - Meeting operations
    - Discuss agenda
    - Take minutes
    - Identify priorities
    - Identify Action Items
    - Assign Action Items
      - Individuals
      - “Communities of Practice”
- Network Meetings in conjunction with selected Council Meetings
  - Predetermined dates and locations
  - Meetings set up by SCO staff with assistance from other members
    - Web and phone conferencing for members unable to attend in person

In addition to the meeting operations as described above, it is further assumed that each interim council member is doing their part outside of the scheduled meetings to review documentation, provide feedback to the council from their sector, promote the values and benefits of WIGICC, and encourage members of their respective sector to get involved with the “network”.

The council has created 4 teams that will be staffed by members of the council. Each member will belong to a sub team. No council member will be asked to lead more than one team. These teams will be responsible for specific tasks as outlined in their respective sections in this business plan. The teams proposed at this time are:

- Implementation – Coordination
- Implementation – Data Framework
- Outreach
- Internal Operations

With this approach the council will be able to “evaluate, divide and conquer” it’s internal business more readily and completely by spreading the work across the whole council membership. This will ensure all tasks pertinent to the council’s success get acted upon and will free up the time of many of the more active members. For those tasks that don’t logically fit under a specified sub team listed below, and also

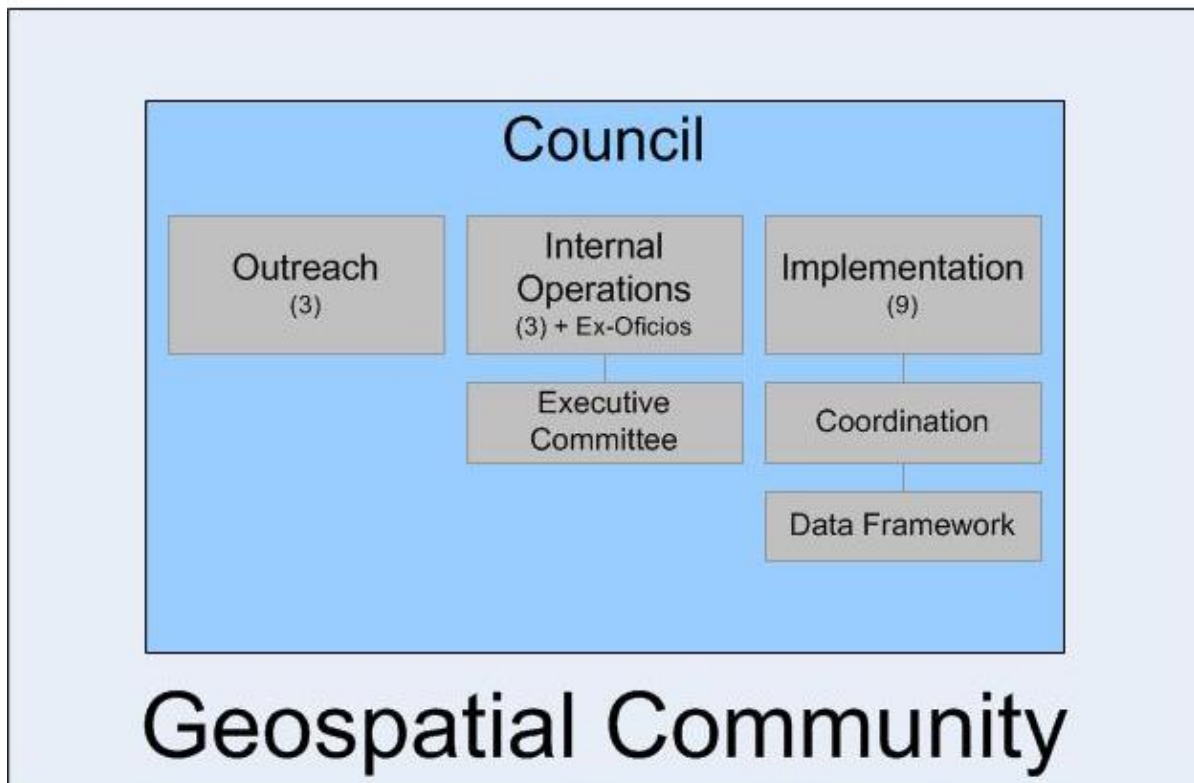
don't fit under a Community of Practice (CoP), an ad hoc team may be created to focus specifically on the tasks and deliverables and will be managed by the Coordination team.

The defined approach relates the efforts of the Council directly to the Wisconsin Location Matters (WLM). The Coordination team will address those issues related mostly with the improvement of coordination, (WLM Goal 1). The Data Framework team will address those issues related to the establishment of a statewide data framework (WLM, Goal 2) and the Outreach team will be responsible for acting on issues related to improved education and awareness of geographic information issues (WLM, Goal 5). The internal operations team is a necessary component to conduct council business.

Recommended council staffing levels are included for the teams. Each team should have a designated leader and those responsibilities will need to be defined. It is expected that teams will be responsible for addressing the issues assigned and obtaining Network involvement as much as possible. The teams should be given flexibility in determining how they will form and operate, within the WIGICC by-laws and charter.

By aligning the goals, objectives, tactics, and actions with specific teams (based on the "Business Implementation Process" listed as item 7.3.1 in the Appendix), the council will more efficiently take action and prioritize issues as they arise. Teams will have responsible leaders and a known set of resources. As new issues arise, the council can compare the known set of commitments and resources, and make judgments based on priorities and resources.

#### WIGICC Operational Model



## **Implementation Teams (9 members)**

### **Coordination Team**

The Coordination Team is responsible for developing and facilitating the processes, standards, and coordinating activities between the Network and the Council. The Coordination team will further provide strategic and business planning guidance to the Network to improve the management of statewide geographic information.

**Goal:** Provide statewide leadership, guidance, and strategic and business planning in the management of statewide geographic information.

**Objective:** Establish a limited number of specific issues to address to demonstrate the needs and benefits for statewide coordination.

#### General Tactics:

- Organize and use issues raised during organizational phases of the council
- Council review and prioritize issues
- Council present priority issues to the network for review, refinement and network involvement
- Establish teams to address issues, develop process, and identify solutions.
- Council work with network and constituent groups to implement solutions

#### Specific Action Items:

*Note: Some items listed have been completed*

- Draft WIGICC letter of support for WROC w/ approved wording
- Research the registrar of deeds flat fee proposal and report to WIGICC.
- Finalize the WIGICC strategic business plan
- WIGICC Business plan sub-team to work with Ted Koch to review/update document for publication to WIGICC website for review by Network.
- WIGICC Network Issues follow up from October 2008 assignments to WIGICC members: Engaging the Business Community
- Draft a letter for WIGICC council review with the goal of distribution to the PSC, with the signature of the chair by next by Aug. 1, 2009. This letter should define specifics regarding coordinated data collection, sharing and distribution by broadband projects that receive stimulus money for GIS.

**Objective:** Establish the foundation of a coordinated “Stakeholder Network”.

#### General Tactics:

- Conduct meetings to receive feedback on critical council and network issues.
- Establish several working communities of practice (CoPs), demonstrate value of CoPs to address meaningful issues, establish roles and procedures for communication between CoPs and the Council.

#### Specific Action Items:

*Note: Some items listed have been completed*

- Bring forward listening sessions ideas -> use October meeting to sift down to smaller group priority items.
- Use website to gain fuller participation prior to October 28
- Emerge with top 10 list of council issues, and follow up online through website

- Create a CoP guideline document/web template to help WIGICC members bring common CoP language back to their representative sectors
- Coordinate Federal Agency CoP for 2010 orthos

**Objective: Support WI Homeland Security Strategic Plan.**

General Tactics:

- Participate with the Department of Military Affairs to implement recommendations related to GIS in plan.
- Brief the Governor's Homeland Security Council (GHSC) on WIGICC activities and potential benefits of WIGICC activities for the GHSC. Respond to requests for information and action.

Specific Action Items:

*Note: Some items listed have been completed*

- Contact the WI council of Chief of Police, Fire Chiefs, solicits people to get involved.
- Forward WI Homeland Security Council meeting minutes, attendees and schedule to WIGICC members.
- Homeland Security Strategic Plan review to be completed by Jeff with comments back to team for next meeting (April) agenda item.

**Data Framework Team**

The Data Framework Team is responsible for working with the WIGICC Network community to cultivate a statewide framework for sharing geospatial data and services.

**Goal: Facilitate the equitable creation, access, sharing and exchange of geographic information.**

**Objective: Evaluate and promote geographic information standards, best practices and policies**

General Tactics:

- Provide volunteer personnel resources to help identify, organize, pilot and implement proposed solutions.
- Assist in educating and promoting the effort.
- Provide support for granting opportunities to help build the system

Specific Action Items:

- Organize a WIGICC Interoperability Community of Practice (1-2 WIGICC members) with Network members to identify, explore, and define solutions for GIS information standards, best practices and policies for sharing geospatial data and services.
- The GIO and SCO offices will document the project for the Council to review, and will also work with local and federal partners.

**Objective: Support coordinated geospatial information collection, access and sharing efforts throughout the state.**

General Tactics:

- Support geospatial information sharing initiatives undertaken by state and local agencies.
- Encourage the development and improvement of specific statewide geospatial framework data layers.
- Support the GIO 'Wisconsin Spatial Data Repository' initiative.

- Promote active participation of the Wisconsin's GIS Inventory across all sectors.
- Support and promote the orthophoto data collection efforts of the Wisconsin Regional Orthophoto Consortium (WROC), the Department of Military Affairs, and other imagery acquisition programs as appropriate.

Action Items:

- The Wisconsin GIO office will provide ongoing updates re: the Wisconsin Spatial Data Repository project
- Support and monitor WIGICC MCD committee (per prior)
- Inventory of policies & SAGIC practices
- Lead Data Sharing Policy Group - Agreed to lead activities in this area as defined in April WIGICC meeting

### **Outreach Team (3 members)**

The outreach team will be responsible for crafting and delivering the council's news and "messages" to the Network. This team will also be charged with identifying, selecting, and managing the best delivery mechanisms available to meet the council's needs. This team will identify, create, and work with the Council teams and the Network to implement a communication framework for managing communication and feedback between all council related groups. This may or may not include formal documentation, delivery of that documentation, web content, etc.

**Goal:** Foster communication, cooperation and collaboration in matters related to geographic information among local, state, federal, tribal, non-profit, and private entities in the State of Wisconsin.

**Objective:** Currently none specified.

General Tactics:

- Implement and maintain the content on the wigicc.org website with current activities, plans, and information resources to assist with all the objectives of this goal.

Specific Action Items:

- Currently none specified.

**Objective:** Identify relationship with key stakeholder groups.

General Tactics:

- Conduct direct talks with each of the groups to define and document the nature of the relationship. The primary groups of concern include the Wisconsin Land Information Association (WLIA), the Land Information Officers Network (LION), the Wisconsin Society of Land Surveyors (WSLS) and the Wisconsin Counties Association (WCA).
- Exchange participation in group meeting as appropriate
- Communicate relationship in appropriate forums

Specific Action Items:

*Note: Some items listed have been completed*

- WIGICC Ad hoc Committee to work specifically to engage WLIA to establish processes/procedures for communication and joint activities.

**Objective: Communicate council activities and related issues to the Stakeholder Network.**

General Tactics:

- Host meetings with Network
- Offer leadership for Communities of Practice
- Publish in community newsletters and meetings

Specific Action Items:

*Note: Some items listed have been completed*

- Dick will lead a small group regarding external communication plan
- Create a document outlining who is leading each activity and who has volunteered, timelines, realistic goals, etc. and post to WIGICC website.
- Post on WIGICC website: visio diagram of how repositories may be connected to give the community an understanding of what it can be. Identify the drivers of why items are being set up this way.

**Objective: Advise and consult with decision makers (e.g. the legislature) on the appropriate use of geographic information to address critical societal issues.**

General Tactics:

- Work with Department of Military Affairs to develop relationship with the Governors Homeland Security Council
- Work with WLIA legislative committee and lobbyist to understand current trends and issues at the state level
- Work through stakeholder groups to identify issues and opportunities to engage with and support decision makers

Specific Action Items:

*Note: Some items listed have been completed*

- WIGICC Political Action Game Plan team: to create a road map document for WIGICC to follow for political representation, familiarity and gain.
- Assign 2 WIGICC Members to attend Homeland Security meeting March 18, 2009.

**Objective: Educate leaders, citizens and organizations about the need for and benefits of using geographic information, technology and services.**

General Tactics:

- Work through stakeholder groups to identify issues and opportunities to engage with leaders, citizens and organizations.
- Using the Council membership affiliations and stakeholder network, identify specific outreach opportunities, especially larger stakeholder meetings, to make presentations about the need for and benefits of using geographic information, technology and services

Specific Action Items:

*Note: Some items listed have been completed*

- Create a working group to put together educational materials describing and discussing the various fly-overs and imagery products and how they benefit their users/constituents. The initial education material (fact sheet) is due by 8/1.

### **Internal Operations Team (3 members)**

The internal operations team will be responsible for council and network meeting set up and delivery. This includes administrative activities (i.e.: the meeting space itself as well as the web and phone conferencing, etc.). Furthermore, this team is responsible for managing the WIGICC website and any other infrastructure necessary for the council to conduct its business. This team also will take the lead on reporting the progress of the interim council and making recommendations for adoption of a permanent council.

**Goal: Establish the WIGICC as a formally recognized group via legislative authority, Governors executive order or another mechanism as deemed most appropriate.**

**Objective: Establish Council Processes.**

General Tactics:

- Establish processes, procedures and methods of operation to enable smooth transition to a permanent council.
- Operation of the Executive Committee

Specific Action Items:

*Note: Some items listed have been completed*

- WIGICC authorizes the WIGICC Working Group to plan kickoff Network meeting on October 28, with the advice of this discussion
- Elect leadership-Chair, Vice Chair, Secretary at next meeting.
- Submit any further comments on the documents or processes on the WIGICC Decision Management Tool to Andy or Curt after the meeting.
- Officers will find a replacement for Rina Ghose. Follow up with a "thank you" letter to WI Homeland Security Council for the opportunity to speak.
- Send Rina Ghose a letter accepting resignation from WIGICC
- Post Lacy (March 2009) letter to WIGICC Website, Exec Council to discuss/respond.
- Cutforth Letter - Larry submitted letter of concern about WLIA relationship and resource competition

**Objective: After 2 years conduct an evaluation of the work, effectiveness and accomplishments of the Council.**

General Tactics:

- Establish a committee of Council, Network and stakeholder members to develop a process for and conducting the evaluation. This process may include:
  - Review founding documents from the WIGICC Working Group, The Department of Administration and WIGICC, to determine if initial concepts were followed
  - Review actions taken and determine affect of actions
  - Review organization
  - Solicit opinions from Council, Network and Stakeholders
  - Prepare findings and recommendations

Specific Action Items:

*Note: Some items listed have been completed*

- WIGICC "accomplishments and recommendations report" - due June 30, 2010

**Objective: Review results of evaluation.**

General Tactics:

- Currently none specified

Specific Action Items:

- Currently none specified

**Objective: Determine appropriate mechanism for establishing a permanent WIGICC.**

General Tactics:

- Review other states activities
- Consult with state agency officials and other knowledgeable people
- Seek Network opinions

Specific Action Items:

- Currently none specified

**Objective: Prepare and present proposal for permanent establishment of the WIGICC.**

General Tactics:

- Prepare Budget requirements
- Track costs associated with interim Council in preparation for a more permanent Council.
- Capture cost-benefit data and determine ROI, both quantitatively and qualitatively
- Prepare Document and presentation materials
- Communicate with Network and Stakeholders to inform and garner support
- Present proposal to decision makers

Specific Action Items:

- Currently none specified

## FINANCIAL PLAN

### History

The State of Wisconsin has received funding support for our SSDI efforts in the past for the development of coordination efforts; at least \$94,000 from 2004 to 2009. In addition grants have been provided to specific localities for the collection of SSDI data sets; at least \$529,000. The ability to receive this funding is becoming increasingly dependent upon showing statewide coordination efforts to assure efficient expenditures of funds.

Funding provided by the U.S. Geological Survey, through a cooperative agreement with the SCO, is supporting some of the WIGICC administrative needs during 2009. The USGS funds cover the cost of producing publicity materials, video conferencing, a professional facilitator, and the costs of a part-time student in the SCO. The USGS funds will run out in 2010. A challenge to WIGICC will be funding support for some of these administrative needs in the future.

### Going Forward

Tracking all costs associated with operation of the interim Council will prepare the Council to make needed budget justifications and the case for the establishment of a permanent Council in late 2010.