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FMTF Data Committee Meeting Minutes

**Date: Tuesday, February 23, 2016**

**Time: 2:00 – 3:00 P.M. EST**

**Where: Web conference**

**Attendees List:**

### **Gary Kramer West Florida RPC**

### **Frank Tabatabaee FDOT Central Office**

### **Thomas Hill FDOT Central Office**

### **Terry Corkery FDOT Central Office**

### **Gabe Matthews FDOT Central Office**

### **Andrew Tyrell FDOT District 7**

### **Paul Flavien Broward MPO**

### **Soliman Salem City of Jacksonville**

### **Dan Beaty HNTB**

### **Danyu Shi BCC Engineering**

### **Roberto Miquel CDM Smith**

### **Rob Schiffer Stantec**

### **Elaine Martino Martino Planning**

### **Daniel Miller RK&K**

### **Krishnan Viswanathan CDM Smith**

### **Makarand Gawade RS&H**

### **Heather Lupton AECOM**

Gary Kramer began the meeting. – 2:00pm

**Item 1: Employment Data Purchase**

* Last employment data purchase was in 2014
* We have been approached by a few companies that provide employment data
	+ Currently accustomed to InfoGroup as employment data provider.
	+ Dun & Bradstreet and Balmoral have also applied for resource selection.
* We would like to have one session per company to give us an overview of the data collected and their company.
* It is already in the Procurement office and we would like to include the Data Committee in the decision making process for the three candidates.
	+ This will help to better justify a sole-source data purchase.
* Do we have a set of criteria for evaluation for each firm?
	+ We need to set that up now before we invite the vendors in for evaluation.
	+ We need a sample set of their data (ex. urban vs. rural) and from there develop a set of probing questions
* We need to have a standard set of questions when looking at the data.
	+ Select counties/locations for the sample data.
	+ Distribute the sample and have members vet the data sets individually, then come together to assess the companies.
	+ We should consider that they probably will not provide whole counties in their data samples.
		- One solution could be to determine a set number of records to evaluate.
	+ We may want to select a county that is not an MPO county.
* Are there any pressing deadlines or needs for new employment data?
	+ The new base year for Districts 4 and 7 will be 2015, so it is important to obtain the data as soon as possible.
		- FDOT District 3 would also like the 2015 data.
		- Broward MPO also needs 2015 data.
	+ Data has to be purchased out of operating funds, so it’s likely that it will not be purchased before June of this year.
		- If we have everything in order between now and then it would put us in the best position to acquire the data as soon as possible.
* Is there any criteria we want to look at for anything that may cause a problem in the data?
	+ Ex. What do your distribution centers in Polk County look like?
* We need to select volunteers to lead the questioning and evaluation of the vendors:
	+ Krishnan Viswanathan
	+ Elaine Martino
	+ Daniel Miller
	+ Dan Beaty
	+ Rob Schiffer
	+ Paul Flavien

**Action Item:**

* **Questions from the Data Committee Members regarding what should be asked for the Employment Vendors to provide responses to, should be provide by the close of business on Friday, March 11th, 2016 to Frank.Tabatabaee@dot.state.fl.us.**
* **Frank will contact each of the vendors to collect background information.**
	+ **Metadata will be distributed to the group**

Meeting adjourned – 2:53pm