

**Sonoma County Animal Services Partnership
Shared Data Systems Workgroup – Meeting Notes**

October 16, 9:00AM – 11:00AM

415 Humboldt Street, Santa Rosa – Humboldt Conference Room

Present: Ellen Bauer, PH Division Director; John Wise, DHS IT Manager; Jennifer Milligan, Administrative Analyst II, County of Sonoma

Topic	Discussion	Action/Decision
Review\Discuss October 10 Status Report	At the October 10 th Partnership meeting Ellen Bauer presented a status report on the initial findings from John Wise’s data systems discovery process. Ellen also did a brief presentation of the key features of the new Partnership website: www.SoCoAnimals.org The group agreed that John should proceed with the discovery process.	Continue to meet with shelters/rescue groups to get input. Prepare list of technical options for Partnership to consider at its December 12 th .
Discuss key features/functions desired	The group reviewed the list of features and functions identified to date. Some shared features are fairly simple to develop (e.g. links to information); some might be more complex (e.g. searchable registry of adoptable animals). Consider phased approach to development of shared data on the website, starting with simpler features (e.g. event calendars, links to groups, perhaps some searching capacities). For November 20th meeting, confirm which short-term changes can be handled by the current website platform and can be implemented by Dec. 12 th . Identify which more complex features to present to Partnership for guidance.	The group agreed to the initial list of features/functions identified. John will check with Angela (webmaster) to determine which features can be implemented with existing website. Develop samples of more complex functions for website to consider for future development.
How do we determine consumer needs?	Animal Services Workgroup meetings, public meetings, and partners have provided initial input to inform preliminary design.	Continue to consider options for further input.
Discuss next steps and resources	Before the November 20th meeting, John will complete meetings with shelters and a few rescue groups to confirm needs and interests. He will consult with Angela and identify features that could be added to existing website in the short-term. John will identify more complex features that would require more advanced IT infrastructure for data sharing and integration. These will be reviewed and refined at next workgroup meeting, then presented for review and input of Partnership on December 12th.	By Nov 20 th , complete meetings with shelters and rescue groups. By Nov 20 th , draft possible short-term updates to website – links, calendar of events, mock-up of jurisdiction query, what’s new, resources etc. (refine and present final on December 12) By Nov. 20 th , draft list of potential technical options (refine and present final on December 12)
Review meeting schedule	Monthly meetings are scheduled for the 3 rd Wednesday of each month, 9-11 a.m. at 415 Humboldt St, Suite B, Santa Rosa.	Next meeting Nov. 20 th . Meetings calendared by participants