



# West Virginia Statewide Addressing and Mapping Board

Meeting Minutes

Verizon HQ - Charleston Room

Charleston, WV

Thursday, September 22, 2005 @ 1:00 pm.

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## **Board Members Present:**

Jack Bowden, Raleigh County 911

Jim Caruthers, Putnam County Commission

Hussein Elkhansa, Department of Transportation/Division of Highways

Jimmy Gianato, McDowell County 911 Director

Craig Neidig, Chairman, State GIS Coordinator

Tom Williams, E911 Service Manager, Verizon

## **Board Members absent:**

Jim Priester, Assessor, Marion County

Frederick Smart, Director, Harrison County 911

David Tarbett, Citizen Member, Mason County

## **Counsel, Staff:**

Leigh Cielensky, Executive Assistant and Recording Secretary

Dannie Walker, WV Public Service Commission

**Absent:** Kathy Buckley, Verizon

Joe Starsick, Counsel, Bowles Rice McDavid Graff & Love

## **Project Management Team:**

Joe Seppi, Michael Baker, Jr., Inc.

Andrea Griffith, Semaphore Hill Associates

**Absent:** Dr. Terry Keating, ZI Imaging Inc.

Marc Levesque, Acadia Research, LLC

## **Addressing Contractor:**

Brian Blake, microDATA GIS – (By teleconference)

Neil Cadle, microDATA GIS

Cynthia Smell, microDATA GIS

**Absent:** Bruce Heinrich, microDATA GIS

## **WV GIS Technical Center:**

**Absent:** Kurt Donaldson

## **RTI/Marshall University:**

Sean Litterell

**Absent:** Dave Lawson

## **Guests**

Michelle Barron, Kanawha County Metro 9-1-1  
Matt Taylor, Kanawha County Metro 9-1-1  
Joe Mazgaj, WV DHSEM  
Lynda Yates, Doddridge/Ritchie County 9-1-1  
Richard Filipek, Raleigh County 9-1-1

## **Opening**

Craig Neidig presided as Board Chairman and Leigh Cielensky served as recording secretary at the September 22, 2005 WVSAMB meeting held at Verizon Headquarters located in Charleston, West Virginia. Chairman Neidig called the meeting to order at 1:15pm. Roll call was taken and a quorum was established. Chairman Neidig reviewed the agenda and associated handouts.

## **Additional Discussion Items for Agenda (non-voting items only)**

None at this time.

## **Approval of Previous Minutes**

A motion was made to approve the minutes from the August 4 and August 18, 2005 meetings.

**Motion to approve the August 4 and August 18, 2005 meeting minutes.**

*Moved: Jack Bowden*  
*Second: Hussein Elkhansa*

**Motion passed unanimously.**

## **Reports of Officers**

*Craig Neidig, Jimmy Gianato, Tom Williams, Fred Smart*

Chairman Neidig congratulated Jimmy Gianato on his new position as Director with the Office of Homeland Security and Emergency Management. Congratulations went to Tom Williams and Leigh who both became grandparents recently. Leigh is a proud grandmother to a little boy and Tom is the proud grandfather to a little girl.

Tom Williams, Jack Bowden and Richard Filipek attended the State Auditor's Annual Training for Sheriffs at Glade Springs Resort September 19, 2005. They did an overview and update of the project.

## **Report of Counsel**

*Joe Starsick, Board Counsel*

**No report.**

Craig reported that Joe is out on extended medical leave until further notice. Bowles Rice has appointed Jeff Matherly to be the Board's interim counsel. The electric utility agreements were pending review by Joe.

## Old Business

- **Federal Partnerships**

- The USGS is in the process of sending us a deposit. At this time we have not received it.
- The Census Bureau - We received an official request from the Census Bureau for release of the street center-line data for the State. Recall that they did an accuracy assessment of Putnam County data and were very impressed with the results. Craig summarized the benefits of cooperating with Census and recommended that we release the raw street center-line data for the State as an initial gesture of cooperation. There are other data sets that they still want and need. Further discussion was held on this issue.

**Motion was made to release road center-line data to Census Bureau for conflation of the Tiger data.**

*Moved: Jim Caruthers*  
*Second: Tom Williams*

The voice vote resulted in a 3 for – 3 against. A roll call vote was taken, with the following results:

Jack Bowden – No  
Jim Caruthers – Yes  
Hussein Elkhansa – Yes  
Jimmy Gianato – No  
Craig Neidig – Yes  
Tom Williams – No

Further action was tabled until the October 6, 2005 meeting. Craig will try to get more clarification from the Census Bureau on how this is going to work and what the process is. We will need some sort of legal review on this also.

- **Rules Committee** – We did not have a Sunset Committee meeting this month. The rules have undergone a review by the Legislative Rule Making Committee. We should expect it to be on the agenda for the next session. Committee counsel suggested some minor changes in the language.
- **2005 Mock Disaster** – Leigh and Joe reported on the 2005 Mock Disaster booth and classes we had.
- **Report on Sheriff’s Meeting** – Jack thanked Tom and Richard for their help at the meeting. Everyone loved the handouts and the talk.
- **Report on County Clerk’s Meeting** – Cyndy reported on the County Clerk’s meeting. Numerous people stopped by the booth to talk about the project and again, everyone loved the handouts.
- Tom Williams and Neil Cadle spoke at the Chapmanville City Council Meeting.
- **Baker Contract** – Craig submitted the renewal for the Baker contract. He spoke to the Purchasing Division today. It is on the verge of being signed.

## **New Business**

- **2005 Payment Processing Seminar and P-Card Coordinator Seminar** - Leigh requested to be able to attend both of those seminars in order to perform her job to the best of her ability.

**Motion to allow Leigh to attend the 2005 Payment Processing Seminar and P-Card Coordinator Seminar.**

*Moved: Tom Williams*

*Second: Hussein Elkhansa*

**Motion passed unanimously.**

- **October 6, 2005 WVSAMB Meeting** – Discussion was held on where to have the next WVSAMB meeting. The meeting will be held in Charleston at Verizon HQ.

## **Report of WV GIS Technical Center**

*Kurt Donaldson, WVGISTC*

No report at this time.

## **Report from Rahall Institute/Marshall University**

*Sean Litteral*

See written report on file with the recording secretary.

## **Report of Addressing Contractor**

*Brian Blake, microDATA GIS (for Bruce Heinrich)*

No written report.

- There was discussion on the progress of field collection and TEAM processing status.
- Cyndy reported that she had talked to Mary Kackley, Berkeley Co. 911 director, to get access to the MSAG database. Wood County cooperation is still an issue.
- Tucker County field collection has started.
- Jack Bowden reported that Monroe Co. TEAM 1 is progressing after a delayed start.
- Still awaiting permission to use electric utility databases to assist address verification.
- Verizon billing addresses are improving TN match rate.
- Discussion of letter from WV 911 Council regarding microData progress.
- Action Item: Prior to the next Board meeting, MicroDATA will provide to the Board a revised schedule and timeline for the remaining 15 months of the contract as requested by the 911 Council letter and as the Board had previously requested.

## **Report of Project Manager**

*Joe Seppi, Deputy Project Manager/Contract Manager, Andrea Griffith*

No written report.

- McDowell Co. press release regarding phone bank will be released around October 1.

**Sub-Committee Reports**

No reports at this time.

**Informational Reports**

No reports at this time.

**Good of the Order/Discussion**

None at this time.

**Closing**

Motion was made to adjourn.

Moved: Jimmy Ginanto  
Second: Jack Bowden

Meeting adjourned at 3:20pm.

**Next Meeting**

The next Board meeting is scheduled for Thursday, October 6, 2005 at 1:00 PM at Verizon HQ – Charleston Room, Charleston, WV.

Minutes submitted by:

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*Leigh A. Cielensky, Executive Assistant* Date

Minutes Approved by:  
West Virginia Statewide Addressing and Mapping Board

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*Craig Neidig, Chairman* Date