# WRAP RHPWG

# Shared Database Management Workgroup

Conference Call May 9, 2018

Minutes

1. Roll Call: 9 of 11 members of the subcommittee were present.
2. Administrative
	1. Agreed by members to determine if a bi-weekly meeting is necessary at the end of today’s meeting.
	2. Notes by Roslyn Higgin (NMED) today. Members will send the times they cannot be available for note taking. A rotation list will be circulated before the next call.
	3. Ryan updated the group on the Monitoring/Glide Slope subcommittee. They are currently working on the “most impaired day” metric and have asked key contacts to complete a survey regarding what they have done so far, and what they have found in their work. Tom discussed the intent of the subcommittees stating these groups are sounding boards so planners are connected to data and results that can be utilized by group members, and communication between states and contractors is important to determine what the states require.
	4. Kristen will be the liaison between this subcommittee and the monitoring/glide slope subcommittee. No other potential liaisons were identified.
3. Overview of Workgroup Tasks

The TSS is used to support some of the requirements for the SIPs in the RH rule. Contractors have been hired to do the technical work as needed by SIP planners. This will include what data to include, offerings of “canned” graphics and functionality so that States can query and work with data as needed. This subcommittee will look at what the TSS already provides and make recommendations on what needs to change and additional helpful information and functionality.

* Provide feedback to the contractors regarding the current TSS and how the new rule requirements may affect what’s needed on the TSS;
* Identify missing elements, parameters no longer required, and additional data, graphics and functionality for “telling the RH story” in State SIPs. At some point, this subcommittee will reach out to all States on our recommendations before finalization.
* Discussion on how IMDW can be leveraged over into the TSS. Members should explore the IMDW as well.
* At some point, we (monitoring subcommittee and TSC) will need to make a decision as to when to cut and use the data in its most recent form. Finalized monitoring data may not be available until close to the end of the year, but this is foundational information, so we may not be able to wait. At some point, there are diminishing returns.
* A survey may be useful to find out information from the larger group (but we may not know enough yet).

**On the next call, Tom, Shawn and Ted will lead a walk-through of the TSS focusing first on what is available on the monitoring portion. Those who have used it extensively will be encouraged to talk about how they used it and what might need changing. All members will have explored the FED, IMDW and TSS before the next call.**

1. Workgroup Task 7.1: TSS (v. 1 & 2) review
* This subcommittee should provide feedback to the contractors regarding the current TSS and how the new rule requirements may affect what’s needed on the TSS;
* Identify missing elements, parameters no longer required, and additional data, graphics and functionality for “telling the RH story” in State SIPs. At some point, this subcommittee will reach out to all states on our recommendations before finalization;
* Discussion on how IMDW can be leveraged over into the TSS. Members should explore the IMDW as well;
* At some point, we (monitoring subcommittee and TSC) will need to make a decision as to when to cut and use the data in its most recent form. Finalized monitoring data may not be available until close to the end of the year, but this is foundational information, so we may not be able to wait. At some point, there are diminishing returns; and
* A survey may be useful to find out information from the larger group (but we may not know enough yet).

**Conclusion: On the next call, Tom, Shawn and Ted will lead a walk-through of the TSS focusing first on what is available on the monitoring portion. Those who have used it extensively will be encouraged to talk about how they used it and what might need changing. All members will have explored the FED, IMDW and TSS before the next call.**

1. Workgroup Task 7.2: Populate TSS with monitor data

This will be the next task, but it is dependent on the Monitoring/Glide Slope subcommittee.

1. **Action Items for next call:**
* **Members send Cindy any dates you already know you will not be available for note-taking.**
* **Tom will send out the links to the databases, which Cindy will distribute with the next Doodle Poll for scheduling our next call toward the end of May.**
* **Ted, Shawn, and Tom will work together to lead a walk-through for subcommittee members on the next call.**
* **Members are to review all three databases and compose questions and observations for the next meeting.**
1. Next call: To be determined – May 30, May 31 or June 1.