



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

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**NOTICE OF A MEETING**  
**DATA POLICY NEEDS SURVEY & TOOLKIT WORKING GROUP**  
**MID-OHIO REGIONAL PLANNING COMMISSION**

**REMOTE MEETING**

**April 28, 2020, 2:30 pm – 4:00 pm**

**AGENDA**

- 1. Welcome & Introductions**
- 2. Survey Development**
  - a. Status of IRB – David
  - b. Status of Hermetic Scan – Christina
  - c. Revisit Survey Questions
  - d. Status of Survey Mailing List – Aaron
- 3. Focus Groups**
  - a. Review Formation Process
  - b. Status of Focus Group Attendee List – Aaron
  - c. Discuss:
    - Number of Groups
    - Group Facilitator
    - Timing
    - Size: 20 – 30 Attendees with Breakout Sessions
- 4. Local Government Data Resources – [SharePoint](#)**
- 5. Other Business**
- 6. Next Steps**
- 7. Adjourn**

**Please notify Lynn Kaufman at 614-233-4189 or [LKaufman@morpc.org](mailto:LKaufman@morpc.org) to confirm your attendance for this meeting or if you require special assistance.**

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(888) 596-2885 United States (Toll-free)  
Conference ID: 520 308 720#

**The Next Meeting of the Data Policy Needs Survey & Toolkit Working Group  
will be May 26, 2020, at 2:30 pm  
This Meeting will be held remotely; details to follow.**

**William Murdock, AICP**  
Executive Director

**Karen J. Angelou**  
Chair

**Erik J. Janas**  
Vice Chair

**Chris Amorose Groomes**  
Secretary

Mid-Ohio Regional Planning Commission  
111 Liberty Street  
Columbus, Ohio 43215

Data Policy Needs Survey & Toolkit Working Group  
Meeting Notes

February 28, 2020, 2:30 pm

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Members Present

Christina Drummond, OSU, Moritz College of  
Law

Chair Doug McCollough, City of Dublin  
Christian Selch, City of Columbus

MORPC Staff Present

Lynn Kaufman

Aaron Schill

**Meeting Called to Order at 2:42 pm.**

**Discussion**

Status of the Institutional Review Board (IRB) Submission

The IRB process will take three to four weeks; an amendment may be filed if necessary. The Board will require a group sample, survey questions, and methodology.

**Tasks**

- Christina Drummond:
  - Complete a hermetic scan.
  - Find focus group designs used in the past and forward same to the Working Group.
- Doug McCollough:
  - Discuss status of IRB with David Landsbergen.
  - Work on revising the text of the survey.
- Aaron Schill:
  - Continue to develop the high-level action plan.
  - Refine the survey, mailing list, and Focus Group participants list.
- All
  - Revisit the survey questions and discuss at next Working Group meeting.

**Focus Groups Tasks**

To Decide:

- Who should be in the Focus Groups.
- How to contact the Focus Group attendees.
- What information the Working Group is looking for.
- How many Focus Groups there will be.
- Who will facilitate the Focus Groups.
- Size of the Focus Groups. 20-30 attendees (per Focus Group) with several breakout sessions was suggested, and accepted by Working Group members.

Decisions Made:

- 20-30 attendees per Focus Group is acceptable to members.
- Working Group members will discuss Focus Group breakout subjects, facilitation and guidelines at a later meeting
- Working Group members will assign Focus Group facilitators

**Adjourned at 3:15 pm.**