



MID-OHIO REGIONAL
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PLANNING COMMISSION

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NOTICE OF A MEETING
DATA POLICY NEEDS SURVEY & TOOLKIT WORKING GROUP MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100, COLUMBUS, OHIO 43215
OLENTANGY CONFERENCE ROOM

October 16, 2019 2:30 pm – 4:00 pm

AGENDA

1. **Welcome & Introductions**
2. **Data Policy Needs Survey Development**
 - a. **Draft Survey Mailing List**
 - 1) **Add Chief Legal, Vice-Mayor, Assistant CM, Chief Innovation Officer, County Administrator or if None, then Commissioners**
 - b. **Survey Data Use and Confidentiality**
 - c. **Collaborative Survey Protocol Document**
 - 1) **Survey Purpose Statement & Objectives**
 - 2) **Introduction and Data Use Statements**
 - 3) **Survey Questions (by Category)**
3. **Survey Work Session**
4. **Local Government Data Resources**
 - a. **[Sharepoint](#)**
5. **New Members – Need Representatives from Smaller Jurisdictions**
6. **Other Business**
 - a. **State of the State, Center for Digital Government**
7. **Adjourn**

Please notify Lynn Kaufman at 614-233-4189 or LKaufman@morpc.org to confirm your attendance for this meeting or if you require special assistance.

**The Next Meeting of the
Data Policy Needs Survey & Toolkit Working Group
will be October 30, 2019, 2:00 pm.**
111 Liberty Street, Suite 100, Columbus, Ohio 43215

PARKING AND TRANSIT: When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with a yellow "M". Handicapped parking is available at the side of MORPC's building.

William Murdock, AICP
Executive Director

Rory McGuiness
Chair

Karen J. Angelou
Vice Chair

Erik J. Janas
Secretary

MORPC is accessible by CBUS. The closest bus stop to MORPC is S. Front Street & W. Blenkner St. Buses that accommodate this stop are the Number 61 - Grove City, the Number 5 - West 5th Ave. /Refugee, and the Number 8 - Karl/S. High/Parsons. One electric vehicle charging station is available for MORPC guests.

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

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

October 1, 2019, 3:30 pm

Members Present

Christina Drummond, OSU, Moritz College
of Law
David Landsbergen, OSU, John Glenn College

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

Members Calling In

Joshua Badzik, OSU

Mayor Tom Kneeland, City of Gahanna

MORPC Staff Present

Lynn Kaufman

Aaron Schill

Meeting Called to Order at 3:33 pm.

Welcome & Introductions

Members, public, and staff introduced themselves.

Data Policy Needs Survey Development

The Working Group will define member responsibilities regarding survey elements, outreach strategies, and sample population. Members agreed that the survey will come first, with the results informing the contents of the toolkit. However, members will continue work to compile local government data resources during the survey development process.

MORPC Staff to Provide Draft Survey Mailing List

MORPC staff presented a mailing list of City Managers, Mayors, and CIOs/IT directors – the highest level administrative officials in a municipality.

Members discussed the audience:

- Staff will add Assistant City Managers, Mayor's Chiefs of Staff, and Chief Legal to the mailing list.
- County surveys will be sent only to County Commissioners.
- Members discussed which township officials would receive surveys, but will decide at a later meeting.

Members agreed that the survey should not be delegated by the recipients. The goal is to receive responses from different professional perspectives – Law Directors, CIOs, City Managers, Mayors, etc. There will be a paragraph in the survey or in the instructions to not delegate the survey to other staff. If a specific function does not exist in an organization, the survey will not solicit that perspective from that community. However, if someone is contracted to act in an official capacity in a role, they will be surveyed.

Survey Data Use and Confidentiality

Members discussed OSU's [Institutional Data Policy](#) and decided that the Working Group would abide by that policy with regard to the upcoming survey. The Working Group decided that the

survey will be created using Survey Monkey, as MORPC members are familiar with Survey Monkey and the MORPC members do not have the same demands on their data use as the University does. Survey Monkey will be sufficient for complicated, open-ended questions that the Working Group may wish to include.

Aaron Schill noted that since the survey will be developed by a MORPC Working Group, MORPC should have full access to all individual level responses from the survey data.

Survey Protocol Development

Aaron will create the basic framework of the survey, and then the members will add to it. Chair McCollough will draft a purpose statement; all members will suggest domains.

Group members agreed:

- To tailor the survey so that it will take approximately ten minutes to complete.
- To possibly follow up with individual interviews.
- To disclose that the toolkit is the end goal, so that responders understand the reason for the survey.
- That the survey should collect demographics both on the recipients and the agencies themselves. One way to categorize municipalities would be a measure of:
 - number of staff at a jurisdiction
 - number of residents
 - budget
 - geographic zone
 - current type of data storage

Some survey questions were suggested:

- What are you working on developing?
- What are your best practices for data?
- What are your challenges?
- Is data a priority to you?
- Are you thinking about cyber security and data recovery?
 - Where are you now?
 - What do you think you know about this?
 - Where do you think you should be?
 - What are you not doing?

Best/Good Practices of Other Surveys

Members agreed that families of these questions would develop as the questions emerge. The National State of the State and State of the City surveys are structured into groups and families. It is a good model of how to construct a survey for a broad audience.

Members discussed a two-step survey, with survey outcomes aggregated across the region, and then provided back to the responders. At that time the Working Group would ask the responders as a collective group what they believe their priorities are. Follow-up focus groups may be another way to get that same second tier of information.

Local Government Data Resources

Report from Christina Drummond Regarding [MetroLab Network's Annual Summit](#), Sept. 19-20

The Summit had a good representation from universities, mayors, and staff from Boulder Fort Collins, as that was the Summit location.

The MetroLab Network was originally seated during the Obama Administration and has turned into a unique, stable network. They are currently transitioning into a membership model, where each region is financially supported by its local university. Christina discussed many of the Working Group's topics with other Summit attendees:

- How to build the resource library?
- How to understand what is needed in a region?
- How to develop resources for jurisdictions and governments currently without resources?

Other Business

Items To be Included in the Toolkit

Members suggested that some standard information could be presented in an unbiased way, such as legislation that municipalities are currently bound to. This would not be the Working Group's opinion of what the municipalities should be doing, but could be used as a guide.

New Members

Members agreed to identify representatives from smaller jurisdictions to join the Working Group to help balance the understanding of needs from different perspectives.

Adjourned at 2:56 pm.

Tech Public Policy Categories

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- I. Authority
 - a. Code / Ordinance / Bargaining / Corporate Governance
 - b. Investment / Budgeting / Acquiring / Legislation
 - c. Policy / Standards
 - d. Cost Recovery
 - e. Capital Appropriations

- II. Personnel
 - a. Acceptable Use
 - b. Secure Use
 - c. Telecommuting
 - d. Accommodation
 - e. Standard Image

- III. Public
 - a. Terms of Use
 - b. Notice of Privacy
 - c. Information Access

- IV. Online / Mobile
 - a. Internet Domains
 - b. Website / Branding
 - c. Sponsorships / Endorsements / Advertising
 - d. Social Media
 - e. Accommodation
 - f. Payments
 - g. Signatures

- V. Assets
 - a. Licensing
 - b. Lifecycle
 - c. Standards
 - d. Retirement / Disposal

- VI. Compliance
 - a. FTI
 - b. CJIS
 - c. HIPPA
 - d. PCI
 - e. ADA
 - f. 1347
 - g. 800-53

- VII. Stack / Service Management
 - a. Cloud / Prem / Hybrid Use
 - b. Shared Use
 - c. Mission Critical
 - d. Service Levels
 - e. Incident Response
 - f. Business Continuity

- VIII. Sourcing / Licensing
 - a. Terms
 - b. Preferences
 - c. Confidentiality
 - d. Leasing / Renting / Buying
 - e. Multi-Tenant / Single Tenant
 - f. Copyright / Public Domain / Work for Hire
 - g. Cooperative / Shared

- IX. Information
 - a. Records Requests
 - b. Investigations / Subpoenas / Orders
 - c. Retention
 - d. Access / Least Privilege
 - e. Sharing
 - f. Confidentiality
 - g. Open Records

- X. Security / Privacy / Liability
 - a. Cyberliability
 - b. Connected Devices
 - c. Remote Access
 - d. Password
 - e. Training / Awareness
 - f. Incident Response
 - g. Access Control
 - h. Audit
 - i. Assessment
 - j. Configuration
 - k. Identification / Authentication
 - l. Continuity / Contingency
 - m. Maintenance
 - n. Media
 - o. Physical
 - p. Planning
 - q. Personnel
 - r. Risk
 - s. Acquisition
 - t. Protections
 - u. Integrity
 - v. Program Management

- XI. Economic Development
 - a. Local Investment
 - b. Next Generation
 - c. Historically Disadvantaged

We conducted an interview with Bob Gradeck of the Western Pennsylvania Regional Data Center on October 11th, 2019 to learn more about the environment that led to its creation, their story, and their goals present day. A graduate student under Dr. Landsbergen researching how to set up a data consortium for Dublin was also on the phone call. Some of his questions are included below.

These notes may be incomplete or paraphrased, and may not be direct quotes from Mr. Gradeck.

WHAT'S YOUR STORY?

We wanted to find answers to common questions such as, how many vacant properties do we have? Pulling all that stuff together allowed us to approach the incoming administration [and justify the need for collaborative data]. Since the Mayor wanted to do open data, we worked to pull in data from small communities [and large communities alike].

How has partnering with a university been beneficial or detrimental to your success?

Partnering with a university, we are outside of any political influence and we are much more sustainable in theory.

With your partnership with Pitt, who technically “owns” the products created?

Any product produced is collectively owned by WPRDC and Pitt, not really any kind of “ownership”.

What are some ways that your organization has built and fostered these partnerships?

You can create a value proposition, then you can create a relationship. Finding a way that is mutually beneficial for both parties is important.

FUNDING

What kind of resources do you guys have?

\$500,000 per year (he stated it is not nearly enough). We are looking to build out our staff capacity, want more people to build data, more tools, etc. They have 4 full-time staff:

- Bob Gradeck - Program Manager/Project Director
- 2 Software Developers
- 1 More Full-Time Staff

WHAT WORKED?

What have been some challenges?

What is our role? How do we fit in? We are starting to figure out the long-term funding, the other challenge is making our work valuable.

Were there any specific implementation issues?

No, we really got a lot of support from our city/county. It wasn't like, we had to start working with organizations, they wanted to work with us. We made a lot of progress. We've organized events, but the capacity is a bit limited on our end (could be \$\$\$ related). The other big issues we run into, their organizations and their capacity to manage data well in a way that we can make anything of it.

It sounds like your funding is an issue. Is there anything you do to evaluate yourselves?

We could track usage of the site, but we really don't have a way of tracking ways people use this. Data blog posts, we haven't been able to track that.

Is there anything else that would be helpful for a small city?

I would really focus on data structure, I wouldn't focus on anything flashy, (oh this is a cool website), just get something out there. The biggest investment you can make is pulling in fresh data through automated processes. Talk to end-users, talk to partners, don't worry about spending money early on, on websites. Flexible funding for the first few years, then evaluate, they didn't really have to fundraise. ****Infrastructure is important, fresh data is important, not flashy**** The stuff that we are doing is built on about 10 years worth of information, working on answering questions, the data wasn't out there as much as there is now.

How were you able to build these relationships? What advice do you have in building relationships?

- Developing goodwill, trust, building relationships, communicating with mayor & city council
- Pay attention to transition phase between administrations: annual contracts with city & county
- Parking authority, port authority doesn't have the capacity to house their own data, looking to get annual contracts from them to meet their needs (contracts)
- Verbal agreements, one contract at a time, foundation grants
- Raising money from foundations for infrastructure maintenance
- Building tools & dashboards
- Special projects - tying into specific initiatives (Ex: census data)
- Fee structure must cover more than just time, also covers infrastructure
- Get a sense of user, everyone wants to buy a product
- University - no capacity for products

REFERENCES

Bob suggested reaching out to New York Planning Labs.

"They work to build a new tool every 6-8 weeks."

<https://planninglabs.nyc/>

labs_dl@planning.nyc.gov

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

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

September 16, 2019, 1:30 pm

Members Present

David Landsbergen, OSU, John Glenn College
Doug McCollough, Chair, City of Dublin
Christian Selch, City of Columbus
Rob Wesley, Illumination Works

Members Calling In

Christina Drummond, OSU, Moritz College
of Law

Public Calling In

Shaun Loftin, OSU

MORPC Staff Present

Lynn Kaufman
Aaron Schill

Meeting Called to Order at 1:35 pm.

Welcome & Introductions

Members, public, and staff introduced themselves.

Clarifying Working Group Scope and Goals

The Working Group's deliverables will be a survey of local governments to identify specific policy and governance needs, and a toolkit to address those needs. The toolkit will provide usable tools that local governments can put in place. RDAC has directed that the toolkit be focused and actionable.

The overarching scope of the project is to publish a toolkit to deliver to the local participating governments. One item of the toolkit will be to outline the skill level and the time required to implement the toolkit. MORPC's Data & Mapping Team will be the owners of the toolkit and will be responsible for its upkeep. The intent is to build the toolkit and to update it as necessary to address future issues.

The OSU students, Shaun Loftin and Joshua Badzik, will be able to perform an environmental scan to help the Working Group to leverage existing resources. The students will also index and provide classification of the documents. The Working Group may also review other existing policies and toolkits unrelated to data to generate ideas.

Existing Data Policy Resources

Smart Columbus Data Privacy and Data Management Policies

This is a high-quality document whose content was developed in terms of the diversity of input from higher education, from cities, and from government, all with different perspectives. The Working Group will likely refer to it frequently. It would be helpful to adjust this document to smaller municipalities, and to possibly have citizen engagement in the development of the toolkit.

Civic Data Privacy Leaders Network

Working Group member Christina Drummond is a member of the Network. The [Civic Data Privacy Leaders Network](#) is a collaborative group that provides an active, authoritative resource

for municipal leaders to navigate emerging privacy issues, share practical guidance, and promote fair and transparent data practices. The Network was created by [The Future of Privacy Forum](#), in partnership with the [MetroLab Network](#) and with the support of the [National Science Foundation](#). Members of the Network will attend the [MetroLab Annual Summit](#) on September 19 – 20, 2019.

State Data Policy Templates

The templates presented were created out of a recognition that a policy topic has a life cycle. The documents are intended to provide clear guidance and a clear understanding of what needs to be done to be in compliance. Key resources that may be helpful to the organization implementing the policy are incorporated by reference.

Each distinct jurisdiction will have its own verbiage and may have its own version of these documents, as there will be different governmental structures: municipalities with Mayors or City Managers, Special Taxing Districts like Park Districts, Planning Districts, Port Authorities, and Transit Districts where there is a board with an appointed manager.

Data Policy Needs Survey Development

The Survey

The Working Group will decide how many people they wish to survey, and then collect the minimum necessary amount of information.

- What information does the Working Group want?
- What type of organization does the responder work in: city / village / township / county?
- What is the size of the organization, and is the size based on population being served?
- What is the responder's role: Chief Executive / Administrator / Council Member? The survey will need a reasonably representative number from each of those roles.
- It will be necessary to disclose how the information will be used, how long it will be retained, how the data will be aggregated, and possibly provide a confidentiality or non-disclosure agreement to the responders.
- The survey will be distributed via Survey Monkey, as most of the MORPC members are acquainted with that system. The students may be able to do some of the programming and will help with interviews or additional outreach if necessary.

The Audience

MORPC will take on the responsibility of identifying all the top-level administrators and technology department staff as possible. The Working Group can then review that list and identify the missing roles or entities.

Other Business

Aaron Schill created a OneDrive account with the recently shared resources and forwarded that link to the Working Group.

[Local Government Data Policy Resource Library](#)

New Members

The Working Group discussed inviting new members who represent smaller jurisdictions and who are knowledgeable enough to be able to provide insight. MORPC staff will identify at least one representative of a small local government; possibly a village administrator or a township administrator. Members also discussed finding members from outside Franklin County.

Adjourned at 2:56 pm.