



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

111 Liberty Street, Suite 100  
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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  
BUCKEYE CONFERENCE ROOM

January 21, 2020, 3:00 pm – 4:30 pm

**AGENDA**

1. **Welcome & Introductions**
2. **Survey Development**
  - a. **Introduction – *Christina***
  - b. **Data Management**
    - **Inventory/Documentation – *David***
    - **Public Records and Access – *David***
  - c. **Data Governance**
    - **Personnel – *Christian***
    - **Security – *Christian***
    - **Ethics – *Christina***
    - **Privacy – *Christina***
    - **Cost Recovery -- *Unassigned***
  - d. **Data Sharing**
    - **Data Sourcing/Ingestion (Inbound) – *Christian***
    - **Licensing/Contracting – *Christian***
    - **Provisioning (Outbound) – *David***
    - **Open Data – *David***
  - e. **Demographics – *Aaron & David***
3. **Focus Groups**
4. **Local Government Data Resources – [SharePoint](#)**
  - a. **Review Recently Added Items**
5. **Other Business**
  - a. **Cadence of Working Group Meetings after January 21**
6. **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.

**William Murdock, AICP**  
Executive Director

**Rory McGuinness**  
Chair

**Karen J. Angelou**  
Vice Chair

**Erik J. Janas**  
Secretary

**The Next Meeting of the  
Data Policy Needs Survey & Toolkit Working Group  
is to be determined.**

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.

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

Data Policy Needs Survey & Toolkit Working Group  
Meeting Notes

January 7, 2020, 2:30 pm

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Members Present

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

Chair Doug McCollough, City of Dublin  
Christian Selch, City of Columbus  
Rob Wesley, Illumination Works

Members Calling In

Tom Kneeland

MORPC Staff Present

Lynn Kaufman

Aaron Schill

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

**Data Policy Needs Survey Development**

Aaron Schill reported that most of the survey domains and questions have been entered into the draft survey on Survey Monkey. He will export the draft survey as a pdf and distribute the pdf to Working Group members. Aaron will make the edits in Survey Monkey.

Introduction

Christina Drummond suggested that three questions be answered in the introduction of each domain:

- What is this?
- Why is it important?
- How does it relate to data management/governance/sharing?

David Landsbergen will ensure that all the survey language and procedures are in place for the OSU's Institutional Review Board (IRB). This will consist of the introduction, a disclosure, and an acknowledgement of informed consent.

Data Management

Inventory/Documentation

To be discussed at the January 21 Working Group meeting.

Public Records and Access

To be discussed at the January 21 Working Group meeting.

Data Governance

Security / Compliance

Members agreed that Security and Compliance will be one domain.

Cost Recovery

The Working Group may add a section on Cost Recovery to the survey. This is currently unassigned and will be discussed further at the January 21 Working Group meeting.

### Demographics

Members agreed that there will be three basic demographic questions:

- Type of agency or jurisdiction
- General size (population)  
Aaron will present population ranges at the January 21 Working Group meeting.
- General role of the responder  
Members will review and discuss respondent roles at the January 21 Working Group meeting.

Aaron noted that the survey responses will be anonymized, and that MORPC will only publish reports or papers with summarized aggregated responses. He added that the survey will not be enquiring into a municipality's capacity, only their priorities. That information will guide the creation of the toolkit.

### **Other Business**

#### Milestones

Working Group members discussed and agreed upon milestones for the project:

_____	Completion of Survey		
2 weeks	Pre-Test		
2 weeks	IRB approval		
4 weeks	Survey Launch	{ 2 weeks	Focus Group Development
		{ 1 week	IRB Approves Focus Group
2 weeks	Survey Analysis		
1 week	Focus Group Analysis		

### Granularity

Members discussed the desired level of granularity of data from the survey. It was decided that members would review the desired outcomes, and then work backward to decide what level of granularity is needed. This topic will be discussed again at the January 21 Working Group meeting.

### Footnotes

Members will review the survey drafts and decide how and where the footnote information should be displayed.

### Focus Groups

Members agreed that Focus Groups are necessary for an in-depth understanding of the survey results. The groups will help the Working Group members to understand what needs exist and what items to include in the Toolkit.

**Adjourned at 4:30 pm.**