



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

August 20, 2020 9:30 am – 11:00 am

AGENDA

1. Welcome
2. Survey Development Status
3. Next Steps
4. 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.

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**The Date and Time of the Next Meeting of the
Data Policy Needs Survey & Toolkit Working Group
is To Be Determined.
This Meeting may be held remotely; details to follow.**

Mid-Ohio Regional Planning Commission
Remote Meeting

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

April 28, 2020, 2:30 pm

Members Present

Christina Drummond, Educopia Institute
Tom Kneeland
David Landsbergen, OSU, John Glenn College

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

MORPC Staff Present

Lynn Kaufman Aaron Schill

Meeting Called to Order at 2:32 pm.

Survey Development

Status of Institutional Review Board (IRB) Application

- There will be two IRB applications: one for the survey and one for the focus group
- The sequence of steps to move through the IRB process will be:
 - 1) The Survey Instrument is sent to the IRB
 - 2) Approval
 - 3) Survey goes is distributed to mailing list
 - 4) Results are gathered
 - 5) Focus Group Instrument is sent to the IRB
 - 6) Approval
 - 7) Focus Groups meet

Status of Hermetic Scan / Revisit Survey Questions

Christina Drummond has been gathering the survey questions, dividing them by category, and reviewing question formats. This question vs. domain review will help find any duplication of questions. The goal is not to delete duplications, but to acknowledge that if there is a duplication it is meant to be in the survey.

Questions will ask, “What is your priority to do something?” rather than “Do you have the means to do something?” The survey is looking for priority, and then the focus groups will tease out the respondent’s ability. The Toolkit will provide what municipalities need to achieve their priorities. A respondent may not be implementing a policy because of a lack of resources, but the policy is still a high priority; that is why the Working Group decided on the intensity of priority scale.

Members decided that two people are needed to review these questions collaboratively. Aaron Schill and Christina volunteered to do so.

Survey Mailing List

Members reviewed the demographics criteria for the survey, and decided that the current personal role and agency type categories are acceptable, but the population size cutoffs may need to be revised. Christian Selch and Aaron will review MORPC’s most recent population estimates after the meeting and discuss a revision.

MORPC staff will review the mailing list for personnel changes, update the list, and present the updated list at a later meeting.

Members discussed breaking the survey distribution into distinct survey campaigns – one wave to City Managers, one to Mayors, one to City Attorneys, etc. A decision will be made at a later meeting.

Focus Groups

Status of Focus Group Attendee List

The attendee list has not yet been created. There will either be one large group or two small groups, depending on the results from the survey. Aaron reminded the members that all MORPC meetings will be remote through the Summer, possibly into Fall. MORPC staff has successfully hosted several large group meetings with breakout sessions; remote focus group meetings may be possible.

Christina will send members a Focus Group Facilitator Guide in the near future.

Next Steps

Members agreed to check in with each other via email through the next few weeks.

Adjourned at 3:59 pm.

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

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.