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 7, 2020, 2:30 pm – 4:00 pm

AGENDA

1. **Welcome & Introductions**

2. **Data Policy Needs Survey Development**
   a. **Updated Introduction –** *Christina*
   b. **Survey Question Domains**
      1) **Data Management**
         a) **Inventory/Documentation –** *David*
         b) **Public Records and Access –** *David*
      2) **Data Governance**
         a) **Personnel –** *Christian*
         b) **Security –** *Christian*
         c) **Ethics –** *Christina*
         d) **Privacy –** *Christina*
         e) **Compliance –** *Christian*
      3) **Data Sharing**
         a) **Data Sourcing/Ingestion (Inbound) –** *Christian*
         b) **Licensing/Contracting –** *Christian*
         c) **Provisioning (Outbound) –** *David*
         d) **Open Data –** *David*
   c. **Demographics –** *Aaron & David*

3. **Local Government Data Resources –** SharePoint
   a. **Review Recently Added Items**

4. **Other Business**
   a. **Cadence of Working Group Meetings after January 21**

5. **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 January 21, 2020, 3:00 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.
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.

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

December 9, 2019 3:00 pm

Members Present
David Landsbergen, OSU, John Glenn College   Christian Selch, City of Columbus
Chair Doug McCollough, City of Dublin

Members Calling In
Joshua Badzik, OSU, John Glenn College   Mayor Tom Kneeland, City of Gahanna
Christina Drummond, OSU, Moritz College of   Shaun Loftin, OSU, John Glenn College
    Law

MORPC Staff Present
Lynn Kaufman   Aaron Schill

Meeting Called to Order at 3:07 pm.

Local Government Data Resources
Index / Annotate the Resource Library
Christina Drummond created an index of the SharePoint documents and distributed it to members. She also suggested tagging documents for cross cutting.

Data Policy Needs Survey Development
Collaborative Survey Protocol Document
Aaron Schill volunteered reorganize the protocol document for ease of use.

Survey Purpose Statement & Objectives
Christian Selch, with input from David Landsbergen and Aaron, created a draft Purpose Statement. David added that he will continue to work on the document, and then present it to OSU as the University must approve it. Aaron noted that the Survey will not identify individual respondents, and anything MORPC publishes will be in summary form.

Survey Introduction
Christina is drafting the Introduction.

Survey Question Domains / Assignments
Members volunteered to draft questions for the following sub-domains prior to the January 7 meeting:

Data Management
• Inventory/Documentation – David
• Storage/Retention
• Disaster Prevention
• Public Records and Access – David

Data Governance
• Personnel – Christian
• Security – Christian
• Ethics – Christina
• Privacy – Christina
• Compliance – Christian

Data Sharing
• Data Sourcing/Ingestion (inbound) – Christian
• Licensing/Contracting – Christian
• Provisioning (Outbound) – David
• Open Data – David

<u>Demographics</u>
Aaron reported that the Survey will gather demographics such as jurisdiction type (city, village, township, county), generalized role of the respondent, and size of the municipality (either population or staff size). The responses will be grouped based on the size. If it is population-based, it would be a range, probably only 50,000+ at the highest. The ranges will be such that there will not be obvious outliers. The objective is to have groupings of small, medium, and large entities.

<u>Discussion</u>
Members discussed and agreed that the four-point scale of prioritization discussed on November 25 will be used on the Survey. The goal is to not only understand the respondent's priorities, but also to find out what the respondent wants or needs in the Toolkit. Members discussed location of the priorities question: (1) at the bottom of each domain page, or (2) at the end of the Survey in a drop-down list. Members agreed to inquire about the respondent's priorities regarding digital equity, access, inclusion, and diversity.

Members also agreed that focus groups will be needed for final clarification after the Survey results have been analyzed.

Coordinate Delivery of the Toolkit with other Spring 2020 MORPC Releases / Events
Aaron has requested that MORPC department heads identify projects and key deliverables being released in Quarters 1 and 2 of 2020. He also suggested coordinating the release with other key events in the region, and asked members to check with their municipalities for upcoming key events. Members agreed to discuss a release date at the January 7 meeting.

Other Business
<u>12/11 RDAC meeting</u>
Chair McCollough suggested that members attend the RDAC meeting if they wish.

Adjourned at 4:35 pm.

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

November 25, 2019 3:30 pm

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<u>Members Present</u>

Christina Drummond, OSU, Moritz College of   David Landsbergen, OSU, John Glenn College
   Law   Doug McCollough, Chair, City of Dublin

<u>Members Calling In</u>

Shaun Loftin, OSU, John Glenn College   Rob Wesley, Illumination Works
Christian Selch, City of Columbus

<u>MORPC Staff Present</u>

Lynn Kaufman   Aaron Schill

Meeting Called to Order at 3:34 pm.

Data Policy Needs Survey Development

<u>Collaborative Survey Protocol Document</u>

    <u>Survey Question Domains</u>

    The Working Group discussed domains for the survey questions, and decided that each
    domain would have approximately ten questions related to it.

    The proposed domains are:

    <u>Data Governance</u>
- Personnel
- Security (internal and third-party security)
- Ethics
- Privacy
- Compliance

    <u>Data Management</u> (how the data is organized; how it is kept secure)
- Inventory/Documentation
- Storage/Retention
- Disaster Prevention
- Public Records and Access

    <u>Data Sharing</u>
- Data Sourcing/Ingestion (inbound)
- Licensing/Contracting (agreements or restrictions on the ability to license data from third
  party providers)
- Provisioning (outbound)
- Open Data (providing data to the public)

Members agreed that after each question, the respondent will be able to pick one of four options
to describe their priority: option 1 indicates that the respondent plans to address the subject
within 12 months, option 2 – 12-24 months, option 3 – 24-36 months, option 4 – subject will not

be addressed in the foreseeable future. The group hopes to summarize the responses and (as an example) identify that jurisdictions of a particular size tend to have one set of characteristics, villages and townships tend to have another set of characteristics, etc. This type of summary will necessitate knowing the role of the respondent.

Disclosure Statement
Christian Selch is continuing his work on the Disclosure Statement, with input from Aaron Schill and David Landsbergen.

Working Group Assignments
Members volunteered to draft questions for specific domains, to be shared at the December 9 meeting:
- Christina Drummond will work on the Privacy and Ethics sections
- David will work on the Open Data section
- Christian will work on the Procurement and Licensing sections

Coordinate Delivery of the Toolkit with other Spring 2020 MORPC Releases / Events
Aaron has requested that MORPC department heads identify projects and key deliverables being released in Quarters 1 and 2 of 2020. He will report back at the December 9 meeting.

Other Business
Working Group Report-Out at 12/11 RDAC meeting.
Chair McCollough plans to discuss progress of the Working Group and the draft survey, including domains and several of the questions.

Adjourned at 4:55 pm.

From:	Selch, Christian
To:	Aaron Schill; Landsbergen, David
Cc:	Lynn Kaufman
Subject:	Draft Disclosure - v.2
Date:	Friday, December 13, 2019 11:17:52 AM
Attachments:	Draft Disclosure - v.2 - 191213.docx

Aaron, David:

Attached, please find a proposed revision to the disclosure statement draft based upon our discussions at the last working group meeting.

Material changes from the previous version:

- Glenn School specifically referenced as a MORPC partner.
- Glenn School purpose statement added.
- Clarified that MORPC and Glenn will have access to individual responses.
- Clarified that MORPC will be the survey information owner.
- Clarified the approach to collecting jurisdiction demographic information.
- Identified Survey Monkey as the survey tool.
- Minor wording improvements throughout.

David, as with the previous version, the intent here was to align and coalesce all elements of the example disclosures you and Aaron provided except for the 'risk' and 'benefit' statements, which seem self-evident. If changes are needed to gain approval for Glenn College use, please advise.

-Christian

CHRISTIAN SELCH
COLUMBUS DEPARTMENT of TECHNOLOGY
POLICY & CORPORATE GOVERNANCE

614.645.2818

Disclosure

Your participation in this survey is voluntary and anonymous. You may decide not to participate. You may omit questions you do not wish to answer. The survey tool will not provide the identity of individuals responding to the survey. Responses will only be reported in summary form.

The survey should take __ minutes to complete.

Purpose

The Mid-Ohio Regional Planning Commission (MORPC) in partnership with The Ohio State University John Glenn College of Public Affairs (OSU) is conducting this survey to better understand the data and infotech policy needs of Central Ohio governments.

Who

MORPC is requesting that those in an administrative position within Central Ohio governments having responsibility for data and infotech policy take the survey.

Use

MORPC will own the survey response information and be responsible for it. MORPC and OSU will be the only entities with access to individual survey responses. Survey responses are anonymous, meaning that MORPC and OSU will not know from a response who submitted it. Information from survey responses will only be made available in summary form.

The survey requests basic demographic information about your jurisdiction. MORPC has designed the demographic questions in a broad, general way so as not to make evident the source of any particular response. Providing demographic information about your jurisdiction is optional and at your discretion.

By participating in the survey, you consent to how MORPC and OSU may use survey information, which is limited to:
- Identification of data and infotech policy areas where the development of model policies, tools and assistance may be beneficial to local governments in the Central Ohio region.
- Published results in summary form in reports and presentations.
- Academic research and publication in summary form.

Confidentiality

Your survey response will be collected by a third-party, Survey Monkey, and provided to MORPC and OSU without identifying information as to who provided the response. Survey Monkey will not use the information collected for any other purpose.

The Mid-Ohio Regional Planning Commission

Celebrating its 50th year, MORPC is Central Ohio's regional council for more than 70 members comprised of counties, cities, villages, townships, and regional organizations. MORPC takes pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of a growing Central Ohio region. MORPC does this through a variety of programs, services and projects and initiatives – all with the goal of improving the lives of residents and making Central Ohio stand out on the world stage.

The Ohio State University John Glenn College of Public Affairs

The Glenn College is committed to inspiring and developing leaders of a new generation of public and nonprofit professionals who can handle complex issues and make change a reality in civic life. Through collaborations with community partners such as MORPC, the Glenn College tackles real-world issues that demand new approaches, showing how governments, nonprofits and private firms can work together to serve the public and get results.

Contact

For questions or further information about the study or this survey, please contact Aaron Schill at aschill@morpc.org or (614) 233-4154.

(n.) *(1)* The process of providing users with access to data and technology resources. The term typically is used in reference to enterprise-level resource management. Provisioning can be thought of as a combination of the duties of the human resources and ITdepartments in an enterprise, where (1) users are given access to data repositories or granted authorization to systems, applicationsand databases based on a unique user identity, and (2) users are appropriated hardware resources, such as computers, mobile phones and pagers. The process implies that the access rights and privileges are monitored and tracked to ensure the security of an enterprise's resources. *(2)* The process of providing customers or clients with accounts, the appropriate access to those accounts, all the rights associated with those accounts, and all of the resources necessary to manage the accounts. When used in reference to a client, provisioning can be thought of as a form of customer service.