



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

111 Liberty Street, Suite 100
Columbus, Ohio 43215
morpc.org

T. 614. 228.2663
TTY. 1.800.750.0750
info@morpc.org

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

November 25, 2019, 3:30 pm – 5:00 pm

AGENDA

1. **Welcome & Introductions**
2. **Data Policy Needs Survey Development**
 - a. **Collaborative Survey Protocol Document**
 - 1) **Survey Purpose Statement & Objectives**
 - 2) **Introduction and Data Use Statements**
 - 3) **Survey Question Domains**
 - b. **Disclosure Statement**
 - c. **Review Digital States Survey 2016
Personnel Sample Survey Questions**
3. **Delivery – Coordinate Delivery of the Toolkit with other Spring 2020 MORPC Releases / Events.**
4. **Local Government Data Resources**
 - a. **[Sharepoint](#)
Review Recently Added Items**
5. **New Members – Need Representatives from Smaller Jurisdictions**
6. **Other Business**
 - a. **Working Group Report-Out at 12/11 RDAC meeting.**
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 December 9, 2019, 3:00 pm**
111 Liberty Street, Suite 100, Columbus, Ohio 43215

William Murdock, AICP
Executive Director

Rory McGuinness
Chair

Karen J. Angelou
Vice Chair

Erik J. Janas
Secretary

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.

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

Data Policy Needs Survey & Toolkit Working Group
Meeting Notes

October 30, 2019, 2:00 pm

Members Present

David Landsbergen, OSU, John Glenn College
Doug McCollough, Chair, City of Dublin

Christian Selch, City of Columbus

Members Calling In

Mayor Tom Kneeland, City of Gahanna

Rob Wesley, Illumination Works

MORPC Staff Present

Lynn Kaufman

Aaron Schill

Meeting Called to Order at 2:08 pm.

Welcome & Introductions

Members and staff introduced themselves.

Data Policy Needs Survey Development

Members discussed the level of rigor in the methodological decisions in the survey. The sampling to be used will be adequate for MORPC's purpose of building a toolkit, but may not stand up to the rigor of research needed for a journal article. David Landsbergen noted that the sampling and response rate will probably be sufficient and that the question of what local governments see as a need is an interesting academic question. He added that this study does not currently exist in academic literature, that it would be a very important contribution, and it would make Central Ohio stand out.

Survey Data Use and Confidentiality

Members agreed that while they will know who was invited to participate in the survey, it will not be known that a specific person did or did not participate. To protect anonymity, the survey will not collect that information.

Collaborative Survey Protocol Document

Survey Purpose Statement & Objectives

Members agreed that this item is nearly completed, and that they would work on it outside the Working Group meeting. Members will add survey components into an editable word document for the Working Group to review at the next meeting.

Introduction and Data Use Statements

Aaron Schill and Christian Selch will collaborate on the Introduction Statement outside of the Working Group meeting.

Survey Questions (by Category)

Members discussed the current proposed domains and the domains in the [Digital States Survey 2016](#). Aaron will refine the top-level domains from the Digital States Survey to be usable with the Working Group's survey.

Disclosure Statement

The Disclosure Statement is being prepared and will be reviewed at a later meeting.

Review Digital States Survey 2016

The Digital States Survey describes the its results as priorities rather than flaws of practice, which may help to incentivize participation. This format does not document the function of a particular local government; it is merely a government representative giving an opinion of a priority. The survey is made up of structured questions with graduated responses rather than open-ended questions, with one matrix per domain.

Survey Work Session

Focus Group

Members agreed that the makeup of the Focus Group will not be based on a specific response received, but from the overall content received. The goal of the Focus Group is to further delve into priority issues. The Working Group will select a category of respondents to be Focus Group participants to address a specific priority issue.

Foreword

Members agreed that the beginning of the survey should disclose that responses will be used to build a toolkit for local municipalities, including a hyperlink definition of the toolkit. The intention is to identify between three and five toolkit priorities based on the survey responses alone, and then to glean further details from the Focus Group.

Toolkit Features

Members agreed that the toolkit should include practical resources for data governance and policy. Best practices around data management standards and data standardization may be part of the toolkit, which will still initially take the form of policy and a policy template. There may also be best practices examples from a few local cities. Details of what tools jurisdictions would find helpful will come out of the Focus Groups.

Survey Development

Members agreed that the purpose of the survey is to help guide the Working Group in terms of what is the priority for the region for tool development, tool development research, and interest in tools. The secondary products may be a publication or simply information calling for additional work.

Aaron suggested that the Working Group set up the response options as standard throughout all the domains, as this will make it much easier for the respondents to get into a rhythm. He also proposed using a four-point scale for each question. A response of one shows that they do not need help with that item, a response of four shows that they do need help and resources for that item. Aaron added that the goal is to measure the intensity of the respondents' preferences and priorities.

Members agreed that the column headers should be consistent for each domain, and discussed whether the questions should be time-bound (Is it a priority in the next year? Is it a priority in the next three years?), which could characterize responses as a high priority for immediate action, a low priority for still immediate action, etc.

Christian volunteered to draft a test question including the columns and the grid, with a description of the domain. Members agreed to draft language for a lead-in question under a

domain, or sub domains, and then to the four options, with standard language throughout. The structure will be a domain title, description, and then standard lead-in language.

New Members – Need Representatives from Smaller Jurisdictions

Members agreed to discuss possible new representatives at the next Working Group meeting.

Other Business

Cadence of 2019 and 2020 Meetings

Members agreed on a two-week cadence through mid-January, and will discuss future meeting cadence at the December 9, 2019 Working Group meeting.

Delivery

Chair McCollough hopes to have the Toolkit delivered by the end of April 2020. Aaron will confer with other MORPC leadership to coordinate the delivery of the Toolkit with MORPC's other major releases for early 2020.

Adjourned at 3:35 pm.

From: [Selch, Christian](#)
To: [Lynn Kaufman](#); [Drummond, Christina J.](#); tom.kneeland@gahanna.gov; [Landsbergen, David](#); dmccollough@dublin.oh.us; [Aaron Schill](#); Rob.Wesley@ilwllc.com; [Loftin, Shaun P.](#); badzik.1@osu.edu
Cc: [Rita Westhoff \(Rita.Westhoff@gahanna.gov\)](mailto:Rita.Westhoff@gahanna.gov)
Subject: 3 follow-up actions: Data Policy Needs Survey & Toolkit Working Group
Date: Monday, November 4, 2019 4:16:36 PM
Attachments: [Sample Policy Needs Survey Question Mock-Up.docx](#)

Three follow-up action items from our last meeting:

1. Recap of principles from last meeting's discussion:

Primary Goal:

- Identify priority areas for development of infotech policy tools and templates.

Derivative Goals:

- Academic research.
- Socialization of and generating interest in working group's efforts and use of its products.
- Generating interest in participation.

2. Mockup example needs survey question:

- Please see attached.

3. Begin hassling Aaron to send a MORPC example disclosure statement.

- Hassling to begin tbd.

CHRISTIAN SELCH
CITY of COLUMBUS TECHNOLOGY
PUBLIC POLICY & CORPORATE GOVERNANCE

614.645.2818

-----Original Appointment-----

From: Lynn Kaufman [<mailto:lkaufman@morpc.org>]

Sent: Tuesday, September 10, 2019 3:12 PM

To: Lynn Kaufman; drummond.120@osu.edu; tom.kneeland@gahanna.gov; landsbergen.1@osu.edu; dmccollough@dublin.oh.us; Aaron Schill; Selch, Christian; Rob.Wesley@ilwllc.com; loftin.12@buckeyemail.osu.edu; badzik.1@osu.edu

Cc: Rita Westhoff (Rita.Westhoff@gahanna.gov)

Subject: Data Policy Needs Survey & Toolkit Working Group AGENDA ATTACHED

When: Wednesday, October 30, 2019 2:00 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).

Where: MORPC, 111 Liberty St., Columbus, OH 43215 Buckeye Conference Room

Importance: High

I. **Data & InfoTech Policy and Guidance for Personnel**

Notes: 'Personnel' includes your jurisdiction's employees, contractors, interns, and volunteers.

<p><i>For your jurisdiction specifically, what is the priority – if any – and timeframe for working on the following Personnel policies and guidance related to data and infotech? In the last column, please indicate which topics – if any – you feel should be a priority for developing shareable, helpful tools and templates.</i></p>	<p>Priority for Our Jurisdiction in the Next 12 mos.</p>	<p>Priority for Our Jurisdiction in the Next 12- 24 mos.</p>	<p>Priority for Our Jurisdiction in the Next 24 - 36 mos.</p>	<p>Not a Priority for Our Jurisdiction at this Time.</p>	<p>High Priority for Multi-Jurisdiction Development of Tools & Templates.</p>
I.a Acceptable Use ¹	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.b Cybersecure Use ²	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.c Information Use ³	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.d Reasonable Accommodation ⁴	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.e Telecommuting ⁵	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.f Bring Your Own Device ⁶	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.g Employee Onboarding ⁷	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.h Employment Separation ⁸	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.i Investigations ⁹	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I.j Other ¹⁰ : _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

¹ Limits on personal use and inappropriate use of your jurisdiction's technology resources. ² The responsibilities of each employee to protect your jurisdiction's technology resources. ³ Limits on personal access to and use of your jurisdiction's systems and information. ⁴ How your jurisdiction handles accommodating employees with disabilities in their use of technology. ⁵ The conditions and technology provisions of permitting working remotely. ⁶ The conditions and technology provisions of permitting employees to use their own devices for work purposes. ⁷ The conditions and technology provisions for new employees. ⁸ The conditions and technology provisions for employees leaving service. ⁹ How your jurisdiction handles e-discovery for allegations of employee misconduct. ¹⁰ Please specify any additional areas.